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* The information in this handbook is subject to change. Written notice will be given with any changes.
INTRODUCTION

Welcome to the Associate Degree Nursing Program. The following policies and information are in addition to those contained in the NWTC Student Calendar/Handbook and College Catalog. Students will be held responsible for information contained in this handbook.

The student is directed to reference each course syllabus for specific academic information, direction and requirements.

In the event of questions or need for clarification, the student is urged to confer with the current course Instructor or Dean.

ADN MISSION STATEMENT

The mission of the Associate Degree Nursing Program is to offer a program based on the graduate competencies of the National League for Nursing Council of Associate Degree Nursing Programs which will prepare the graduate to become a Registered Nurse and obtain an AAS degree.

ADN PHILOSOPHY
The Wisconsin Technical College System nursing faculty strive to provide a seamless curriculum, which is flexible and accessible for learners on a statewide basis. The statewide nursing curriculum was developed in response to the current and future workforce needs. Curriculum is ever changing, responding to new technology and knowledge and the evolving roles within nursing and health care. Prior learning, experience and career mobility are valued and efforts are aimed at facilitating articulation between levels of nursing. Nursing has varying levels of education and scopes of practice. Information gathering within the community network that includes advisory committees, employers, and health care consumers enhances curriculum review and revision. The curriculum should also support multiple employment options for its graduates and articulation with higher education programs.

The philosophy incorporates the faculty beliefs regarding nursing, health, person, lifespan, community, nursing education, the teaching/learning process, and nursing practice.

Nursing is the dynamic interpersonal goal-directed process that seeks to promote optimal health within the context of individuals, family, community and society. The concept of caring, which is central to nursing, is communicated through both attitude and action. Nursing uses the nursing process, a problem solving approach to provide holistic care to individuals, families, and groups throughout the lifespan within the health care system. Nurses assess health and make clinical decisions to provide safe and effective nursing care according to standards of practice within the legal, ethical and regulatory frameworks. Nursing practice is based on its own body of knowledge. Through collaboration with other health care professionals, nursing is responsive to the needs of the community across the health-illness continuum.

Health is a dynamic state of being, evaluated on a continuum, including physical, psychological, cultural and spiritual elements. While each element can be evaluated separately, the impact of all elements must be fused to describe health.

The person is a complex living being, in which physical, psychological, cultural and spiritual processes are in constant interaction. This constant interaction provides the person with the capacity for change. Each person is unique, however all individuals share similar human responses. The person has inherent worth and dignity and is the focus of nursing practice. Each individual has a right to self-determination in matters of health and well-being and deserves high quality nursing care.

Lifespan is a time period from conception to death and is a continuous, dynamic process during which clients experience maturational and situational milestones. Interrelated physical, psychological, cultural, spiritual, social and environmental elements impact the length and quality of life.

Community is comprised of the social, emotional, physical, cultural and environmental influences that affect individuals, families and groups. The nurse manages care in the context of community, and influences health care policy and systems.

Nursing education is the process that enables learners to achieve knowledge and skills
appropriate to their level of nursing practice. Seamless nursing education, integrating general education, takes place in institutions of higher learning. Using performance-based instruction, faculty members assist learners in acquiring knowledge, skills, and values required for the discipline of nursing. Individuals are responsible for their own learning. Faculty and learners create an environment, which stimulates curiosity, creativity, and growth while fostering feelings of respect, worth, and dignity. Nursing education seeks to promote critical thinking, communication, problem solving, cultural diversity, quantification skills, and use of information and science technology.

Learning is a continuous, goal-directed process that results in measurable change. Learning occurs best when individuals are active participants in the teaching/learning process. Faculty and learners share accountability for assessment and evaluation of learning. Learning increases when application and practice occur in various settings. Ongoing evaluation, based on measurable behavioral outcomes, is an essential and dynamic part of the teaching/learning process. Evaluation of learner and graduate performance facilitates continuous improvement of the seamless, statewide nursing curriculum.
Nursing Framework
ADN PROGRAM OUTCOMES

The graduate of the Nursing Associate Degree program will be able to:

• Adhere to professional standards of practice within legal, ethical, and regulatory frameworks of the registered nurse
• Use effective communication skills incorporating lifespan considerations
• Assess the health of individuals, families, and groups across the lifespan within the context of the community
• Make clinical decisions to assure safe and accurate nursing care
• Provide safe caring interventions with diverse populations across the lifespan
• Use teaching and learning processes to promote and restore health incorporating lifespan considerations
• Collaborate with others to respond to the needs of individuals, families, and groups across the health-illness continuum
• Manage care to facilitate continuity within and across health care settings

NURSING PIN

The nursing pin is a long-standing tradition in the profession of nursing. Pins are presented to newly-graduated nurses by faculty at the graduation ceremony as a symbolic welcome into the profession. Every program of nursing has a unique nursing pin.

The NWTC ADN pin was selected from several original designs created by students of the first graduating class, 1980. The five semicircles around the edge symbolize the five roles of the nurse and the five needs of the health care receiver as described in the original NWTC curriculum model. The lamp in the center is representative of ongoing learning.

You will have an opportunity to purchase a nursing pin during your final semester of the program.
CURRICULUM AT A GLANCE

The Nursing-Associate Degree is a two-year, four-semester program. Upon graduation, a student will have completed 70 credits.

<table>
<thead>
<tr>
<th>Pre-Semester</th>
<th>Catalog No.</th>
<th>Description</th>
<th>Credits</th>
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<tr>
<td></td>
<td>* 10-806-186</td>
<td>Intro to Biochemistry</td>
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<td>* Semester Total</td>
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<td>10-543-102</td>
<td>ADN-Nursing Skills</td>
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<td>10-543-103</td>
<td>ADN -Nursing Pharmacology</td>
<td>2</td>
</tr>
<tr>
<td>*</td>
<td>10-543-104</td>
<td>ADN-Nursing: Intro Clin Pract</td>
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<tr>
<td></td>
<td>10-801-136</td>
<td>English Composition</td>
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<tr>
<td>*</td>
<td>10-806-177</td>
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<td>10-809-188</td>
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<td>ADN-Nursing Health Promotion</td>
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<td>*</td>
<td>10-543-107</td>
<td>ADN-Nursing Clin Lifespan</td>
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</tr>
<tr>
<td>*</td>
<td>10-543-108</td>
<td>ADN-Nursing: Intro to Clin Mang</td>
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<tr>
<td>10-801-196</td>
<td>Oral/Interpersonal Comm</td>
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<td>10-806-179</td>
<td>Adv Anatomy &amp; Physiology</td>
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<td>10-543-110</td>
<td>ADN-Nursing Mental Hlth Con</td>
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<td>*</td>
<td>10-543-111</td>
<td>ADN-Nursing Intermediate Clin</td>
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<td>10-543-112</td>
<td>ADN-Nursing Advanced Skills</td>
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<td>10-806-197</td>
<td>Microbiology</td>
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<td>10-809-198</td>
<td>Intro to Psychology</td>
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<td>10-543-114</td>
<td>ADN-Nursing Mgmt Concepts</td>
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<td>*</td>
<td>10-543-115</td>
<td>ADN-Nursing Adv Clin Practice</td>
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<td>10-543-116</td>
<td>ADN-Nursing Clin Transition</td>
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<td>10-809-196</td>
<td>Intro to Sociology</td>
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<td></td>
<td>Total Credits</td>
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Please Note:

- Some courses have prerequisites (listed at the end of each course description, if applicable) that need to be taken prior to enrolling in those courses. For complete program information refer to NWTC course catalog or www.nwtc.edu

- No final grade lower than a “B” is acceptable in the “543” courses, or General or Advanced Anatomy & Physiology or Microbiology. A student must repeat the particular course with a “B” or better final grade to continue in the program. If the course is sequential, the successful retake must occur before continuing the sequence.

The bookstore offers textbook buyback each semester but we highly recommend that you retain your nursing textbooks both for NCLEX preparation and ongoing professional reference.

COURSE DESCRIPTIONS

These courses provide an opportunity for students to develop the knowledge, skills, and understanding required for employment in this field.

10-543-101 NURSING FUNDAMENTALS...focuses on basic nursing concepts that the beginning nurse will need to provide care to diverse patient populations. Current and historical issues impacting nursing will be explored. (Prerequisite: Accepted into Nursing-AD Program; Corequisite:10-806-177, Gen Anatomy & Physiology)

10-543-102 NURSING SKILLS...focuses on development of clinical skills and physical assessment across the lifespan. Includes mathematic calculations and conversions. Basic medication administration, techniques related to obtaining a health history. (Prerequisite: Accepted into Nursing-AD Program; Corequisite:10-806-177, Gen Anatomy & Physiology; 10-543-101 Nursing Fundamentals; 10-543-103, Nursing Skills; 10-543-104, Intro to Clinical Practice)

10-543-103 NURSING PHARMACOLOGY...introduces the principles of pharmacology, including drug classifications and their effects on the body. Emphasis is on the use of the components of the nursing process when administering medications. (Prerequisite: Accepted into Nursing-AD Program; Corequisite:10-806-177, Gen Anatomy & Physiology)

10-543-104 NURSING: INTRO TO CLINICAL PRACTICE...basic nursing skills, the formation of nurse-client relationships, communication, data collection, documentation, and medication administration. (Prerequisite: Accepted into Nursing-AD Program; Corequisite:10-806-177, Gen Anatomy & Physiology; 10-543-101, Nursing Fundamentals; 10-543-102, Nursing Skills; 10-543-103, Nursing Pharmacology)
10-543-105 NURSING HEALTH ALTERATIONS...provides an opportunity to study conditions affecting different body systems and apply therapeutic nursing interventions. It will also introduce concepts of leadership, team building, and scope of practice. (Prerequisite: Completion of 1st semester coursework; Corequisites 10-543-108, Nursing: Intro to Clin Manag; 10-806-179, Advanced Anatomy & Physiology)

10-543-106 NURSING HEALTH PROMOTION...will cover topics related to health promotion in the context of the family; reproductive issues, pregnancy, labor and delivery, post-partum, the newborn, and the child. (Prerequisite: Completion of 1st semester coursework; Corequisites: 10-543-107, Nursing: Clin Care Life Span; 10-806-179, Advanced Anatomy & Physiology)

10-543-107 NURSING CLINICAL CARE ACROSS LIFESPAN...clinical experience applies nursing concepts and therapeutic interventions to clients across the lifespan. Provides an introduction to concepts of teaching and learning. Extending care to include the family is emphasized. (Prerequisite: Completion of 1st semester coursework; Corequisites: 10-543-106, Nursing Health Promotions; 10-806-179, Advanced Anatomy & Physiology)

10-543-108 NURSING: INTRO TO CLINICAL MANAGEMENT...clinical experience applies nursing concepts and therapeutic nursing interventions to groups of clients. It also provides an introduction to leadership, management, and team building. (Prerequisites: Completion of 1st semester coursework; Corequisites: 10-543-105, Nursing Health Alterations; 10-806-179, Advanced Anatomy & Physiology)

10-543-109 NURSING COMPLEX HEALTH ALTERATIONS 1...caring for clients with alterations in musculoskeletal, cardiovascular, respiratory, endocrine, and hematologic systems as well as clients with fluid/electrolyte and acid-base imbalance, and alterations in comfort. (Prerequisite: Completion of 2nd semester coursework; Corequisites: 10-543-110 Nursing Mental Health; 10-543-111, Nursing Intermediate Clinical Practice; 10-543-112, Advanced Skills; 10-809-198, Intro to Psychology; 10-806-197, Microbiology)

10-543-110 NURSING MENTAL HEALTH COMMUNITY CONCEPTS...topics related to the delivery of community and mental health care. Needs of individualism families, and groups will be addressed. Attention will be given to diverse and at-risk populations. (Prerequisite: Completion of 2nd semester coursework; Corequisites: 10-543-109, Complex Health Alteration 1; 10-543-111, Nursing Intermediate Clinical Practice; 10-543-112, Advanced Skills; 10-809-198, Intro to Psychology; 10-806-197, Microbiology)

10-543-111 NURSING INTERMEDIATE CLINICAL PRACTICE...clinical course develops the RN role when working with clients with complex health care needs. A focus of the course is developing skills needed for managing multiple clients and priorities. (Prerequisite: Completion of 2nd semester coursework; Corequisites: 10-543-109, Complex Health Alterations I; 10-543-110, Nursing Mental Health Community Concepts; 10-543-112, Advanced Skills; 10-10-809-198, Intro to Psychology; 10-806-197, Microbiology)
10-543-112 NURSING ADVANCED SKILLS...focuses on the development of advanced clinical skills. Content includes advanced IV skills, blood product administration, chest tube systems, basic EKG interpretation and nasogastric/feeding tube insertion. (Prerequisite: Completion of 2nd semester coursework;)

10-543-113 NURSING COMPLEX HEALTH ALTERATIONS 2...topics related to clients with alterations in immune, neuro-sensory, musculoskeletal, GI, hepatobiliary, renal/urinary, and reproductive systems. Also high risk perinatal and newborns, ill child, critical, life/threatening situations. (Prerequisite: Completion of 3rd semester coursework; Corequisites: 10-543-114, Nsg: Mgt & Profess Concepts; 10-543-115, Nursing Advanced Clinical Practice; 10-543-116, Nursing Clinical Transition)

10-543-114 NURSING MANAGEMENT/PROFESSIONAL CONCEPTS...covers nursing management and professional issues related to the role of the RN. Emphasis is placed on preparing for the RN practice. (Prerequisite: Completion of 3rd semester coursework; Corequisites: 10-543-113, Complex Health Alterations 2; 10-543-115, Nursing Advanced Clinical Practice; 10-543-116, Nursing Clinical Transition)

10-543-115 NURSING ADVANCED CLINICAL PRACTICE...advanced clinical course requires the student to integrate concepts from all previous courses in the management of groups of clients facing complex health alterations. (Prerequisite: Completion of 3rd semester coursework; Corequisite: 10-543-113, Nursing Complex Health Alt 2; 10-543-114, Nsg: Mgt & Profess Concepts)

10-543-116 NURSING CLINICAL TRANSITION...promotes relatively independent clinical decisions, delegation, and works collaboratively with others to achieve client and organizational outcomes transitioning to the role of the graduate nurse. (Prerequisites: Completion of 3rd semester coursework; 10-543-115, Nursing Advanced Clinical Practice; Corequisite: 10-543-113, Nursing Complex Health Alterations 2; 10-543-114, Nursing Management Concepts)

**NURSING ELECTIVES**

10-543-156 INTRO TO COMPLEMENTARY AND ALTERNATIVE MEDICINE (CAM)...for health care professionals who seek to understand the principles and practices of complementary and alternative approaches to health care. Areas covered include the historical basis for for CAM; various fields of practice such as mind-body techniques, energy therapies, and biologically based treatments (e.g. herbal medicines). Current issues, ethics, and future implications for the health care delivery system will be presented

10-543-161 NURSING PATHOPHYSIOLOGY...prepares the learner in care of clients across the Lifespan with alterations in cardiovascular, respiratory, hematological, endocrine, immune, neurological, musculoskeletal, digestive, renal and reproductive disorders.
**10-543-115** NURSING CHILD AND ADOLESCENT MENTAL HEALTH…this course will cover topics related to mental health care of children and adolescents. Specific health needs of individuals, families, and groups will be addressed. Mental health concepts will concentrate on adaptive/maladaptive behaviors and specific mental health disorders. Resources will be examined in relation to specific types of support offered to racial, ethnic, economically diverse children and adolescents.

**10-543-126** INTRODUCTION TO CRITICAL CARE NURSING…this course prepares learners to gain the skills and knowledge necessary to practice in a high acuity setting as an entry level nurse. Topics include hemodynamic monitoring, electrocardiography, and code management. Learners will investigate the care of clients experiencing cardiac, respiratory, renal, hematologic, as well as neurologic dysfunction. All nursing students who have completed their 3rd semester of nursing school are welcome to participate.

**10-543-158** ELDERLY ASSESSMENT…offers the student engaged with the geriatric population an opportunity to improve assessment process insight, develop key assessment skills and create tools to ensure optimal outcomes for the older adult. RN or LPN license or completion of first year of an ADN program or second year of a BSN program is required to take this course.

**10-543-160** PAIN AND DEMENTIA…assists the learner in understanding the complexity of dementia, pain, behaviors and safety issues in the elderly which lead to increased institutionalization, morbidity and mortality in this population. RN or LPN license or completion of first year of an ADN program or second year of a BSN program is required to take this course.

**10-543-159** PALLIATIVE/HOSPICE CARE…assists the learner in understanding the philosophy and approaches needed to provide holistic comfort and end-of-life care. Topics include ethical, cultural, psychosocial, spiritual, clinical, legal and familial perspectives. RN or LPN license, or completion of first year of an ADN program or second year of a BSN program is required to take this course.

**10-543-119** EVIDENCE-BASED NUTRITION…presents healthy nutrition recommendations based on Harvard Medical School's scientific evidence on over 100,000 peoples' diets, spanning decades and tracking their disease rates.

**AMERICANS WITH DISABILITIES ACT**

The faculty is committed to providing each student with the opportunity to successfully complete the program. Therefore, it is important that students notify the appropriate faculty member if there is any reason that would interfere with their ability to complete course requirements or to participate in activities required for graduation. Reasonable requests for appropriate academic adjustments will be granted. Requests must be received prior to any scheduled activity (e.g., field trips or clinical experiences). All requests will be held in confidence.

**2012-2013**
HEALTH POLICY FOR HEALTH SCIENCE PROGRAM STUDENTS

Each student must have a completed Health Record with inclusion of immunization history and current TB testing. This information must be submitted to the NWTC Health Records Clerk located in HS301 at the beginning of the Program. **No student will be allowed to attend clinical until all documentation is complete.**

- The NWTC Health Records Clerk issues the student a health card when all health documentation is complete. No student will access any clinical facility without this card.
  - Students are responsible for having an annual TB test (after their initial 2-step), for the duration of their program. Students must provide documentation of this annual TB test to the NWTC Health Records Clerk, who will update their health card. If the student is a known positive reactor, please see the Health Records Clerk for specific requirements.
  - TB tests are available for a $5.00 charge through the N.E.W. Clinic at NWTC.
  - Students exhibiting signs and symptoms of illness may be suspended from patient care or program activities at the discretion of faculty. The student may be counseled to see a healthcare provider. Faculty may request documentation of visit and/or healthcare provider permission to return to class/clinical.

- Incident reports must be filed at clinical agency (with a copy for the College) for any accident/incident involving a student and/or patient, and NWTC’s Injury/Illness Report must be completed if a student or faculty is injured at a clinical agency.

- NWTC’s Injury/Illness Report must be completed for any accident which occurs on campus.

- Students are responsible for expenses incurred resulting from personal injury, accidents, or illness occurring while they are in NWTC classrooms, clinical agencies, or en route to or from a classroom or clinical agency. **If you do not have current health care coverage, a personal health insurance policy is strongly recommended.**

**DISCLAIMER**

Students must adhere to prescribed safety measures and follow standard precautions whether working with patients or with blood and body fluids either in the school laboratory or in the actual clinical setting. Faculty cannot assume the responsibility for assigning students to work with blood or body fluids that are free from communicable diseases such as AIDS or Hepatitis. It is the responsibility of the student to work safely and take the proper safety precautions to minimize exposure to such diseases. NWTC, its faculty, or clinical agencies will NOT be held liable for accidents, injuries, or infections incurred by students during their course of study.

**COMPLIANCE WITH CLINICAL REQUIREMENTS**
Prior to clinical the student must have a current health card that includes an annual TB test. The CPR Card must be current within two years of date of issue. The CPR certification needs to be at the American Heart Association Health Care Provider level of competence. The Caregiver Background Check must be current (within 4 years) (See below).

- CPR and TB skin testing must be current throughout each clinical rotation. Failure to update CPR or TB skin testing that expires during a clinical rotation will result in an exclusion from clinical and an unsatisfactory clinical grade for that day. Failure to have a current card(s) by the next clinical day will result in clinical failure.

**CAREGIVER BACKGROUND CHECK**

All students will need to complete a caregiver background check prior to access of patients in the clinical agencies used by our program. This is required compliance with The Caregiver Law enacted October 1, 1998 (1997-98 Wisconsin Act 27 ss48.685 and 50.065 statutes). From the results of the caregiver background check, students may be prohibited from clinical agencies and thus would not be able to complete the program.

**PHYSICAL STATUS CHANGES**

The faculty strongly recommends that any student who is pregnant prior to entrance into the program delay entry and reapply for another class. This recommendation is based on the rigorous requirements of this program.

*If the student is pregnant while in school disclosure of the pregnancy to faculty is highly advisable in order to ensure an appropriate clinical placement.*

If an individual experiences a change in health status and/or develops physical restrictions, the student will be required to submit a release of responsibility statement from the physician/health care provider to continue in lecture, clinical and lab.

**BLOODBORNE PATHOGEN EXPOSURE CONTROL INFORMATION FOR STUDENTS**

All students shall receive NWTC’s Bloodborne Pathogen Exposure Control Information For Students. This policy is to be followed on campus and at clinical sites.

**JURY DUTY**

If a student is called for jury duty, the student will not be excused from school responsibilities. It is recommended that if the student wishes to progress in the ADN program, that the student seeks an excuse from serving on a jury until the program is completed. Please contact the Dean of Health Sciences or his/her designee for a written excuse.
CLINICAL COURSE START TIMES/PREP

The student needs to be aware of the various start and end times arranged with our cooperating agencies. Some begin at 6 AM – some end at 11 PM. This information is communicated along with the clinical schedule.

Generally students will receive their clinical assignment the day prior to clinical experience to enable them to be prepared with knowledge of the patients, their condition and relevant nursing care. The clinical instructor will inform you of any specific procedure used in a particular course.

UNIFORMS/SUPPLIES

Uniforms are required for clinical.

Associate Degree Nursing Uniforms can be ordered on the following website:

www.theelitegroup-nwtchealth.com

On the left menu you will see “Associate Degree Nursing”. Select this option and you will have access to the uniform choices.

NOTE: the process for ordering Cherokee uniform items as as follows:

The scrub tops, scrub bottoms and lab coats will be listed $10.00 higher than what you actually will pay. For nursing students there is a DEDUCTION of $10 made during the final check-out step.

The code to use when finalizing your product order for CHEROKEE brand items is SCRUBS13. You will place this code in the COUPON CODE box of the check-out page.

We have sample uniforms in HS 310 in Green Bay. Marinette also has sample uniforms. If you are unsure of your size you can take a few samples into the restroom to try on prior to ordering.

For Green Bay students, the HS office is open from 7:30 am to 7:00 pm M-Th. The office closes at 5:00 pm on Fridays.

Summer hours are: 7:30 am to 6:00 pm M-Th and 7:30 am to 5:00 pm on Fridays.

The uniform cost will include a shipping charge; the uniforms will be shipped directly to your home address. If you wish to save the shipping cost, you can pick up your uniform at The Elite Group office, which is located at:

The Elite Group
1641 Sand Acres
You will want to order your uniforms at least 6 weeks prior to clinical, so you are assured you have them prior to the start of clinical in August.

The uniform tops and lab coats will be embroidered with the NWTC logo and will say: NWTC Nursing Student. You do NOT need to purchase a patch to sew on your uniforms.

There is required white lab coat for each gender. White knit shirts only can be worn under uniform tops. No sweaters are allowed.

All sizes of uniforms must provide a roomy fit. Undergarments should not be visible through clothing.

Full uniform is to be worn in clinical areas and during designated program activities only. The uniform is not to be worn at school (unless course activity requires the uniform) or other public places.

NWTC Identification badge – worn at upper left of uniform/lab coat. Legal names only. First name, last initial. More information will be given the first day of class.

White socks or stockings.

White lab coat for orientation days, assignments and other selected clinical experiences. Wear name pin always. Lab coat is to be worn over professional street clothing. No jeans, shorts, slogan T-shirts are ever to be worn in a clinical agency.

Shoes – Clean, no open toe or heels or clogs. Low top athletic shoes may be worn. Must be white with minimal colored stripes or lettering.

Watch with second hand.

Bandage scissors.

Pen with black ink. Small pocket notebook.

**GUIDELINES FOR PROFESSIONAL APPEARANCE**

1. Hair – neat, well groomed, off the collar (hair pulled into ponytail if long enough, or sides pinned back off the face). No bows, ribbons or hair ornaments. Hair color should be natural shades or with subtle undertones (not purple, pink, green, blue, etc). Head dress must be clean and off the collar. If longer, ends must be tucked into uniform.

2. Mustaches and beards should be clean, trimmed, and neatly combed.
3. Natural nails should be clean and not exceed one-fourth of an inch beyond the fingertip. Acrylic nails are not permitted.

4. Makeup – minimal, no perfumes or after shave.

5. Clothing - must be neat, clean and fit well. Good personal hygiene is expected. Undergarments should not be visible through clothing.

6. Jewelry – one small pair of small inconspicuous pierced earrings may be worn in ears. Tongue, eyebrow or nose earrings must be removed before arriving at clinical site. No other visible body jewelry or piercings (i.e. tongue, eyebrow) may be worn. No flesh colored studs may be used. Wedding or engagement bands allowed. Avoid wedding or engagement stones for safety/infection control reasons.

7. Tattoos – Any and all visible tattoos must be covered. If the tattoo cannot be covered with clothing, it must be covered with a band-aid.

8. Necklaces – must be worn underneath clothing, not visible.

9. Gum chewing not acceptable in class, Learning Lab or Clinical.

10. In the event the students choose to smoke while on break, they must follow the smoking policy of the clinical facility. Upon returning to the patient care area, the students must be free of any odor of smoke as this odor may not be tolerated by all clients in the clinical facility.

SALE AND SOLICITATION OF PRODUCTS
The sale or solicitation of products and/or articles, shall not be permitted during lab, class, or clinical time.

USE OF ELECTRONIC DEVICES

Cell phones must be turned off during any theory classes, skills labs, or clinicals. Failure to comply will result in loss of modeling responsible behavior points and if it is determined that a student has used a cell phone or electronic device during a test the student will be subject consequences stated in the college academic integrity policy. Please refer to specific class syllabi for further details.

The sharing of any information, pictures, presentations (audio or video) of academic and clinical settings are considered confidential and are not to be distributed in any way unless permission is given. Electronic sharing includes twitter, facebook, you tube, etc. This represents a breach of confidentiality and the student could be subjected to immediate dismissal from the program.
EVALUATION OF STUDENT PROGRESS

GRADING LAB AND THEORY

The new grading policy is effective June 1, 2012 and pertains to all theory and lab courses. The course grade is based on the satisfactory completion of course requirements which are included in each course syllabus. The following grading scale is used throughout the program:

<table>
<thead>
<tr>
<th>Grade</th>
<th>Percentage</th>
<th>Description</th>
</tr>
</thead>
<tbody>
<tr>
<td>A</td>
<td>90 – 100</td>
<td></td>
</tr>
<tr>
<td>B</td>
<td>80 – 89</td>
<td></td>
</tr>
<tr>
<td>C</td>
<td>70 – 79</td>
<td></td>
</tr>
<tr>
<td>D</td>
<td>60 – 69</td>
<td></td>
</tr>
<tr>
<td>F</td>
<td>59 and below</td>
<td></td>
</tr>
</tbody>
</table>

A final grade of “B” is required to pass each nursing course. A student attaining a “C” in a nursing course will need to re-take that course and attain a “B” to progress in the program. The student must meet with the ADN Academic Advisor to discuss a plan for success. Re-entry into the next semester of nursing classes is on a space-available basis.

No final grade lower than a “B” is acceptable in the following science courses; General A&P, Advanced A&P and Microbiology.

• The “B” in General A&P must be attained by the end of first semester of the full time program or end of semester 3 of the part time track;
• the “B” in Advanced A&P must be attained by the end of the second semester of the full time program or end of semester 6 of the part time track;
• the “B” in Micro must be attained by the end of the third semester of the full time program or end of semester 8 of the part time track.

If the student does not have the “B” in the required science course as stated he/she is unable to progress in the program. The science course will need to be repeated and the student must meet with the ADN Academic Advisor to discuss a plan for success. Re-entry into the next semester of nursing classes is on a space-available basis.

GRADING CLINICAL

Effective Fall 2012, all clinical courses will move to a Satisfactory/Unsatisfactory grading scale. You must achieve an overall average rating of SATISFACTORY on all competencies in a clinical course to achieve a SATISFACTORY clinical grade. A rating
of UNSATISFACTORY on any competency results in an UNSATISFACTORY clinical grade. The grading rubric is on page 20.

Satisfactory is defined as: Meets each competency at a 4 or above.

Unsatisfactory is defined as: Does not meet each competency at a 4 or above.

**EXAMS**

1. Faculty will give students ample notice about: test content, date, time, and place of the exam. All students with the exception of special needs students must complete their exam in their assigned classroom.

2. If students miss taking an exam on the scheduled date, they must contact the course instructor, and take the test on the day of their return to school in the test assessment center.

3. If students miss taking an exam at the scheduled time, 5 percentage points will be deducted from the grade. There will be NO EXCEPTIONS.

4. To be successful in any theory course, the average of all exams, including the comprehensive final exam, must equal 80% or above (Unless otherwise stated per instructor syllabus).

**EXAM ARRANGEMENTS FOR STUDENTS WITH SPECIAL NEEDS**

Special needs students are required to complete their exams in the special needs testing room. Arrangements for test taking are to be made by the student in consultation with the special needs support staff in conjunction with the faculty. No exceptions will be granted. (Marinette and Sturgeon Bay Campus-please check with your individual instructors for specific procedures to be followed.)
NWTC MODELING RESPONSIBLE BEHAVIOR RUBRIC FOR THEORY AND SKILLS COURSES

Modeling Responsible Behavior Grades
- 5% of grade in Theory Courses
- 10% of grade in Skills Courses

The Modeling Responsible Behavior Rubric is based on three different components, Promptness, Participation, and Professionalism. The criteria for evaluation may be different from one course to another; however you will be evaluated on the same three components and in all your courses, each time your class meets. You will obtain either a 0 or a 1 in each component for theory/skills. The total possible point available are dependent on the number of times the class meets. The components will be evaluated on a daily basis at clinical and incorporated into the “Demonstrate professional behaviors” competency.

<table>
<thead>
<tr>
<th>(Criteria)</th>
<th>Behavior</th>
<th>Points Available</th>
</tr>
</thead>
<tbody>
<tr>
<td>Promptness:</td>
<td>• Present and on time&lt;br&gt;• Prepared and alert, mentally and physically&lt;br&gt;• Present for entire session</td>
<td>0 1</td>
</tr>
<tr>
<td>Participation:</td>
<td>• <em>Think critically and creatively</em>&lt;br&gt;Shares experiences applicable to current content&lt;br&gt;• <em>Value individual differences and abilities</em>&lt;br&gt;Doesn’t interrupt or distract other students, verbally or non-verbally&lt;br&gt;• <em>Work cooperatively and professionally</em>&lt;br&gt;Displays eagerness for learning/experiences&lt;br&gt;• <em>Communicate effectively</em>&lt;br&gt;Asks appropriate questions&lt;br&gt;Positive mannerisms-No negativity&lt;br&gt;Does not monopolize class discussion&lt;br&gt;Contributes appropriately with relevant information.&lt;br&gt;Uses proper communication, language, pronunciations, grammar, spelling, etc…&lt;br&gt;• <em>Solve problems effectively</em>&lt;br&gt;Offers answers, Offers opinions&lt;br&gt;Utilizes the nursing process</td>
<td>0 1</td>
</tr>
<tr>
<td>Professionalism:</td>
<td>• <em>Demonstrate personal accountability</em>&lt;br&gt;Complies with all NWTC and Nursing Handbook program policies&lt;br&gt;Cell phones and pagers are off during class, lab and clinical.&lt;br&gt;• <em>Demonstrate community and global accountability</em>&lt;br&gt;Courteous and respectful to all, verbally and/or non-verbally, without bias or discrimination&lt;br&gt;Recognize personal responsibility in making decisions that utilize resources in a sustainable manner</td>
<td>0 1</td>
</tr>
</tbody>
</table>

**EXAMPLE:** Nursing Fundamentals meets once a week for 17 weeks, the total possible points a student could earn is as follows: 17 X 3 = 51 points.
If the students earned 45 points for the course then, the calculation will be as follows: 45/51 = 88%. The 88% is then multiplied by the % that Modeling Professional Behavior is weighted in that particular course.

GRADING STANDARDS FOR LABS AND CLINICAL COURSES
EXPLANATION OF RATING SCALE FOR SCORING GUIDES

<table>
<thead>
<tr>
<th>Exemplary = 5</th>
<th>Acceptable = 4</th>
<th>Needs Improvement = 2</th>
</tr>
</thead>
<tbody>
<tr>
<td>Level of performance:</td>
<td>Demonstrates criterion at an exemplary level of performance, insight, and depth.</td>
<td>Demonstrates criterion a satisfactory level of performance.</td>
</tr>
<tr>
<td>Level of mastery:</td>
<td>Demonstrates mastery.</td>
<td>Demonstrates competence.</td>
</tr>
<tr>
<td>Level of expectation:</td>
<td>Functions above the level of expectation.</td>
<td>Functions at the level of expectation.</td>
</tr>
<tr>
<td>Reasoning and problem solving:</td>
<td>Displays excellent reasoning and problem solving without the need for guidance.</td>
<td>Displays reasoning and problem solving with minimal guidance.</td>
</tr>
<tr>
<td>Safety and Reliability:</td>
<td>Consistently demonstrates safe and reliable behavior without guidance or cues.</td>
<td>Demonstrates safe and reliable behavior with minimal guidance.</td>
</tr>
<tr>
<td>Response to unfamiliar situations:</td>
<td>Requires no supportive cues in unfamiliar situations.</td>
<td>Requires some cueing or direct guidance in unfamiliar situations.</td>
</tr>
<tr>
<td>Need for verbal or physical cues:</td>
<td>Requires no verbal or physical cues.</td>
<td>Requires minimal guidance or assistance.</td>
</tr>
<tr>
<td>Level of confidence:</td>
<td>Performs with confidence.</td>
<td>Performs with emerging level of confidence.</td>
</tr>
<tr>
<td>Motivation:</td>
<td>Initiates learning without prompting.</td>
<td>Participates in learning with prompting by the instructor.</td>
</tr>
<tr>
<td><strong>Level of performance:</strong></td>
<td>Inconsistent performance.</td>
<td></td>
</tr>
<tr>
<td>--------------------------</td>
<td>---------------------------</td>
<td></td>
</tr>
<tr>
<td><strong>Level of mastery:</strong></td>
<td>Makes a number of critical errors or omissions.</td>
<td></td>
</tr>
<tr>
<td><strong>Level of expectation:</strong></td>
<td>Needs improvement and additional training to meet expected level of performance.</td>
<td></td>
</tr>
<tr>
<td><strong>Reasoning and problem solving:</strong></td>
<td>Requires assistance and prompting to develop appropriate solutions, evaluation, and revision of action.</td>
<td></td>
</tr>
<tr>
<td><strong>Safety and Reliability:</strong></td>
<td>Consistently requires guidance in order to demonstrate safe behavior.</td>
<td></td>
</tr>
<tr>
<td><strong>Response to unfamiliar situations:</strong></td>
<td>Requires substantial guidance or assistance.</td>
<td></td>
</tr>
<tr>
<td><strong>Need for verbal or physical cues:</strong></td>
<td>Requires verbal and/or physical cues that are very directive and continuous that essentially the instructor is the performer.</td>
<td></td>
</tr>
<tr>
<td><strong>Level of confidence:</strong></td>
<td>Inconsistently demonstrates confidence.</td>
<td></td>
</tr>
<tr>
<td><strong>Motivation:</strong></td>
<td>Relies on instructor to initiate learning.</td>
<td></td>
</tr>
</tbody>
</table>

**Unacceptable = 0**

<table>
<thead>
<tr>
<th><strong>Level of performance:</strong></th>
<th>Does not perform to even minimal level of performance.</th>
</tr>
</thead>
<tbody>
<tr>
<td><strong>Level of mastery:</strong></td>
<td>Makes significant critical errors/omissions.</td>
</tr>
<tr>
<td><strong>Level of expectation:</strong></td>
<td>Does not meet criterion.</td>
</tr>
<tr>
<td><strong>Reasoning and problem solving:</strong></td>
<td>Unable to gather assessment data, identify problems, generate solutions, and evaluate effectiveness of actions.</td>
</tr>
<tr>
<td><strong>Safety and reliability:</strong></td>
<td>Demonstrates unsafe behavior.</td>
</tr>
<tr>
<td><strong>Response to unfamiliar situations:</strong></td>
<td>Unable to carry out actions in unfamiliar situations without significant interventions by instructor.</td>
</tr>
<tr>
<td><strong>Need for verbal and physical cues:</strong></td>
<td>Cannot function without assistance.</td>
</tr>
<tr>
<td><strong>Level of confidence:</strong></td>
<td>Lacks confidence.</td>
</tr>
<tr>
<td><strong>Motivation:</strong></td>
<td>Avoids learning.</td>
</tr>
</tbody>
</table>

**N/A** — No opportunity to demonstrate competence for this criterion.
ABSENCES

The Associate Degree Nursing program is preparing professional nurses. Therefore as in the workplace, punctuality and mandatory attendance is the expectation for every classroom, lab, and clinical experience. Instructors and clinical units telephone/voice mail numbers will be announced at the beginning of each semester and/or clinical rotation.

1. Notify instructor per voice mail of necessary absence from class or learning lab. State name, program, time scheduled, and reason for absence.

2. In the event of clinical absence, phone the clinical unit directly at least one hour before scheduled time.

3. No student is in danger of not passing due to a weather-related absence.

MAKE-UP WORK REQUIRED FOR ABSENCES:

Theory and skills courses: If the student is late or absent they are responsible for obtaining all information presented during their absence.

Clinical courses: Completion of an alternative assignment is required for each day of absence. The alternative assignment is assigned and given a due date by the clinical instructor.

ACADEMIC ADVISING

Academic Advising is a pro-active, ongoing process designed to foster relationships campus-wide, while empowering students to achieve their goals. In partnership with advisors, students will make informed decisions to develop educational plans and maximize their potential as students and community members.

The Student Services Department has assigned a designated Academic Advisor to the Nursing Program. This advisor is a resource to assist with your academic plan. We encourage you to follow up as needed by contacting Enrollment Services at 920-498-5444 to schedule an appointment.

FACULTY ADVISING

Faculty all have weekly office hours during which they are available to meet with students. These hours are posted in binders at the doors of HS 108 and HS 301. Faculty typically announce their office hours on Blackboard and/or in their syllabus.
MESSAGES

Each student MUST check their NWTC email account, and the ADN bulletin boards and mailboxes in HS 314 frequently for important messages which pertain to classes, clinical, labs, scheduling and planning.

NAME, ADDRESS, PHONE CHANGES

Students must inform the Registrar’s offices of any change of name, address, and phone number.

REFERENCE INFORMATION

Nursing students often have requests for faculty reference statements for scholarships or employment purposes. Such statements are given at the discretion of the instructor and should not be considered an entitlement. This information is available on the nwtc internet. Print out the form, bring it to your instructor, your instructor will fill it out and sign it. A copy will be provided to you; keep this for your records.

http://www.nwtc.edu/services/explorecareers/Pages/Reference%20Forms.aspx

ATI ASSESSMENTS FOR ADN STUDENTS

It is our goal to prepare students to be successful in school and successful as a professional in the workplace. A key factor of that success is based on passing the NCLEX licensing exam. As we are continually improving the program to reach these goals, we have recently partnered with Assessment Technologies Incorporated (ATI) to assist with measuring our students’ success. In addition to the value of our in-class testing, the ATI testing will provide a perspective on how you compare with other nursing students. This comparison also serves as a predictor to your success on passing the NCLEX licensing exam. Upon completion of each assessment you can print a scoring report which contains your score and will reveal areas where you should focus your studying efforts.

ATI offers a revolutionary Assessment-Driven Review (ADR) program designed to increase student pass rates on the nursing licensing exam. Used as a comprehensive program, the tools can help students prepare more efficiently, as well as increase confidence and familiarity with content. The heart of ATI’s Assessment Driven and Review program is the Content Mastery Series. This program aids students in the review and remediation process for the state licensing exam in nursing. Each module combines thorough content mastery assessment with review questions based on case studies. Review modules are followed by a non-proctored student assessment to assess the effectiveness of remediation. Assessment and review are designed in accordance with the NCLEX test plan. The review modules are in the form of study guides and are also a key component of the ADR program and are provided to students upon completion of a content mastery assessment.
Students will be expected to complete assessments each semester. Students will be provided with information regarding the scheduling of assessments.

For information on accessing ATI materials go to:

NWTC website home page
Click On Resources and Services,
Click on Library (left side of page)
Under Find click E-reserves
Then click NWTC electronic reserves
Under “please select instructor” from drop down box select “ATI testing”
Click search
Click course number

EVALUATION OF STUDENT PROGRESS IN NURSING LABORATORY

MISSION STATEMENT OF THE NURSING LAB

The Nursing Lab at Northeast Wisconsin Technical College offers a wide variety of experiences for students who are enrolled in health related programs. Through the use of interactive learning, students can achieve mastery of selected clinical competencies. A host of innovative and state of the art tools, including simulations, are utilized to engage the student in the learning process. These activities, coupled with “hands on” practice sessions, offer the students a diverse collection of teaching/learning opportunities that are most suited to their individual learning styles.

PERFORMANCE GUIDELINES

SPECIFIED SKILLS performed in the Nursing Lab are evaluated and graded according to set criteria. Students must pass specified skills in the Nursing Lab before they are permitted to carry them out in the clinical facility. To be successful in any skills lab courses, the average of all skills checkoff’s must equal 80% or above.

Refer to the Nursing Lab Guidelines, course syllabus and the lab bulletin board for hours of operation, instructor arrangements, and specific grading criteria.
The students in the Learning Lab should:

1. Follow Standard Precautions and Infection Control at all times.

2. View pertinent audiovisuals.

3. Attend each scheduled demonstration.

4. Practice until proficient in the skill.

5. Sign up for performance testing.

6. Complete performance testing on all required procedures. Each student must satisfactorily complete performance tests on all required skills.

7. Behave in a professional manner.
ASSOCIATE DEGREE NURSING PROGRAM PROGRESSION POLICY

Any coursework completed prior to Fall 2010 is not considered in the below policy.

All courses listed below will be considered during the application of this policy.

10-806-186 Intro to Biochemistry
10-806-177 General A&P
10-806-179 Advanced A&P
10-806-197 Microbiology
10-543-101 Nursing Fundamentals
10-543-102 Nursing Skills
10-543-103 Nursing Pharmacology
10-543-104 Nursing: Introduction to Clinical Practice
10-543-105 Nursing Health Alterations
10-543-106 Nursing Health Promotion
10-543-107 Nursing Clinical Care Across the Lifespan
10-543-108 Nursing: Introduction to Clinical Management
10-543-109 Nursing Complex Health Alterations I
10-543-110 Nursing Mental Health Concepts
10-543-111 Nursing Intermediate Clinical Practice
10-543-112 Nursing Advanced Skills
10-543-113 Nursing Complex Health Alterations II
10-543-114 Nursing Management Concepts
10-543-115 Nursing Advanced Clinical Practice
10-543-116 Nursing Clinical Transition

Dismissal from the ADN program may occur as a result of either of the following:

• Two failures in any of the listed courses will result in dismissal from the ADN program. (Example - You would be dismissed if the following occurs: fail Nursing Fundamentals in fall 2012 and again in spring 2013).
• A cumulative TOTAL of three failures in listed courses will result in dismissal from the ADN program. (Example - You would be dismissed if the following occurs: fail A&P General in fall 2009; fail Nursing Health Alterations in spring 2013; fail Nursing Complex Health Alterations I in spring 2014).
• The letter grades of “C”, “D”, and “F” are counted as failures.

Remediation policy for failures in Health Alterations, Complex Health Alterations I, or Complex Health Alterations 2 and Nursing Skills

• If a student is unsuccessful in one of the following theory classes; Health Alterations, Complex Health Alterations I, or Complex Health Alterations 2, the student must take the Nursing Pathophysiology online course (10-543-161) as remediation, and pass the Pathophysiology course with a B or better before retaking the theory class.
• If they fail the Pathophysiology course on the first attempt, students are required to retake the course and achieve a B or above before re-enrolling in the theory class.
• (Note: Failing the Pathophysiology course does not count as a strike against the 3 strike policy).
• If the student passes the Pathophysiology course, and then fails the retake of the theory course, that constitutes two failures of the same course, and the student will be out of the program based on Associate Degree Nursing program policy.
• If a student fails a second theory class listed above, after taking the Pathophysiology course, a remediation plan will be completed on a case by case basis.
• Students in 10-543-102, Nursing Skills and 10-543-112, Advanced Skills, have the opportunity to repeat a skill once at no charge. If a student is required to repeat a skill a Second time, there will be a $25.00 dollar charge for the repeat attempt. The Skills course instructor, while working with the student to establish a remediation plan, will provide the student information regarding the payment process. The repeat check-off will NOT be scheduled until payment is made.

Program Re-Entry after a First Failure in a Course

• Students who fail any of the above courses a first time are required to make an appointment with a Counselor or Academic Advisor to develop a plan for success and re-entry.
• Successful completion of above courses is required for progression in the program sequence. Re-entry to the program will occur according to space availability with priority given according to the following list. Eligible students in each category will be ranked by current GPA and student with highest GPA will be offered the first spot available.

1. Students who did not maintain the planned sequence of study in the Associate Degree Nursing program due to non-academic reasons (examples would include: pregnancy, military duty).
2. Students who did not maintain the planned sequence of study in the Associate Degree Nursing program due to academic failure or withdrawal in one class.
3. Students who did not maintain the planned sequence of study in the Associate Degree Nursing program due to academic failure or withdrawal in two classes.

• Formal notification and permission to register for core nursing classes will be given by the Dean of Health Sciences or his/her designee.
Program Dismissal Appeal Process

A student may appeal dismissal from the Associate Degree Nursing program. To begin the appeal process, a student must submit a written appeal to the Dean of Health Sciences. This letter should:

1. Explain why the student feels s/he should be given an exception to the progression policy.
2. Include a description of any extenuating circumstances.
3. Identify the changes the student has implemented to ensure his/her success.

The Dean of Health Sciences will schedule an appeal hearing and notify the student and Health Programs Appeals Committee (comprised of Nursing and Allied Health Faculty, Academic Advisor and/or Counselor, and either the Dean or one of the Associate Deans of Health Sciences) of the meeting time and location. The Health Program Appeals Committee considers three primary criteria when reviewing the appeal:

1. Extenuating circumstances that may have contributed to the student’s difficulties.
2. Evidence of a realistic plan of changes to increase the student’s chance for success.
3. Likelihood of success if the student were given another chance.

The decision of the Health Program Appeals Committee is final.

Re-Application to the ADN Program

Students who have been dismissed from the Associate Degree Nursing program may not reapply for the program for two years. After two years has elapsed students wishing to reapply to the nursing program will need to meet with the Dean of Health Sciences or his/her designee.

Upon re-entry the student will have two attempts to pass the course that caused their dismissal. If unsuccessful in two attempts the student will be permanently dismissed from the program with no option for re-entry.

This would essentially award students a total of four attempts to successfully complete a course. If after four attempts success is not achieved, the Nursing Team feels that students should no longer be a candidate in the program, but rather seek out a program that might be a better fit. Please consult Counseling/Advising staff for further assistance at program exploration.
TRANSFER TO PN PROGRAM

Students on occasion request to move to the Practical Nursing program during first or second semester of the ADN program. A student may be granted this request if there is space available in PN. If the student moves to PN and graduates from PN they must wait two years prior to entry to the ADN Bridge program. For example, if the student moves to PN in Fall, 12, the earliest they can enter ADN Bridge would be Fall, 14.

COURSE TERMINATION

Within any clinical course a student may be advised to withdraw based on evidence of inability to meet the course competencies at a safe level. If this type of withdrawal occurs, regardless of when the withdrawal occurs, the instructor has the right to issue an “F” as the grade for the course. This student may meet with the Dean of Health Sciences to determine future program status.

PROGRAM TERMINATION

Students will be terminated from the program at any point if in the judgment of the faculty the actions of the student may be detrimental to the client, the program, or the nursing profession. If terminated, the student will receive an “F” in the current nursing course and will not be allowed to reenter the nursing program.

MAXIMUM LENGTH OF PROGRAM

Once the student has begun the nursing courses in the full-time ADN program, the student is expected to complete the program in 4 years. If the student is in the part-time track, the nursing courses are expected to be completed within 6 years.

Prior to program admission, students may enroll in the general education and/or science courses. Following admission into the nursing program, the student is expected to progress in the program according to the curriculum plan.
GRADUATION REQUIREMENTS

1. Students must fulfill the following requirements:
   a. Students login to my.nwtc account and complete the information under graduation services link.
   b. Complete all requirements of curriculum in which enrolled and obtain passing grades in all required courses.
   c. Earn cumulative grade point average of 3.00 or better (“B” average) with a minimum grade of “B” for all nursing courses and physical science courses.
   d. Fulfill all financial obligations to Northeast Wisconsin Technical College.
   e. Take at least 25% of required credits for any program in residence at NWTC.

2. Graduation and attainment of an Associate Degree in Nursing leads to eligibility for admission to examination for licensure as a registered nurse (RN) from the State of Wisconsin Board of Nursing.

3. Graduation from our ADN program grants a student the opportunity to articulate with the UW Green Bay Bachelor of Science in Nursing program.

RN LICENSURE

Students will receive information for registered nurse licensure by examination during the final semester of the ADN program.

For further information on licensure, visit the Wisconsin Department of Safety and Professional Services at http://drl.wi.gov

For further information on the NCLEX examination, visit the NCLEX website: http://www.ncsbn.org

GUIDELINES FOR ADN STUDENTS CHOOSING TO TAKE NCLEX FOR LICENSURE TO WORK AS LICENSED PRACTICE NURSE

What you need to do on campus before you can register for NCLEX PN:
• Application to the Practical Nursing program must be completed. This can be done by meeting with your academic advisor. This is mandatory for graduation and is a double check to see that you have met all the requirements

• Your Student account balance must be paid in full, along with any fines that are outstanding. NWTC will not send verification of graduation until ALL financial commitments have been met.

• Check your transcript. Make sure transfer credits and all course credits are included on your transcript. All first year ADN program curriculum must be present on your transcript.
• The Licensing application process may begin about 3 months prior to graduation. The application to both the NCLEX testing center www.pearsonvue.com and Wisconsin Department of Safety and Professional Services at http://drl.wi.gov will require $290 or $300 (approximately) depending if you are requesting a temporary permit (additional $10 fee).

• Jan Flegel, Administrative Assistant, in the Health Science Division will provide you with licensing information mid-way through your second semester ADN coursework. Contact Jan Flegel for further instructions if needed. Jan can be reached at 920.498.5430.
I have received the Northeast Wisconsin Technical College Associate Degree Nursing handbook and have read it. I understand the information within the handbook is subject to change. Written notice will be given with any changes.

____________________________________          ______________________
Name of student (please print)                     Date

_____________________________________________
Signature of student
Northeast Wisconsin Technical College is committed to equal opportunity for all and does not discriminate in admission or access to, or treatment or employment in, its programs and activities on the basis of race, color, creed, national origin, sex, age, or handicap.