The Nursing Student Handbook provides to the nursing student information about Wayne County Community College District’s (“WCCCD”) nursing program, its curriculum, policies and other valuable information essential for the successful completion of the program. It is critical that all nursing students read this handbook, refer to it throughout their studies and comply with the policies it sets forth. It contains rules governing the appropriate conduct for students and their participation in classroom, clinical and related activities, as well as the policies and procedures of the program.

All students are responsible for compliance with current rules, policies and procedures contained in the Handbook. All such rules, policies and procedures are subject to change at any time at the discretion of the College and/or the nursing program. As revisions are made students must comply with updated rules, policies and procedures as they proceed toward completion of the program. Additionally, nursing students are required to comply and conduct themselves within all other published rules, policies, procedures of the College, including, without limitation, the WCCCD’s Student Handbook, which is available online at: http://www.wcccd.edu/students/pdfs/studenthandbook/pdf.

All policies and procedures contained in this handbook are subject to change at any time at the discretion of the College and/or nursing program.
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Wayne County Community College District

Mission Statement

WCCCD’s mission is to empower individuals, businesses and communities to achieve their goals through excellent accessible services, culturally diverse experiences and globally competitive higher education and career advancement programs.

WCCCD’s Values

1. Excellence in Teaching and Learning
We value excellence in teaching and learning; we enable students to achieve desired learning outcomes through individual attention and varied approaches to teaching. Our programs and courses are designed for students from all backgrounds in an effort to help them achieve academic and career success.

2. Diversity
We value and celebrate the multi-cultural, gender, generational, socio-economical status and experiential global understanding of our students and others we serve. We nurture increased appreciation and understanding of diverse cultures, ideas and ways of thinking needed to live as responsible citizens in a global society.

3. Student and Community Service
We value being a student-centered and community-based community college. We provide a caring, friendly, responsive, safe and accessible learning environment for students. We are an integral part of the communities we serve, providing community services that improve the economic, social, cultural and educational life of these communities.

4. Accountability
We are accountable to the students who depend on us to provide them with a quality education, to the citizens who support us with their tax dollars and to the businesses that depend on us to provide them with highly trained employees. We commit to being good stewards of the resources that are provided to us and to being accountable for creating a positive learning environment that produces student knowledge and skills.

5. Integrity
We exemplify the values of honesty, trust, fairness, reliability, and mutual respect in every aspect of our work.
PROGRAM
Associate of Applied Science Degree
Nursing

About the program

The Nursing program at WCCCD offers an Associate of Applied Science degree in Nursing. Graduates of the Nursing program are eligible to complete the National Council Licensure Examination for Registered Nurses (NCLEX-RN). Program requirements include specific courses in the nursing major and general education. The Nursing program is designed to prepare graduates to provide nursing care as staff nurses in a variety of health care settings.

Program goals

The goal of the nursing program is to produce accountable, adaptable generalists who are prepared to successfully complete the NCLEX-RN exam and function as registered nurses in diverse care settings.

Program outcomes

The below listed outcomes, found in the WCCCD catalog, are not all-inclusive and are subject to change based on accreditation requirements.

- Students will practice nursing with professional accountability.
- Demonstrate communication competency in professional interactions.
- Manage health care resources and use the nursing process to meet the health needs of clients.
- Demonstrate clinical reasoning when planning care for individuals, families and groups.
- Integrate caring constructs into professional nursing activities.
- Integrate teaching and learning principles into health promotion activities for individuals, families and groups.
- Collaborate with health care team members to promote health of individuals, families and groups.
- Integrate knowledge from nursing and general education courses when providing nursing care to individuals, families and groups throughout the lifespan.
Philosophy and Conceptual Framework

In the late 20th century, much of the theoretical work in nursing focused on articulating relationships among four major concepts: person or client, environment, health, and nursing. Because these four concepts can be superimposed on almost any work in nursing, they are sometimes collectively referred to as a meta-paradigm for nursing. The term originates from two Greek words: meta, meaning “with,” and paradigm, meaning “pattern.” (Kozier & Erb, 2008)

The conceptual framework of the Nursing Program at Wayne County Community College District is based on these four meta-paradigm concepts taken from Kozier & Erb;

Client:
A client is a person who engages the advice or services of another who is qualified to provide this service. The term client presents the receivers of health care as collaborators in the care, that is, as people who are also responsible for their own health. Thus, the health status of a client is the responsibility of the individual in collaboration with health professionals.

Environment:
The environment is the internal and external surroundings that affect the client. This includes people in the physical environment, such as families, friends, and significant others.

Health:
Health is the degree of wellness or well-being that the client experiences.

Nursing:
Nursing is the attributes, characteristics, and actions of the nurse providing care on behalf of, or in conjunction with, the client.
# Educational Goals

*Educational goals for students enrolled in level one and level two classes are described in the table below:*

<table>
<thead>
<tr>
<th></th>
<th>Level I</th>
<th>Level II</th>
</tr>
</thead>
<tbody>
<tr>
<td><strong>Educational Goals</strong></td>
<td><strong>Semester One</strong> NUR 110, 111, 112, 118</td>
<td><strong>Semester Two</strong> NUR 114, 116, 119</td>
</tr>
<tr>
<td><strong>Level I</strong></td>
<td>Describe metaparadigm concepts.</td>
<td>Demonstrate accountability for professional nursing practice.</td>
</tr>
<tr>
<td><strong>Level II</strong></td>
<td>Identify effective communication skills.</td>
<td>Integrate communication skills into professional interactions.</td>
</tr>
<tr>
<td><strong>Use the nursing process to meet the health needs of clients.</strong></td>
<td>Use the nursing process to meet the health needs of clients.</td>
<td>Develop nursing care strategies, using the nursing process, to meet the health needs of clients.</td>
</tr>
<tr>
<td><strong>Consider variables when providing care.</strong></td>
<td>Consider variables when providing care.</td>
<td>Apply critical thinking skills when planning care for individuals, families and groups.</td>
</tr>
<tr>
<td><strong>Describe caring constructs.</strong></td>
<td>Describe caring constructs when performing nursing procedures.</td>
<td>Apply caring constructs into professional nursing activities.</td>
</tr>
<tr>
<td><strong>Describe effective teaching and learning principles.</strong></td>
<td>Describe effective teaching and learning principles.</td>
<td>Apply principles of teaching and learning into the plan of care for individuals, families and groups.</td>
</tr>
<tr>
<td><strong>Describe roles of health care team members.</strong></td>
<td>Describe roles of health care team members.</td>
<td>Cooperate with members of the health care team to manage the nursing care of individuals, families and groups.</td>
</tr>
<tr>
<td><strong>Consider knowledge from nursing and general education courses when planning care.</strong></td>
<td>Consider knowledge from nursing and general education courses when planning care.</td>
<td>Apply additional knowledge from progression in nursing and general education sequence when providing nursing care to individuals, families and groups throughout the lifespan.</td>
</tr>
</tbody>
</table>
NURSING PROGRAM CURRICULUM

The nursing program at WCCCD is designed for completion within three years, inclusive of prerequisite courses. The actual NUR course sequence is designed for completion in two calendar years. Students seeking a part-time course load can accomplish that objective by completing more or all of the general education courses prior to seeking admission in the nursing program.

<table>
<thead>
<tr>
<th>Cr. No.</th>
<th>Courses Title</th>
<th>Credit</th>
</tr>
</thead>
<tbody>
<tr>
<td></td>
<td><strong>Pre-requisite courses</strong></td>
<td></td>
</tr>
<tr>
<td>ENG 119</td>
<td>English I</td>
<td>3 credits</td>
</tr>
<tr>
<td>BIO 240</td>
<td>Human Anatomy &amp; Physiology I</td>
<td>4 credits</td>
</tr>
<tr>
<td>BIO 250</td>
<td>Human Anatomy &amp; Physiology II</td>
<td>4 credits</td>
</tr>
<tr>
<td>BIO 295</td>
<td>Microbiology</td>
<td>4 credits</td>
</tr>
<tr>
<td>PSY 101</td>
<td>Introductory Psychology</td>
<td>3 credits</td>
</tr>
<tr>
<td></td>
<td><strong>Pre-requisite total</strong>: 18 credits</td>
<td></td>
</tr>
<tr>
<td></td>
<td><strong>Semester I</strong></td>
<td></td>
</tr>
<tr>
<td>DT 130</td>
<td>Introduction to Nutrition</td>
<td>3 credits</td>
</tr>
<tr>
<td>HSC 100</td>
<td>Medical Measurements and Mathematics</td>
<td>1 credit</td>
</tr>
<tr>
<td>NUR 110</td>
<td>Nursing Foundations – Theory</td>
<td>2 credits</td>
</tr>
<tr>
<td>NUR 111</td>
<td>Nursing Foundations – Skills Lab</td>
<td>2 credits</td>
</tr>
<tr>
<td>NUR 112</td>
<td>Medical/Surgical Nursing I – Theory and Clinical</td>
<td>4 credits</td>
</tr>
<tr>
<td>NUR 118</td>
<td>Physical Assessment</td>
<td>1 credit</td>
</tr>
<tr>
<td></td>
<td><strong>Semester total</strong>: 13 credits</td>
<td></td>
</tr>
<tr>
<td></td>
<td><strong>Semester II</strong></td>
<td></td>
</tr>
<tr>
<td>BIO 252</td>
<td>Pathophysiology</td>
<td>4 credits</td>
</tr>
<tr>
<td>NUR 114</td>
<td>Obstetric Nursing – Theory and Clinical</td>
<td>3 credits</td>
</tr>
<tr>
<td>NUR 116</td>
<td>Medical/Surgical Nursing II – Theory and Clinical</td>
<td>4 credits</td>
</tr>
<tr>
<td>NUR 119</td>
<td>Pharmacology</td>
<td>2 credits</td>
</tr>
<tr>
<td></td>
<td><strong>Semester total</strong>: 13 credits</td>
<td></td>
</tr>
<tr>
<td></td>
<td><strong>Semester III</strong></td>
<td></td>
</tr>
<tr>
<td>PSY 200</td>
<td>Lifespan Development</td>
<td>3 credits</td>
</tr>
<tr>
<td>SOC 100</td>
<td>Sociology</td>
<td>3 credits</td>
</tr>
<tr>
<td>NUR 210</td>
<td>Psychiatric Nursing - Theory and Clinical</td>
<td>3 credits</td>
</tr>
<tr>
<td>NUR 212</td>
<td>Medical/Surgical Nursing III – Theory and Clinical</td>
<td>4 credits</td>
</tr>
<tr>
<td>NUR 218</td>
<td>Nursing Issues</td>
<td>1 credit</td>
</tr>
<tr>
<td></td>
<td><strong>Semester total</strong>: 14 credits</td>
<td></td>
</tr>
<tr>
<td></td>
<td><strong>Semester IV</strong></td>
<td></td>
</tr>
<tr>
<td>ENG 120</td>
<td>English II</td>
<td>3 credits</td>
</tr>
<tr>
<td>Elective:</td>
<td>American Government</td>
<td>3 credits</td>
</tr>
<tr>
<td>NUR 214</td>
<td>Pediatric Nursing – Theory and Clinical</td>
<td>3 credits</td>
</tr>
<tr>
<td>NUR 216</td>
<td>Medical/Surgical Nursing IV – Theory and Clinical</td>
<td>4 credits</td>
</tr>
<tr>
<td>NUR 219</td>
<td>Nursing Transitions</td>
<td>1 credit</td>
</tr>
<tr>
<td></td>
<td><strong>Semester total</strong>: 14 credits</td>
<td></td>
</tr>
<tr>
<td></td>
<td><strong>Program Total</strong>: 72 credits*</td>
<td></td>
</tr>
</tbody>
</table>

*Program totals do not include remedial courses and may not include prerequisites.
DESCRIPTION OF NURSING CLASSES

NUR 110
Nursing Foundations – Lecture (2) credits (30 classroom hours)

This course establishes the metaparadigm concepts: client, health, environment, and nursing. In Level I, first year of the Nursing Program, emphasis is on the nursing student as a caregiver.

NUR 111
Nursing Foundations – Skills Lab (2) credits (90 lab practice hours)

The focus of this course is for the student to acquire the necessary nursing skills for progression to clinical sites in subsequent courses. This course is organized according to metaparadigm concepts: client, health, environment, and nursing. In Level I, first year of the Nursing Program, emphasis is on the nursing student as a caregiver.

NUR 112
Medical Surgical Nursing I – Theory (4) credits (30 classroom hours/90 clinical hours)

This course focuses on the nursing care of the peri-operative client, and the client with diabetes. This course is organized according to metaparadigm concepts: client, health, environment, and nursing. In Level I, first year of the Nursing Program, emphasis is on the nursing student as a caregiver. New nursing skills that the student will master in the clinical are related to blood transfusion and oral suctioning.

NUR 114
Obstetric Nursing - Theory (3) credits (22.5 classroom hours/67.5 clinical hours)

This course focuses on the nursing care of the obstetric client, newborn and family unit. This course is organized according to the metaparadigm concepts: client, health, environment, and nursing. In Level I, first year of the Nursing Program, emphasis is on the nursing student as a caregiver. New nursing skills that the student will master in the clinical are specific to the care of the obstetric client and newborn.

NUR 116
Medical Surgical Nursing II – Theory (4) credits (30 classroom hours/90 clinical hours)

This course focuses on the nursing care of the client with alterations in respiratory, cardiac or cardiovascular status. This course is organized according to the metaparadigm concepts: client, health, environment, and nursing. In Level I, first year of the Nursing Program, emphasis is on the nursing student as a caregiver. New nursing skills that the student will master in the clinical are tracheostomy care and endotracheal suctioning, central line dressing changes, and setting up chest tubes.
DESCRIPTION OF NURSING CLASSES

NUR 118
Physical Assessment (1) credits (30 contact hours)

This course focuses on Nursing knowledge and skills necessary to conduct a physical assessment on a healthy adult. Some common deviations from normal will be included. The level of skill to be attained is comparable to the admission nursing assessment in an acute care setting. In Level I, first year of the Nursing Program, emphasis is on the nursing student as a caregiver.

NUR 119
Pharmacology (2) credits (30 classroom hours)

This course focuses on medication groups and medication administration safety factors. In Level I, first year of the Nursing Program, emphasis is on the nursing student as a caregiver.

NUR 210
Psychiatric Nursing- Theory (3) credits (22.5 classroom hours/67.5 clinical hours)

This course focuses on nursing care of clients with psychiatric disorders. This course is organized according to metaparadigm concepts: client, health, environment, nursing. In Level II, second year of the Nursing Program, emphasis is on the nursing student evolving into the role of the professional nurse. New nursing skills that the student will master in the clinical are specific to the care of the psychiatric client.

NUR 212
Medical Surgical Nursing III - Theory (4) credits (30 classroom hours/90 clinical hours)

This course focuses on the nursing care of clients with endocrine, renal, immune and gastrointestinal disorders. This course is organized according to metaparadigm concepts: client, health, environment, nursing. In Level II, second year of the Nursing Program, emphasis is on the nursing student evolving into the role of the professional nurse. New nursing skills that the student will master in the clinical are ostomy care and peritoneal dialysis.

NUR 214
Pediatric Nursing - Theory (3) credits (22.5 classroom hours/67.5 clinical hours)

This course focuses on nursing care of the pediatric client. This course is organized according to metaparadigm concepts: client, health, environment, nursing. In Level II, second year of the Nursing Program, emphasis is on the nursing student evolving into the role of the professional nurse. New nursing skills that the student will master in the nursing lab in this course are specific to the care of the pediatric client. New nursing skills that the student will master in the clinical in this course are specific to the care of pediatric clients.
DESCRIPTION OF NURSING CLASSES

NUR 216
Medical-Surgical Nursing IV - Theory (4) credits (30 contact hours/90 clinical hours)

This course focuses on nursing care of clients with neurologic, musculo-skeletal, hematologic, and oncologic disorders. This course is organized according to metaparadigm concepts: client, health, environment, and nursing. In Level II, second year of the Nursing Program, emphasis is on the nursing student evolving into the role of the professional nurse. New nursing skills that the student will master in the clinical are traction and adaptive equipment.

NUR 218
Nursing Issues (1) credit (15 classroom hours)

This course focuses on issues within the environment of care, as well as professional nursing issues. This course is organized according to metaparadigm concepts: client, health, environment, nursing. In Level II, second year of the Nursing Program, emphasis is on the nursing student evolving into the role of the professional nurse.

NUR 219
Nursing Transitions (1) credit (15 classroom hours)

This course focuses on environment of care and professional nursing issues. In Level II, second year of the Nursing Program, emphasis is on the nursing student evolving into the role of the professional nurse.

Refer to WCCCD college catalog for complete list of all classes and pre-requisites for all classes.
http://www.wcccd.edu/students/pdfs/CATALOG%202011-2012%20FINAL%20WEBds.pdf
NURSING STUDENT COMMUNICATION

All academic students receive a free WCCCD Student E-Mail Account upon enrollment. This account provides students with instant access to important student and District information and a safe and secure method by which to communicate with the nursing program and all WCCCD faculty, staff and students.

*All official college communication to students will arrive through the WCCCD student e-mail account.*

Students are also encouraged to read the postings on the nursing bulletin boards located near the Nursing Office on a regular basis. Information may include lottery dates and times, grades, scholarships, schedule changes, job opportunities, etc.

ACADEMIC SUPPORT

A full-time faculty member will be assigned to each student early in the first semester of the nursing program and for its duration. The assignment of these instructors is intended to facilitate a student’s progression through the program and to make them available to address student concerns and discuss future goals. It is the nursing student’s responsibility to initiate contact with the assigned faculty member.

NURSING STUDENT REGISTRATION PROCESS

Registering for any NUR class must follow this process:

- WCCCD Academic registration form to be attained in the Nursing office. Student must receive signature of nursing staff member for classes in order to register for the term.
- Once registration form is completed and signed, the student precedes IN-PERSON to the campus registration office to register for NUR courses. Online registration is **not** permitted for NUR coded courses.
- Once in-person registration is completed student proceeds to the cashier. Student should be prepared to pay the 65% of TOTAL of all registered classes*.

*Failure to pay fees (missing payment deadline, etc.) as required by the College may subject the student to being removed from a course: theory and clinical. Once a student is removed from a clinical rotation the student is no longer enrolled in that course. After paying the necessary fees the student registers based on space availability. There is no guarantee of clinical availability in the current semester. The Nursing Program will try to facilitate enrollment as much as possible given the space limitations. *Students who cannot show proof of registration will not be permitted into the classroom or clinical site.*
ESSENTIAL FUNCTIONS RELATED TO THE PROFESSION OF NURSING

Students in the nursing program must demonstrate the ability to perform specific cognitive functions and demonstrate psychomotor skills in order to succeed in the profession of nursing. Nursing students must possess the ability to perform all functions that are necessary components of the nursing program.

The Campus Dean or designate and Student Services will determine what reasonable accommodations may be provided for students with disabilities and will complete an accommodation letter that will be given to the Nursing Program Dean and Campus Dean.

The following Core Performance Standards are necessary for all nursing education programs for program admission and progression as a recognized standard.

1. **Critical Thinking**: demonstrate judgment and identify cause/effect relationships in the clinical setting as well as develop and utilize nursing care plans.
2. **Interpersonal skills**: demonstrate effective interactions with clients and colleagues from various social, emotional, cultural, and intellectual backgrounds.
3. **Communication skills**: demonstrate effective verbal and written communication skills while interacting in all learning environments.
4. **Motor skills**: demonstrate physical ability to assess clients, perform technical skills involving gross and fine muscular movements and motor strength.
5. **Mobility**: demonstrates ability to move effectively in patient care areas; perform CPR.
6. **Sensory Integrity**: demonstrate ability to effectively assess and care for clients utilizing the senses of sight, hearing, smell and touch.

Upon admission students are expected to perform in accordance with the following technical standard/physical abilities and skills for the duration of their matriculation in the WCCCD nursing program. Students must be able to fully satisfy (to the level of 100%) each of the criteria set forth as a standard. If a student is unable to perform the requirements at a 100% level the student must provide an explanation and additional information. The student may request reasonable accommodation with appropriate documentation from the Dean of Nursing or the Associate Dean of Nursing. The program will make every reasonable effort to satisfy the student’s request for an accommodation.
7. **Physical requirements**

<table>
<thead>
<tr>
<th>Technical Standards/ Physical Abilities &amp; Skills</th>
<th>Standard</th>
<th>Examples</th>
</tr>
</thead>
<tbody>
<tr>
<td>Mobility</td>
<td>Physical abilities sufficient to move independently from room to room, walk in hallways, maneuver in small places such as patient rooms, medication rooms.</td>
<td>Walking independently with patients from department to department, around the patient room, down the corridor, from one patient room to another to take care of all patients on a team and to assist in the transport of all patients from bed to bed, bed to chair. Walking, standing, sitting for long periods of time, stooping, lifting patients weighing, squatting, reaching, twisting, bending, pushing, pulling, dragging, climbing.</td>
</tr>
<tr>
<td>Motor Skills</td>
<td>Gross and fine motor skills to practice safe and efficient patient care. Sufficient manual dexterity to manipulate equipment in the patient care setting.</td>
<td>Manual dexterity to start a patient’s intravenous line, set alarms on monitors, draws up and gives injections to patients without extraneous movement.</td>
</tr>
<tr>
<td>Hearing</td>
<td>Auditory ability sufficient to monitor and assess health needs.</td>
<td>Auscultation of breath sounds, heart sounds, blood pressure, bowel sounds, hearing alarms, call bells telephones in patient care, converse with patients, family and staff from varying distances with varying audible sounds.</td>
</tr>
<tr>
<td>Visual</td>
<td>Visual ability sufficient for observation and assessment necessary to provide safe patient care.</td>
<td>Reading patient charts/flow sheets/monitors, drawing up and administering medications, assessing patient skin tones, reading thermometers, assessing wound status, non-verbal behaviors.</td>
</tr>
<tr>
<td>Tactile</td>
<td>Tactile ability sufficient for physical assessment and to provide safe patient care.</td>
<td>Performing palpation, giving injections, starting IV’s, sterile and non sterile dressing changes, urinary catheterization, assess skin temperature and texture, and assist with patient care activities</td>
</tr>
<tr>
<td>-------------------------------</td>
<td>--------------------------------------------------------------------------------</td>
<td>--------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------</td>
</tr>
<tr>
<td>Communication</td>
<td>Communication abilities sufficient for interaction with others in coherent and concise oral and written form.</td>
<td>Following spontaneous verbal and/or written instructions. Is able to effectively communicate in English. Must be able to communicate the patient’s response to therapy to other members of the health care team, document patient responses to therapy on health care forms utilizing various forms of media, consult with health care team members/workers in a professional manner.</td>
</tr>
<tr>
<td>Interpersonal</td>
<td>Interpersonal skills sufficient for interaction with patients, families and groups from diverse backgrounds (cultural, emotional, intellectual) in a variety of health care settings</td>
<td>Conversing effectively with patients, families, and groups and in stressful patient care situations such as emergencies.</td>
</tr>
<tr>
<td>Critical Thinking</td>
<td>Critical thinking sufficient for clinical decision-making</td>
<td>Competent assessing a patient in a timely manner and correctly interpreting assessment. Readily responding with appropriate nursing/medical interventions and treatment plans. Can work in isolation independently for positive patient outcome.</td>
</tr>
</tbody>
</table>
REQUEST FOR TESTING MODIFICATION ON LICENSURE EXAMINATION

Students who require accommodations during testing situations are able to request testing modifications when making application to take the National Council of Licensing Examination-Registered Nurse (NCLEX-RN) for State licensure.

PAYMENT OF TUITION & FEES

All tuition, fees and deposits are due at the time of registration. Students who choose the deferred tuition payment plan must pay a minimum of 65% of total tuition and fee(s) for the current term. Payments may be made by money order, check, Visa, MasterCard, Discover Card, American Express or ATM debit card.

*Wayne County Community College District reserves the right to cancel the registration of any student who does not make required tuition and fees payment within the specified timeframe.*

GRADING SCALE

The following the grading scale applies to the Nursing Program:

- A  93% - 100%
- B  84% - 92.9%
- C  75% - 83.9%
- D  70% - 74.9%
- E  ≤ 69.9%

Numerical grades are based on the theory component of the course and will be consistently recorded to the hundredth place, but will never be rounded up. For example, 69.9 will not be rounded up to 70%. “Extra credit” assignments are not available. For courses with a clinical component, students must achieve a “satisfactory” grade in clinical and at least 75% in the theory component to successfully complete the course.

Evaluation of Progress

Evaluation of student performance is recorded by the instructor in theory, clinical and laboratory settings. Written test results, clinical performance notes, and laboratory practice are utilized by the instructor to document evidence of a student’s progress and learning needs.

Weekly evaluation forms are maintained for each clinical student to document the extent of achievement of expected behaviors for the clinical experience. The date, time and place are noted with a description of the behavior observed.

Students should expect a midterm evaluation from their clinical instructor.
REQUESTING GRADE CHANGES

Students are encouraged to establish a relationship with their instructors and to discuss their progress regularly. If you feel you have received a grade that has been awarded unfairly or incorrectly, please follow the below grade appeal process from the WCCCD student handbook:

OFFICIAL PROCEDURE FOR GRADE APPEAL

The Grade Appeal Procedures are THE ONLY method by which a student may challenge a final grade issued by an instructor at Wayne County Community College District.

1. The student must contact the instructor after the grade is issued to discuss any change in grade. You must initiate contact within 90 calendar days of the end of the semester (or session) during which you were enrolled. If you are unable to contact your instructor, contact the Campus Instructional Administrator for assistance.

2. If the student is dissatisfied with the instructor’s response, the student may appeal the instructor’s decision by obtaining a Student Statement Grade Appeal Form from the Student Services (Administrative) Office at any WCCCD campus, who will advise students on their Rights & Responsibilities.

3. The Student Information and Course Information section is to be filled out completely and reviewed by instructional staff.

4. The student must complete the Student Statement Grade Appeal Form according to the directives and provide necessary documentation (copies) and any pertinent information.

5. The student returns the completed packet to the appropriate Instructional Administrator as directed on the bottom of the form.

6. Upon receipt of the completed package, the Instructional Administrator will request the instructor to complete the Instructor’s Statement Grade Appeal Form.

7. Upon receipt of the completed package or, upon failure to receive the Instructor’s Statement within 14 calendar days of the mailing date, the Instructional Administrator shall either sustain the instructor’s grade or recommend a grade change to be carried out by the instructor. This decision shall be mailed to both the student and the instructor (See Grade Appeal Statement – Instructional Administrator). Failure to receive a response within 14 days from the instructor does not constitute or imply a grade will be changed without proper documentation from the student.
8. A recommendation to change a grade requires that the instructor complete and submit a Change of Grade form to the Instructional Administrator within 14 calendar days after receiving the written notice of the student grade appeal. An administrative change of grade is made when the instructor fails to comply or is unable to complete the request.

9. Either the instructor or the student may appeal the decision in writing within ten working days to the GRADE APPEAL COMMITTEE, c/o Vice Chancellor of Educational Affairs.

10. If the grade is appealed, the appeal shall be heard by a grade appeal committee generally comprised of:
   a. One faculty member in the discipline (if possible) but not the instructor whose grade is in dispute.
      i. Faculty are appointed by the faculty collective bargaining unit.
   b. One representative appointed by the appropriate Student Services Administrator.
   c. The President of the Student Government or designee (if possible).
   d. The committee shall be chaired by the Vice Chancellor of Educational Affairs or designee.

11. Both the student and the instructor should be notified of the date, time, and place of the hearing. Both should be available to the Committee should further clarification be necessary. Attendance is not mandatory.

12. The decision of the Grade Appeal Committee will be communicated in writing to both the student and instructor. Either the student or the instructor may appeal the committee’s decision to the Executive Vice Chancellor.

13. If an administrative Change of Grade is necessary the signature of the appropriate Vice Chancellor of Educational Affairs or designee is required.

**ACADEMIC PROGRESSION**

All students must achieve a “C” or better in all courses in the Nursing program in order to progress in the nursing program. In courses with both theory and clinical components, failure to achieve a passing grade in either theory or clinical component results in failure of the course. Clinical evaluations are graded as “satisfactory or unsatisfactory”. Students must successfully meet all of the clinical objectives to receive a satisfactory clinical evaluation.

Current Semester courses must be completed before progression to the next semester.
Students are expected to complete the NUR course sequence within 3 years. Students cannot proceed to NUR 112 until HSC 100, NUR 110, NUR 111 and NUR 118 are successfully completed. Thereafter, students must complete both NUR and general education courses as outlined per semester before proceeding to NUR courses listed in the next semester.

A one-year lapse since last enrolled in a NUR course renders a student ineligible to resume the NUR sequence.

**Exception:** students who are military reservists who are called to active duty. Active duty orders must be submitted, upon receipt, to the Dean of Nursing. Upon return from active duty, the student will be accommodated, provided contact with the Nursing Office occurs within 30 days of release from active duty and resumption of course work occurs at the next available time in the academic cycle.

**LEAVE OF ABSENCE**

Students may seek approval for a temporary leave of absence from the nursing program not to exceed 12 months since their last nursing course. Circumstances regarding a leave of absence need to be discussed with and approved by the Dean of Nursing and must be submitted in writing.

**WITHDRAWAL FROM NURSING (NUR) COURSE**

College withdrawal procedures, as explained in the college’s schedule of classes, are followed related to deadlines, signatures required, refunds, and grades issued relative to the timing of the withdrawal for full semester courses. For 7.5 week courses, deadlines are proportionately adjusted.

**First NUR Course Failure or Withdrawal**

Upon a first NUR course failure or withdrawal the student will be placed on probation. The student must contact the Nursing Office before entering into the mentoring program.

**MENTORING**

Step by Step Procedure for Mentoring Student

The initial workshop for students who are not successful in any NUR core course will be held within one week after final grades are received. Students will be contacted by college email informing them of a scheduled date and time for the workshop. Please plan on attending as scheduled, as attendance will be mandatory. Following the workshop the process will be as follows:
1. Student communication to faculty may be through Instructor college email, or office telephone. Should there be any problem in contacting your mentor please notify the nursing office at 313-943-4480.

2. Faculty will contact student as soon as possible to arrange meeting dates and times. Student will be given faculty e-mail (school) and office phone number, along with office hours.

3. Packets for mentoring can be obtained from the Nursing Office. Participant Agreement must be signed by the student. Mentoring booklets will also to be given to the student. Students should familiarize themselves with contents.

Each interaction packet will contain additional attachments:
A. Participant Agreement Forms (2)
B. Student Referral Form
C. Mentor/Mentee Interaction Form
D. Student Mentoring Activity Sheet
E. Request to Re-Enter Program
F. Program Information

4. Completed forms should be given to Associate Dean. It is important that a copy of the student transcript for the current semester be available for evaluation. The transcript should be brought to the workshop. Students must satisfactorily complete a minimum 7 1/2 weeks of mentoring to return to the Nursing rotation.

Students with two (2) nursing course failures should be referred to the Nursing Office to meet with program designee. Resources that may assist students include, but are not limited to:

A. Multi-Learning Lab – CAT/LASSIE testing
B. Assessment Technologies Incorporated (ATI).
C. Tutors – Hours available by appointment.
D. Discussion Group Meetings
E. Critical Thinking Workshop – Multi-Learning Lab
   Designated days & times
F. Study Skills Workshop – Multi-Learning Lab
   (Designated days & times)
G. Lab Skills (by appointment).

Please feel free to submit any suggestions to enhance or improve our efforts. After completion of mentoring, students will be referred to the Nursing Office for possible placement. Placement after mentoring is based on space availability. Students will not be allowed to attend lottery, unless directed to do so.
A student cannot proceed to another NUR course until both the clinical and theory components of previous courses are successfully completed.

**Second NUR Course Failure or Withdrawal**

College policy on student re-entry and retention in career programs states: Two (2) failures in core courses in any career program will result in automatic dismissal from that program.

In addition to the college policy, the nursing program requirements are:
After two withdrawals or two failures or one withdrawal and one failure in any NUR course, student progression cannot continue without approval of the College Wide Re-Entry Committee.

The Student who desires to appeal to the *College Wide Re-Entry Committee* for a ***one-time only consideration for re-entry*** must initiate the review process within 2 weeks of the 2\textsuperscript{nd} failure. The process is initiated by completing the *Departure and Request to Re-Enter* form in the Nursing Office and a letter of appeal to the Dean of Nursing that includes:
1. Explanation of contributing factors related to past failures or withdrawals
2. Explanation for resolution of causative factors
3. Supporting documentation that outlines a plan for success

The forms will be reviewed and the file will be forwarded to the College Wide Re-Entry Committee.

The College Wide Re-Entry Committee may either approve or deny re-entry. If re-entry is approved any further NUR course failures will result in automatic dismissal from the Nursing Program with appeal options exhausted within the Nursing Program. Student will not be eligible to re-apply to the Nursing Program for at least two (2) years.

**Committee discussion is confidential.** The student will receive the decision of the Committee via U. S. Mail. *In the event that the College Wide Re-Entry Committee denies re-entry, you may appeal the decision by submitting a request in writing to the Educational Affairs Department of Wayne County Community College District.*

**INCOMPLETE GRADES**

An incomplete “I”, grade is issued only within the Wayne County Community College District guidelines which can be found in the district student handbook. If a student is granted an “I” grade it will prohibit progression in the NUR sequence until the letter is replaced with a grade.

Students who are awarded an incomplete (I) grade shall complete all agreed course assignments by the end of two consecutive terms after the term in which the “I” grade was given. The student
is charged with the responsibility of completing the course requirements through the instructor who issued the “I” grade. Failure to complete the course requirements within the two consecutive term limit shall result in a failing grade of “E” replacing the “I”.

Receiving an “E” grade will not allow student to progress through the Nursing program.

**APPLICATION FOR DEGREE**

Fourth semester students in the Nursing Program must follow WCCCD procedures and timelines to apply for degree. Eligibility to participate in commencement exercises hinges upon meeting degree completion requirements.

Prior to the semester the student intends to graduate, he or she must:

- Be officially admitted to the program or their major,
- Obtain and complete an application for graduation,
- Submit the completed form to a counselor, program director, or Chief Academic Officer for review.

Note: The signature of the counselor, program director, or Chief Academic Officer indicates that they have reviewed the graduation requirements with the student.

It is the student’s responsibility to coordinate all degree or certificate requirements for completion with the appropriate counselor, advisor, or academic department. If the student does not complete the graduation requirements outlined in the semester requested on the application, he or she must file another application in a subsequent semester and pay a new graduation application fee. The District Records Office will send a letter to the student acknowledging receipt of the application for graduation and indicating that the student has been placed on the roster for the next graduation ceremony.

For additional information about graduation requirements, please visit the Admissions and Records Office at the Northwest Campus in the Welcome Center or at (313) 943-4064.

**NURSING PINNING CEREMONY**

The Pinning Ceremony for nursing students is held twice each year (in May and December) along with the Recognition Ceremony for Allied Health Programs. Nursing students are also encouraged to attend the Formal Commencement Ceremony for Wayne County Community College District that is held annually in June.

The Pinning Ceremony is an important occasion for nursing students. The distinctive pin they receive from their school symbolizes professional achievement and the right to practice nursing. It is also a link to a 1,000 year old tradition. Many years ago in medieval Europe, organizations
called guilds appeared; these guilds were responsible for much of the national training of the
time. The emblems worn by the guild members indicated to which guild a worker was a
member. The guild emblems also indicated service to the community. A hospital badge was
given to the educated nurse.

In the late 19th century many hospitals adopted Florence Nightingales’ ideas and started schools
for the education and training of nurses. Outstanding student nurses who excelled were awarded
gold or silver medals. Gradually, all of the nursing schools started giving a medal or badge to all
graduates of their program. (The Florence Nightingale lamp that is commonly included in the
pinning ceremony is a symbol of the light given by knowledge.)

Today’s nursing pin has become a distinctive mark of nursing excellence and service to others.
Besides identifying the source of the nurse’s education, it also indicates to the patient, and others,
that the nurse has successfully completed a particular nursing program and has the ability to
function as a nurse. It is the intent of the Nursing Program at Wayne County Community College
District to educate and train highly qualified nurses with a sound knowledge of the nursing
profession.

GRADUATION WITH HONORS

Students who complete degree requirements with exceptionally high scholastic averages are
eligible to receive degrees with honors. Those who have earned a grade point average of 3.75-
4.00 are eligible to be graduated Summa Cum Laude; a grade point average of 3.50-3.74, Magna
Cum Laude; a grade point average of 3.25-3.49 Cum Laude. In computing the grade point
average, all courses taken at Wayne County Community College District are considered.

APPLICATION FOR REGISTERED NURSE LICENSURE

Students receive information about application for licensure during the fourth semester of the
Nursing Program. The Dean of the Nursing Program certifies each applicant as having met
Nursing Program requirements following completion of the fourth semester and determination of
grades, completion of required NCLEX-RN review program(s) and completion at the required
level of performance of the program standardized exit test.
STUDENT
PROFILE OF THE SUCCESSFUL NURSING STUDENT

Interviews with our students reveal that those who are successful on NCLEX- RN Examinations have these characteristics:

1. Prepare prior to class periods, including all assigned readings.
2. Establish regular hours of study (study 2-3 hours per credit per week).
3. Review all course material throughout the program transferring knowledge from one course to the next.
4. Follow the course objectives and performance behaviors to guide their study.
5. Seek out challenging clinical experiences.
6. Maintain at least a "B" average in nursing courses.
   (Student must attain a minimum of a C average for progression)
7. Participate in study groups and/or have a study partner.
8. Take the standardized competency tests and utilize the resources provided.
9. Balance work, home and academic schedules.

It is important that the student assumes full responsibility for his/her own learning and demonstrates it through:

1. Frequent conferences with the instructor at his/her announced office hours.
2. Prompt attendance at all planned learning experiences.
3. Frequent self-evaluation to determine progress towards goals.
4. Early and continuous use of the College's Multi-Learning Lab and the Nursing Learning Lab.
5. Meeting with assigned faculty for assistance in course planning and progression.

Students can further enhance their learning by:

1. Using NCLEX-RN review materials including text and online resources to prepare.
2. Practicing technical skills in the Learning - Practice Laboratory.
3. Using online tools such as:

   OWL – Purdue Online writing lab
   http://owlenglish.purdue.edu/owl/resource/560/01/

   WCCCD Learning Resource Centers
   http://www.wcccd.edu/dept/learning_resource_center.htm
STANDARDIZED TESTING: Self-Directed Coaching and Enhancement Program

WCCCD Nursing program has partnered with Assessment Technologies Institute, LLS (ATI) to provide students with a complete diagnostic testing and coaching program. This educational program assists students during the Nursing program to help prepare for the NCLEX-RN. The website is: https://atitesting.com/Home.aspx

This program will help assess and identify weaknesses in the mastery of nursing content, and provide a means of addressing these weaknesses as student’s progress through the nursing program.

The WCCCD nursing program strives for excellence and this testing and coaching program is an example of the extra steps that the WCCCD nursing program is taking to help students achieve excellence.

SCHOLASTIC ETHICS CODE

The purpose of this code is to encourage and promote positive learning and ethical student behavior, define behavior violating scholastic ethics, specify procedures for the determination of the facts of the alleged violation, and to define penalties. It is the responsibility of the student to maintain the highest ethical standards in academic achievement within the positive learning environment provided by the College.

GUIDELINES FOR SCHOLASTIC CODE OF ETHICS

The expectation at Wayne County Community College District is that the principles of truth and honesty will be practiced in all academic matters. Therefore, the College regards acts of academic dishonesty, including such activities as plagiarism or cheating, as very serious offenses. In the event that cheating, plagiarism or other forms of academic dishonesty on the part of students are discovered, each incident will be handled on an individual basis as deemed appropriate by the instructor and in consultation with the Nursing Dean.

The following is a guide to assist students in observing positive behavior in scholastic ethics:

- Students must do their own work and submit only their own work on examinations, reports and projects, unless otherwise permitted by the instructor.
- Students can benefit from working in groups. They may collaborate or cooperate with other students during take-home examinations only if specifically authorized by the instructor in the class syllabus or at the time of the examination;
- Students must follow all written and/or verbal instructions given by the instructor or designated College representative prior to taking an examination, placement assessments, test, quizzes and evaluations;
- Students are responsible for adhering to course requirements as specified by the instructor in the course syllabus.
SCHOLASTIC CODE OF ETHICS VIOLATIONS

Students enrolled in college assume the obligation of conducting themselves in accordance with the highest ethical standards. Actions constituting violations of scholastic ethics include, but are not limited to the following:

CHEATING

Intentional deceit during the pursuit of academic course work, tests, class assignments or activities in any testing area, learning center, clinical setting or tutorial session, or in the gathering of research materials is considered cheating.

Cheating includes but is not limited to:
- Copying from another student’s test paper or knowingly allowing your test to be copied;
- Using materials during a test that are not clearly authorized by the person giving the test;
- Collaborating with another student during the test without permission;
- Knowingly using, buying, selling, offering, transporting or soliciting any of the contents of a test;
- Taking a test for another person, or permitting another student to take a test for you;
- Bribing or attempting to bribe another person to obtain a passing grade or a better grade on a test or for a course;
- Intentional misconstruing facts or incidents relating to an evaluated exercise or assignment that would change the earned grade;
- Electronic, internet transmissions or wireless transfer of data.

PLAGIARISM

The representation of the work of others as one’s own, including the use of term papers written by others is plagiarism. The use of another’s words, ideas or information without acknowledgement is also plagiarism. The student should seek guidance from the instructor about acceptable methods to be used to acknowledge the work and ideas of others.
COLLUSION

Obtaining from or giving to another student unauthorized assistance or material in any course work is collusion.

COMPROMISING INSTRUCTIONAL AND TEST MATERIALS/MISREPRESENTATION/FRAUD

Unauthorized acquisition, tampering with, or alteration of instructional and/or testing materials from desks, cabinets, work rooms, classrooms, laboratories, instructor’s offices, tutoring labs, testing areas, assessment areas, secretarial offices, College offices and/or other areas is compromising test materials.

STUDENT CODE OF CONDUCT VIOLATIONS

Inappropriate and/or illegal student conduct that represents grounds for disciplinary action includes, but is not limited to the following:

- Dishonesty, such as knowingly furnishing false information to the College;

- Forgery, alteration or misuse of College documents, records, identification, e-mail or other electronic information;

- Obstruction or disruption of teaching, administration of the College, disciplinary procedures or other College District activities, community service functions or other authorized College District-sponsored activities on or off College premises;

- Physical actions against any person on District-owned or controlled property or at a College/District sponsored or supervised function, or any conduct that threatens or endangers the health or safety of any person. A physical action is an action that results in contact with another, or which places a person in reasonable apprehension of harmful contact;

- Harassment or discrimination of anyone based on race, religion, color, sex, age, height, weight, marital status, national origin, disability, sexual orientation or status as a veteran;

- Psychological actions against any person on College District-owned property or controlled property or at College District-sponsored or supervised activity. A psychological action is any action that terrifies, intimidates, threatens or harasses another, or which places a person in reasonable apprehension of such
action. Psychological actions include, but are not limited to: threats, stalking, harassment and discrimination, including the use of e-mail or telephone systems to carry out such action; Theft or damage to property of the College/District or of a member of the College community or of a visitor to the College

- Possession or use of firearms, explosives, dangerous chemicals, substances, instruments or other weapons that can be used to inflict bodily harm to any individual or damage to a building or grounds of College/District-owned or controlled property;

- Failure to comply with directions of College/District officials or law enforcement officers acting in performance of their duties, and/or failure to identify oneself to these persons when requested to do so;

- Use of tobacco and tobacco products (smoking) in unauthorized areas;

- Verbal abuse and/or abusive behavior, includes excessive profanity, threats, intimidation, harassment, coercion, and/or other conduct which threatens or endangers the health or safety of any person or which places them in fear of being physically abused;

- Unlawful possession, use, sale, or distribution or being under the influence of any narcotics or other controlled substances or drug paraphernalia, except as may be expressly permitted by law;

- Engaging in lotteries or other forms of gambling on College/District-owned or controlled property;

- Leaving unattended minor children on College-owned or controlled property or at College/District-sponsored or supervised functions without making provisions for them to be cared for or supervised;

- Use of computers for unauthorized purposes and engaging in any activity aimed at compromising computer systems or network security;

- Inappropriate use of electronic devices such as beepers, cellular telephones or any other instrument that might be disruptive in an academic setting;
• Failure to obtain approval from the Campus President or designee, or appropriate administrator for solicitation of any type which involves the College student body, College employees or visitors; posting or distributing information of any kind within the premises of the College; selling of merchandise on College property by a student or a student organization.

• Any form of sexual misconduct

The above violations are illustrative of the type of conduct that will not be permitted, but are not intended to be all-inclusive and will result in discipline up to and including expulsion. Nursing students should refer to the district student handbook for complete scholastic code of ethics including ethics violation disciplinary actions.
NURSING LEARNING ENVIRONMENT
The Northwest and Western Campus Nursing Learning Environments provide students with an opportunity to practice psychomotor skills, communication and inter-personal skills in a simulated health care setting. Audiovisual learning aids and computer assisted instruction is available to reinforce classroom instruction, and help the student practice and learn correct procedures, techniques and principles of nursing. It is expected that every student will use the campus lab to become proficient in all skills before and during their clinical experience.

(*Nursing Learning Environment is defined as all areas related to the education of the nursing student. This includes but is not limited to: classroom theory, computer lab and practice skills lab.)

**Learning Environment Conduct**

1. Student is required to sign in and out when entering and exiting any learning environment.
2. Smoking, drinking, eating and gum chewing is not permitted.
3. Student is not permitted in any learning environment without a faculty member or administrator present.
4. The practice skills lab is a simulated hospital ward and should be treated with the same respect as a hospital.
5. Only an officially admitted nursing student is permitted in any learning environment.
6. Personal items not directly related to the study of Nursing should be maintained off site.
7. Voice should be kept at a professional and courteous level so as not to disrupt the learning environment of others.
8. Electronic devices and illegal activities: Electronic devices may be used for professional needs in the clinical setting (references for drugs, lab tests, etc.). The course instructor or adjunct clinical instructor prohibit the use of electronic devices (Smart phone etc) that will violate laws, such as intellectual property rights or copyrights, invasion of privacy, sexual harassment, copying information from a patient’s confidential record, and using a camera phone to take inappropriate pictures without the subjects consent in the classroom or clinical setting. The use of these devices must be in accordance with the clinical facility.
**LATEX SENSITIVITY**

Latex sensitivity and allergy has grown as a health care concern in recent years. Since a number of products used in health care are made of latex (gloves, syringes, tubing, etc.), it is imperative that all applicants to a health care program be made aware of this concern. Individuals with latex sensitivity may not be able to meet the objectives required to complete a given program or successfully find employment in health care. Researchers suggest that early recognition and diagnosis of latex sensitivity may prevent the evolution of the sensitivity to more severe symptoms. I also understand that such sensitivity may prohibit me from continuing as a student in the Nursing Program.

**BACKGROUND CHECK**

Consistent with Section 20173 of Michigan Public Health Code and the requirements of clinical rotation partners, a criminal background check is required for all students in the Nursing Program. A criminal background check is conducted in order to verify that the individual has had no felony convictions within the last fifteen years and that the individual has had no misdemeanors in the last ten years involving abuse, neglect, assault and battery, criminal sexual conduct, fraud, or theft.

Once a student is admitted to the program, and undergoes the initial background check, he/she is required to immediately inform the Dean of Nursing if he/she is subsequently arrested for or convicted of any of the criminal offenses covered by Michigan Public Health Code Section 20173 (set forth above).

Individuals who do not pass a criminal background check, or who are subsequently arrested for or convicted of criminal offenses covered by Michigan Public Code Section 20173 will not be placed in clinical component or rotation of any course which requires such clinical component or rotation. They will be removed from any clinical component or placement. Completion of all clinical rotations is a graduation requirement. A degree will not be granted to those who do not successfully complete all required clinical rotations and other programs requirements.

Michigan Public Health Code 20173:
Learning Environment Dress Code

The purpose of a dress code is to provide safety, asepsis and present a professional image to the community we serve.

Skills lab dress code

- A clean, plain white, short sleeve t-shirt. T-shirt must be loose fitting, not be transparent, and have a crew neck collar. No logo or insignia of any kind are permitted with the exception of the National Student Nursing Association WCCCD logo T-shirt.
- Pants are to be loose fitting athletic pant bearing no insignia or logo. They should be plain dark color (gray, black or navy). Pant hemline should not touch the floor. No hospital scrubs are to be worn.
- Socks are to be clean, plain white and cover the ankle.
- Shoes are to be plain white, leather with closed toe and heel. No high tops permitted. Shoes and laces are to be clean and in good repair.
- Religious based or professional (i.e. Nun’s Cornette) head covering is permitted. No other type of head covering is allowed.
- Avoid use of perfumed spray/lotion, aftershave or scented hygiene products. Students are to be clean, well groomed and free of offensive body odors-including cigarette smoke.
- Nails are to be clean and trimmed to be no longer than 1/8” beyond the tip of the finger. Nails are to be in natural state only. Artificial/acrylic nails or polish of any type (including wraps or shellac) are strictly prohibited.
- Makeup is to be conservative and neutral in color. No false eyelashes.
- No visible tattoos.
- A watch with a second hand is required. Wedding band and/or engagement ring are the only acceptable rings to be worn. Earrings should be small and inconspicuous-one earring per earlobe. No visible piercing or facial jewelry (including tongue).
- Hair is to be clean, natural color, well-groomed and neat. Long hair must be pulled back off face and above shoulders. No decorative hair pieces permitted. Beards, mustached, and side burns must be clean, short and neatly trimmed.
- Undergarments are to be worn. They should be conservative, neutral color and not be visible.
- WCCCD student ID must be visibly worn at all times. The ID is to be displayed in plain plastic holder. ID holders are available for purchase in the college bookstore.

A nursing student, who comes to the lab inappropriately dressed, will be sent home and will be responsible for any make-up or re-enrollment.
Classroom/Theory

A nursing student in the classroom setting may choose to wear the skills lab uniform noted above or opt for professional dress. If professional dress is chosen, it may not be worn in the computer lab or skills lab areas.

- Clean and pressed suit or dress slacks. Denim is not allowed.
- A dress, dress skirt or skirted/pant suit.
- Dresses and skirts should be at knee length or longer.
- Dress shirts (with ties for men), dress blouse or suit jacket/dressy blazer. Exposure of cleavage is not acceptable. No halter or transparent tops.
- Dress shoes should be in good repair, clean and if applicable, polished. Women’s high heels are to be less than 3”.
- Men are required to wear socks. Women are required to wear socks or hosiery.
- Religious based or professional (i.e. Nun’s Cornette) head covering is permitted. No other type of head covering is allowed.
- Avoid use of perfumed spray/lotion, aftershave or scented hygiene products. Students are to be clean, well-groomed and free of offensive body odors-including cigarette smoke.
- Nails are to be clean and trimmed to be no longer than 1/8” beyond the tip of the finger. Nails are to be in natural state only. Artificial/acrylic nails or polish of any type (including wraps or shellac) are strictly prohibited.
- Makeup is to be conservative and neutral in color. No false eyelashes.
- No visible tattoos.
- Wedding band and/or engagement ring are the only acceptable rings to be worn. Earrings should be small and inconspicuous-one earring per earlobe. No visible piercing or facial jewelry (including tongue).
- Hair is to be clean, well-groomed and neat. Long hair must be pulled back off face and above shoulders. No decorative hair pieces permitted. Beards, mustached, and side burns must be clean, short and neatly trimmed.
- Undergarments are to be worn. They should be conservative, neutral color and not be visible.
- WCCCD student ID must be visibly worn at all times. Displaying the ID on either a plain or WCCCD insignia lanyard or a plain plastic holder is acceptable. ID holders are available for purchase in the college bookstore.

Any student, who comes to the classroom inappropriately dressed, will be sent home and will be responsible for any make-up or re-enrollment.

(No dress code can cover all contingencies, so students must use a certain amount of judgment in their choice of professional dress clothing. If you are uncertain about what is acceptable attire for the classroom, please ask your instructor or a nursing staff member.)
CLINICAL SITE
**CLINICAL PLACEMENT**

The clinical placement experience is a significant learning component within the nursing curriculum. It provides nursing students with the opportunity to use the theory and skills learned in the classroom and laboratory settings. It is also the place in which nursing students see the art of nursing applied and begin to develop their unique style. The clinical placement experience is the synthesizer for nursing education, affording students the opportunity to develop nursing skills, time management skills and become socialized into the role of the professional nurse.

**CLINICAL SITE GENERAL STATEMENT**

Nursing students are guests at clinical sites and safety of our community is of the upmost importance. No student shall engage in conduct detrimental to the College community. The conduct of every student should reflect well on the institution and in no case should that conduct include behavior prohibited by policy, regulation or law. Conduct shall be deemed detrimental to the College community if:

- It results in injury, damage, or loss to students, faculty, or administrative personnel of the District, or to buildings, structures, or other property under College control, or
- It hinders the District in the discharge of its basic responsibilities to maintain an orderly educational atmosphere and to function without interruption as an institution of higher learning, or
- It consists of any act or acts prohibited under Municipal, State, or Federal regulations and law, committed on the premises controlled or owned by the District.

*Institutions have the authority to refuse or dismiss any student or the Wayne County Community College nursing program for any action deemed detrimental to the clinical placement.*
PLACEMENT ASSIGNMENTS

Clinical placements are determined at scheduled regular and re-entry lotteries. First semester lottery is conducted at Nursing Orientation. Thereafter, lotteries are held following determination of grades from the current semester. Dates, times and days are posted outside of the Nursing Office at Northwest Campus. Late arrivals will not participate and will be placed at a later date. A student who is unable to attend the lottery may designate a proxy participant, who must provide a signed permission statement to act on the absent student’s behalf. Participating in a lottery despite being ineligible to do so is considered an ethical violation in the Nursing Program, with consequences. Such action deprives fellow students of the opportunity to select the opening taken by the ineligible student and is not easily corrected in a manner that can be viewed as fair by deprived students. At a minimum, the offending student will lose the opening to an eligible student who requests that placement. Circumstances involved may lead to more severe consequences.

Students should not accept a clinical placement they cannot fulfill as clinical switching will not be possible after the close of lottery. In the event of a clinical section cancellation, the Nursing Office will present the resulting options to displaced, progressing students first. Then, students repeating courses and students who were not placed at the lottery will be considered.

In the event that a student is employed in the health care field he/she is not permitted to chose their clinical placement at their place of employment.

CLINICAL ATTENDANCE/TARDINESS POLICY

Punctual attendance at class and clinical time is mandatory.

Student is expected to arrive 15 minutes prior to the start of the clinical day. Student who is more than 15 minutes later than start time shall not be allowed to be in clinical and will be considered absent.

More than one clinical absence will result in being dropped from clinical. If illness extends one clinical day, student must meet with the Dean of Nursing to discuss any available options.

In the event of an illness related absence - the absence will not be noted as excused and will be counted against the student. The absence must be accompanied by a physician letterhead document that includes clearance to return to clinical without restrictions and the student may not exceed one clinical day due to such absence. Due to State of Michigan clinical contact hour regulations, any missed clinical hours must be made up. Arrangements should be made with instructor.
Students are expected to follow notification procedures specified by the instructor at the outset of the course. In the event of an absence, student must contact the clinical instructor at the clinical site within the first 15 minutes of clinical start time.

Student is not to call the Clinical Site Coordinator to report an absence.

Students who are scheduled for jury duty must inform the classroom instructor and the nursing office immediately after receiving notice from the court system. Documentation from the court needs to be presented. Students who attend jury duty will still be considered missing class and/or clinical time. Therefore, students should contact the court immediately to ask for a reschedule date due to attending a health care class or clinical that requires no absences.

**STUDENT CLINICAL DRESS CODE**

Nursing students represent the Wayne County Community College District at clinical sites and at professional events that are incorporated into specific courses. Students will be given guidance about appropriate attire prior to professional events. The dress code at clinical sites must comply with any specific agency requirements. The following general guidelines are offered to promote a professional appearance, safety, and medical asepsis:

- School insignia is to be affixed to left sleeve of uniforms and lab coat.
- A clean white professional uniform with a collared shirt of washable material (not see-through)
- No scrub tops or bottoms are allowed.
- Skirts/dresses should be below the knee in length.
- Undergarments should be skin-tone appropriate not to be obvious and distracting. No thongs.
- Uniforms should not be noticeably tight or noticeably loose (reasonable fit).
- Clean white shoes and laces with white hosiery; shoes must enclose the foot and be leather material.
- Name tag will have a white background with black lettering in block print and read in the sequence of first name, last initial, SN, WCCCD (example: Jenny J, SN, WCCCD). Said nametags will be order by student at the Nursing Orientation session. Note: many clinical sites are now requiring specific agency badges (sometimes with pictures) for students during clinical rotations; if applicable, students will be given information about how to obtain the necessary ID badge required for a specific clinical rotation.
- Hair must be off of the shoulders and contained close to the head (no unusual color).
- Jewelry is limited to one plain band ring (if worn), a single stud type ear ring in the lobe of each ear, and a watch with a second hand; no other visible piercings (including tongue).
• No visible tattoos.
• No false eye lashes.
• Clean, trimmed fingernails, without polish, not to exceed the end of the fingertips and no false nails.
• Personal hygiene maintained; no perfume, subtle cosmetics.

Alternate uniforms may be worn at different agencies. Specific programs such as Psychiatric, Pediatric and Obstetric will have alternative uniforms—students will be informed by the instructor prior to the first day of clinical.

*Students cannot wear their clinical uniform on campus, nor can students wear the clinical uniform with the WCCCD insignia when working at a health agency in a personal job capacity. A change of clothing should be kept on hand for the location changes.*

**ORIENTATION TO AGENCY**

Students will receive a mandatory orientation to each clinical agency assigned. Orientation will include, but is not limited to, policies and procedures that relate to the student’s role of safe patient care and the physical layout of the hospital and the assigned unit(s).

Students are to report to the agency lobby on the first day unless the clinical faculty states otherwise.

**TRANSPORTATION TO ASSIGNED CLINICAL AGENCY**

Health care settings used for clinical experiences are in various locations. Transportation to and from the clinical facilities is the responsibility of the student. Students need reliable transportation. Car pooling is highly recommended.
CLINICAL RESPONSIBILITIES

The following general guidelines are offered, with the recognition that such guidelines cannot possibly cover all possible situations.

- Students will park in designated areas, use designated entrance and report to instructor at the specified time.
- Students will not participate in patient care activities without the approval of the clinical instructor, who will determine if the student is prepared to provide care.
- Students follow directions of the clinical instructor.
- Students adhere to dress code guidelines that apply to the specific clinical agency.
- Students are never allowed to photocopy any patient record.
- Students will not use the agency on-line system to search records of hospitalized individuals not assigned to them.
- Confidentiality and respect for client privacy must be maintained.
- Entries into the patient records must be accurate and truthful.
- Students interact professionally and cooperatively with clients, staff, visitors, other students and faculty while in the clinical setting.
- Safety concerns, errors, unexpected occurrences are reported to the clinical instructor promptly for guidance and resolution.
- Students do not leave the assigned area without the permission of the clinical instructor. Students leave promptly when dismissed by the clinical instructor, and do not return for unsupervised patient care activities.
- Student will not remove any documents from a client’s medical record.

Employment and Skills Parameters

Students who are currently employed in the health care setting may not use skills practiced at work in the WCCCD nursing classroom setting. You must work within your job description under the direction of the clinical instructor.

Activities proper to practical nursing or registered nursing require a licensure from the Michigan Board of Nursing. The performance of nursing activities without a license is an illegal violation of the Michigan Public Health Code, Subsection Nursing.
Patient safety

Patient safety is a major concern in health care organizations. The Joint Commission (TJC) recently released the 2011 National Safety Patient Goals for each of its accreditation programs, which will apply to the nearly 16,000 TJC certified health care organizations.

The goals establish requirements for critical aspects of care:
- Accuracy of patient identification
- Effectiveness of communication among caregivers
- Safe medication administration
- Prevent health care-associated infections
- Reconciliation of medications across the continuum of care
- Identify and prevent patient safety risks

For in depth information about the National Safety Patient Goals and the TJC refer to: http://www.jointcommission.org/

Medication Administration Guidelines

The WCCCD nursing faculty strongly believes in the need for accuracy in accomplishing nursing tasks. This need is especially apparent in the area of medication administration; therefore, The Joint Commission’s “Ten Rights of Medication Administration” below are to be followed (Kozier & Erb p. 850).

1. Right Medication
2. Right Dose
3. Right Time
4. Right Route
5. Right Client
6. Right Client Education
7. Right Documentation
8. Right to Refuse
9. Right Assessment
10. Right Evaluation

Students will be evaluated in the clinical setting based on adherence to the ten rights listed above.
Examples of behaviors leading to minimal or unsatisfactory clinical performance may include but are not exclusive of the following:

1. Violation of any of the medication rights.
2. Lack of understanding of the medication to be administered.
3. Improper identification of patient.
4. Improper infusion of intravenous (IV) liquids and/or medications.
5. Controlled substance administration without consent of clinical instructor.
6. Improper use of Medication Administration Record (MAR).
7. Failure to ask patient about allergies prior to medication administration.
8. Failure to follow faculty directions.
9. Any potential violation which was prevented by instructor or staff intervention.

As a nursing student you are not licensed to administer medication under any circumstances without a WCCCD faculty member in attendance.

Mathematics Competency for Medication Administration

Dosage mathematics is a critical objective in each nursing course. Each student must pass this critical objective in order to progress. A first year student must pass at 100% within 2 attempts. A second year student must pass at 100% within 2 attempts.

Student inability to achieve the required score will result in course failure.
DRUG AND ALCOHOL TESTING POLICY

1. Wayne County Community College District (WCCCD) has a responsibility to maintain a safe environment for its students as well as maintaining safe conditions for patients. Any student under the influence of drugs or alcohol during a clinical experience may pose serious safety and health risks, not only to themselves, but to all those who work with them and to patients for whom they provide care. The unlawful possession, use, or sale of illegal drugs, prescription drugs, over the counter drugs, and/or alcohol in the clinical agency, poses an unacceptable risk for unsafe patient care.

2. Any nurse who is aware that another person has violated the State of Michigan Nursing Code and Legislative Rules is obligated to report the person to the Michigan Licensing Board for consideration of disciplinary action. Therefore, WCCCD faculty, students, and agency nurses are required to report any suspicious behavior and arrange drug and alcohol testing.

3. Reasonable suspicion of substance abuse is considered when any student demonstrates unusual, unexplained behavior in the agency environment or during clinical experiences. Observable signs might include, but are not limited to:
   a. Slurred speech
   b. Odor of alcohol on breath or person
   c. Unsteady gait
   d. Disoriented or confused behavior
   e. Significant changes in work habits
   f. Observed behaviors indicative of hallucination
   g. Unexplained accident or injury
   h. Sloppy, inappropriate clothing and/or appearance.
   i. Physically assaultive, unduly talkative, exaggerated self-importance, making incoherent or irrelevant statements in the agency setting.
   j. Excessive sick days, excessive tardiness when reporting for clinical or class.
   k. Missed deadlines, careless mistakes, taking longer than customary to complete work
   l. Coordination (not normal, swaying, staggering, lack of coordination, grasping for support)
   m. Performance (unsafe practices, unsatisfactory work)
   n. Alertness (change in alertness, sleepy, confused)
   o. Demeanor (change in personality, fighting, excited, combative, aggressive, violent, argumentative, indifferent, threatening, antagonistic)
   p. Eyes (blood shot, dilated)
   q. Other clinical observations consistent with impairment

4. Drug testing may be required for any student who demonstrates behavior of reasonable suspicion (3a-q) in the clinical environment.

5. Drug testing may be required for any student who demonstrates suspicion of substance
abuse impairment and who has access and/or direct responsibility for controlled substances if known drugs of abuse are missing or otherwise unaccounted for while in the clinical agency. This determination will be made on a case-by-case basis by the agency manager or administrator and the Dean of Nursing, or the Dean of Nursing’s representative.

6. Informed consent will be obtained prior to testing. Fees associated with testing will be the responsibility of the student.

7. Noncompliance with requests for drug and alcohol screening from a student who demonstrates suspicion of substance abuse impairment will be viewed as a violation of the WCCCD Drug and Alcohol Testing Policy. The student may be subject to dismissal from the Nursing Program.

8. The collection site will be in a standard collection area laboratory or emergency department as per the agency protocol. Non-acceptable and Acceptable values for lab results will be determined according to the agency policies. Collection procedures will adhere to the required “chain of custody” protocol as indicated by the assigned clinical agency.

9. The student who is suspected of substance abuse impairment will be escorted to the collection site with the appropriate faculty member or assigned preceptor and an agency staff member. All will remain at the collection site until the required specimens are obtained. Agency policy will be followed as required.

10. Following an incident that requires drug or alcohol testing, the student will be sent home by cab or responsible individual. **Under no circumstances will the student be allowed to drive home.** Arrangements will be made so that the student will be at home after the incident with another individual.

11. The student’s confidentiality will be strictly maintained. The test results will be communicated to the student, the Dean of Nursing, and the physician reviewing the results with the student.

12. Records will be maintained in a separate file by WCCCD in a secured area. Requests for information will require a court order or may be released by the student’s signed written consent and liability waiver.

13. Any violation of this policy by a student will result in disciplinary action including dismissal from the Nursing Program.
Alliance for Clinical Experience
ALLIANCE FOR CLINICAL EXPERIENCE (ACE)

ACE placement is a confidential, collaborative web-based system that allows member healthcare and educational institutions a data base for student clinical placements. The ACE system maintains the necessary medical/health information that is required for a student to work in a healthcare facility.

ACE passport is an online course and assessment area for those training in the healthcare professions. As a nursing student you are required to pay a yearly program fee of $50.00 and maintain good standing within the ACE network for the duration of your enrollment in the nursing program.

The ACE passport program fee includes three comprehensive online courses and assessments in OSHA standards, HIPAA requirements and safety precautions with regard to Blood Borne Pathogens. Knowledge of these three subjects is a requirement to begin all clinical rotations, and use of the ACE passport system will fulfill this requirement for a one year period. You will have the ability to take the courses and assessments at your convenience and view the status of your coursework and rotation requirements at anytime.

ACE REQUIREMENTS

The ACE system will also serve as a web accessible checklist of necessary rotation requirements that include:

- **Program health requirements**

  Students must provide a current health history and physical examination form when starting the Nursing Program. The physical examination must be signed by a physician, nurse practitioner, or physician’s assistant. The original copy is maintained in the Nursing Office.

  Physical Examinations are valid for two years, provided there is no change in the student’s health status. Pregnant students must submit a statement from their health care provider verifying no physical limitations exist during pregnancy and following delivery. Students who experience illness or injury that causes absence must provide documentation of fitness for clinical duty. (*Latex allergies are to be documented by a physician and submitted to the Nursing office*)

  *Any physical/learning disability must be clearly documented on the application and physical examination form provided upon admission.*
• **Immunizations**

Evidence of absence of or immunity to infectious diseases is required. Specific immunization information or evidence of antibodies must be provided for:

- Measles (rubeola) Mumps, and Rubella (MMR immunization)
- Chicken Pox
- Tetanus injection or evidence of recent booster must be established
- Tuberculosis clearance must be submitted annually in the form of evidence of a negative purified protein derivative (PPD) test *(for those students who have had a positive test, verification by chest x-ray with written report every 2 years that there is not active disease)*
- Hepatitis B immunization series (signed declination must be on file if series is not yet complete), or evidence of immunity to Hepatitis B, or a signed declination to the nursing office and clinical instructor.

• **Basic life support (BLS)**

BLS training evidence must be kept current during the time the student is in the Nursing Program. A photocopy of a current BLS training card must be turned into the Nursing Office and provided to the clinical instructor for each clinical rotation. The acceptable BLS courses are the Healthcare Provider Course of the American Heart Association or the Professional Rescuer Course of the American Red Cross.

• **Criminal background check**

Students must provide criminal background check information from the CertifiedBackground.com, available for a fee of $28.00. School Code for website is: ay20. This background check is required with the Nursing Program application.

• **Drug Screen**

Students must provide a 10-panel drug screen every year.

Falsification of any health document will result in dismissal from the program.

Students are expected to complete ACE passport requirements and update as prompted. Failure in compliance will result in dismissal from clinical placement which will be considered as a course failure.

http://www.acesystem.org/index.php
**Medication Administration Agreement**

Print Student Name: ____________________________ Course: ______________

Please check each line as you read it and initial in the space provided. Sign your full name at the end of this document.

1. I understand that if I am negligent in any of the following, I will receive a medication error and will have to complete an incident report. I also understand that if I make medication errors during clinical, I may be subject to disciplinary action.

2. I understand that it is necessary to check the MAR (medication administration record) as often as necessary. Medication must be given per facility protocol.

3. All medication administration under the student’s responsibility must be under the direct supervision of the nursing instructor.

4. All orders must be verified with the instructor prior to administration.

5. The correct dose calculation must be completed and verified by the instructor.

6. The correct dose must be prepared.

7. The student must follow basic rights of safe medication administration.

8. Student must identify client’s allergies prior to medication administration.

9. Student will follow facility policy of documentation on the MARS and charting immediately after medication administration.

10. Student will follow facility policy regarding administration and wasting of all controlled substances.

11. Student must have safe knowledge of all medications prior to administration and communicate this to the faculty.

12. I understand the above is meant to insure the safety of my patient(s), to teach safe medication administration and to learn techniques to avoid difficulties for me in the future.

Student Signature ____________________________ Date: ____________
Admissions Disclosure Form-Nursing

1. I am aware that to practice nursing as a licensed vocational nurse, licensed practical nurse, and/or a registered nurse in any State or U.S. territory, I must pass the National Council of Licensing Examination (NCLEX) for registered nurses (NCLEX-RN) prior to working in the healthcare field.
   Initials _____

2. Because of the nature of the nursing program and regulations by Michigan State Board of Nursing, I understand that a random drug/alcohol screening can be done anytime there is suspicion of substance abuse in both the campus and clinical setting.
   Initials _____

3. I understand that a medical or criminal background check failure will prohibit me from completing the nursing program. Depending on the state requirements, a failed background check may or may not impact my eligibility to sit for the Registered Nurse National Counsel of Licensing Examination (NCLEX-RN).
   Initials _____

4. I understand that successful completion of the nursing program qualifies me to sit for the licensure examination, but I have not been promised by any college/university employee that completion of the program guarantees passage of the licensing examination or employment in nursing.
   Initials _____
Consent Form for Alcohol, Drug & Substance Testing

I hereby consent for the agency’s laboratory to collect blood, urine, hair or saliva samples from me to conduct necessary medical tests to determine the presence or use of alcohol, drugs, or controlled substances. Further, I give my consent for the release of the test result(s) and other relevant medical information to Wayne County Community College District Dean of Nursing. I also understand that if I refuse to consent, I may be subject to disciplinary action which could include dismissal from the Nursing Program.

AGREED TO:

_________________________________________   ___________________
Student                                       Date

_________________________________________   ____________________
Witness                                                                 Date

REFUSED:

_________________________________________   ___________________
Student                                       Date

___________________________________________  _____________________
Witness                                     Date

Reason for refusal: __________________________________________________________

Copies of completed form to:
Student
Faculty/Preceptor
Dean of Nursing
Latex Allergy/Sensitivity
Waiver Statement

As a health science student, I understand that due to my exposure to latex, I may be at risk of having an allergic reaction. I have been advised to see a physician who specializes in allergies to be tested and to be advised immediately.

I understand that by choosing to continue in one of the health science programs, I continue to be at risk of an allergic reaction, which can be serious and in some case, result in injury or death. I agree not to hold Wayne County Community College District or any of its personnel or affiliating agencies responsible for the risks that may result from my choice to remain in the program. This waiver shall be in effect for the duration of my attendance as a health science student.

Student Signature: ___________________________ Date _____________

Please print name: __________________________________________

Witness Signature: ___________________________ Date _____________

Please indicate your program of study:

☐ Nursing Program
☐ Nursing Assistant Program
WCCCD PUBLICATIONS
The following publications are published for student information:

COLLEGE CATALOG
The College catalog is a book containing course descriptions, certificate and associate degree requirements, policies and general information about the College. The catalog is published every two years and can be found on our website at www.wcccd.edu.

CLASS SCHEDULE
The class schedule is a booklet that is published prior to each semester’s listing of classes, sections, dates, times, instructors names and meeting places for the courses offered in the coming semester. This booklet is used for preparing your class schedule each semester. The class schedule can be found on our website at www.wcccd.edu.

STUDENT HANDBOOK
The WCCCD Student Handbook is a valuable guide for information about policies, services and programs offered through WCCCD. Students can obtain a copy of the Student Handbook online at www.wcccd.edu.

REFERENCES

Joint Commission for Accreditation of Healthcare Organizations.
http://www.jointcommission.org/

Alliance for Clinical experience
http://acesystem.org/

National Council of state boards of nursing
https://www.ncsbn.org/nclex.htm