NORTHEAST
WI Technical College

Nursing Student
Program Handbook

Northeast Wisconsin Technical College

2024-2025

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SECTION 1: INTRODUCTION

Welcome to the Nursing Program

The Associate Degree Nursing (ADN) and Practical Nursing (PN) faculty welcome you to the nursing program at Northeast Wisconsin Technical College. The faculty and staff are here to support your success through the demanding program and are excited to be by your side through this journey.

The Nursing Program Handbook is an extension to NWTC's Student Handbook providing you with specific information related to the nursing program. Students are held accountable for the information in the nursing handbook. It is important that you read the entire handbook.

If you have questions related to content in the nursing handbook, feel free to reach out to your nursing academic advisor, nursing faculty, nursing program director, nursing clinical coordinator, and/or Associate Dean.

We look forward to watching your growth through the nursing program and congratulating you at NWTC's Commencement Ceremony honoring your accomplishments.

Accreditation

The Nursing Programs are fully approved by the following:

Wisconsin Board of Nursing

4822 Madison Yards Way
Madison, WI 53705
Wisconsin Board of Nursing

Accreditation Commission for Education in Nursing, Inc.

3390 Peachtree Road NE Suite 1400
Atlanta, GA 30326
www.acenursing.org

Higher Learning Commission

230 South LaSalle Street, Suite 7-500
Chicago, IL 60604
https://www.hlcommission.org/

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SECTION 2: NURSING PROGRAMS

NWTC Vision & Mission

Vision
Northeast Wisconsin Technical College is a cutting-edge life-long learning college that transforms, strengthens, and inspires.

Mission
We are a two-year technical college, serving Northeast Wisconsin by providing education, training, and lifelong learning opportunities for all individuals and businesses leading to the development of a skilled and culturally inclusive workforce. Our customers stimulate the economic vitality of our district as a result of the application of skills and knowledge acquired through the completion of certificates, degrees, diplomas, and courses.

Wisconsin Technical College System (WTCS) Nursing Program Mission, Vision, & Philosophy

Nursing Program Mission Statement
The nursing programs within the Wisconsin Technical College System (WTCS) are committed to educational excellence. We prepare nurses with the knowledge, skills, and attitude to enhance and restore the well-being of individuals, families, and the community by using the nursing process.

We Value:
- Diversity
- Evidence-based practice
- Holistic, patient-centered care
- Honesty, integrity, and fairness
- Life-long learning
- Safe and cooperative work environments
- Partnerships with students, businesses, government, educational systems, and communities
- Appropriate use of technology and resources

Nursing Program Vision Statement
The Wisconsin Technical College nursing programs provide a quality, dynamic learning environment which prepares a diverse workforce of nurses to meet community needs.

Nursing Program Philosophy
This philosophy incorporates Wisconsin Technical College System (WTCS) faculty beliefs regarding nursing education as shaped by the WTCS nursing mission statement.

Nursing is the dynamic interpersonal goal-directed process that seeks to promote optimal health within the context of individuals, family, community, and society. The concepts of caring and integrity are central to nursing and communicated through both attitude and action. Nursing uses the nursing process, a problem-solving approach to

provide holistic, patient-centered care to individuals, families, and groups. Nurses assess health and make clinical decisions to manage and provide safe and effective nursing care according to standards of practice within the legal, ethical, and regulatory frameworks. Nursing is based on knowledge and science and is demonstrated by evidence-based practice. Through collaboration with other health care professionals, nursing is responsive to the needs of the community across the health-illness and lifespan continuum.

Individuals, families, and groups are diverse, complex living beings. Physical, psychological, cultural, and spiritual health processes are in constant interaction which provides the capacity for change. Individuals have inherent worth, dignity, and autonomy in health care decisions.

Nursing education facilitates the development of knowledge, attitudes, and skills appropriate to the learner's level of nursing practice. The end-of-program student learning outcomes facilitate the development of curriculum and evaluation of student achievement. Faculty and learners create a safe, cooperative environment that stimulates the spirit of inquiry, clinical reasoning, and self-directed life-long learning. Excellence in nursing education is achieved by providing students with a rigorous and dynamic curriculum using technology, partnerships, and resources. Graduates are prepared to meet community specific healthcare needs as entry-level practitioners.

System-wide Curriculum

The WTCS nursing programs provide a seamless curriculum, which is flexible and accessible for learners on a statewide basis. Prior learning, experience and career mobility are valued, and efforts are aimed at facilitating articulation between levels of nursing. Information gathering within the community network that includes advisory committees, employers, and health care consumers enhances curriculum review and revision.

Nursing Conceptual Framework

The conceptual framework of the WTCS Nursing Curriculum is derived from the mission and philosophy of the nursing program. This conceptual model is a visualization of the interrelationships between the nursing students, the values of the program, and main concepts that are incorporated throughout the program.

The compass symbolizes the direction of the student's growth throughout the program as well as their future endeavors. The student is in the middle as the driving force of the program. The larger star points are the program options and the support for students. The smaller star points of the compass contain the four major categories of the philosophy: nursing, customers, education, and systemwide. The inner circle contains our eight values: caring, quality, theory, ethics, skills, health promotion, nursing process, and critical thinking. The outer circle contains our customers: individuals, family, community, and society. Lastly, the middle circle describes the main aspects of the nursing program, evidence-based practice, integrity and fairness, safe environment, holistic patient-centered, lifelong learning, diversity, technology and resources, and partnerships. These concepts add organization and structure to the curriculum and are

integrated into the end-of-program student learning outcomes (EPSLOs). The EPSLOs are the framework for evaluation for student progress, direction, and performance.
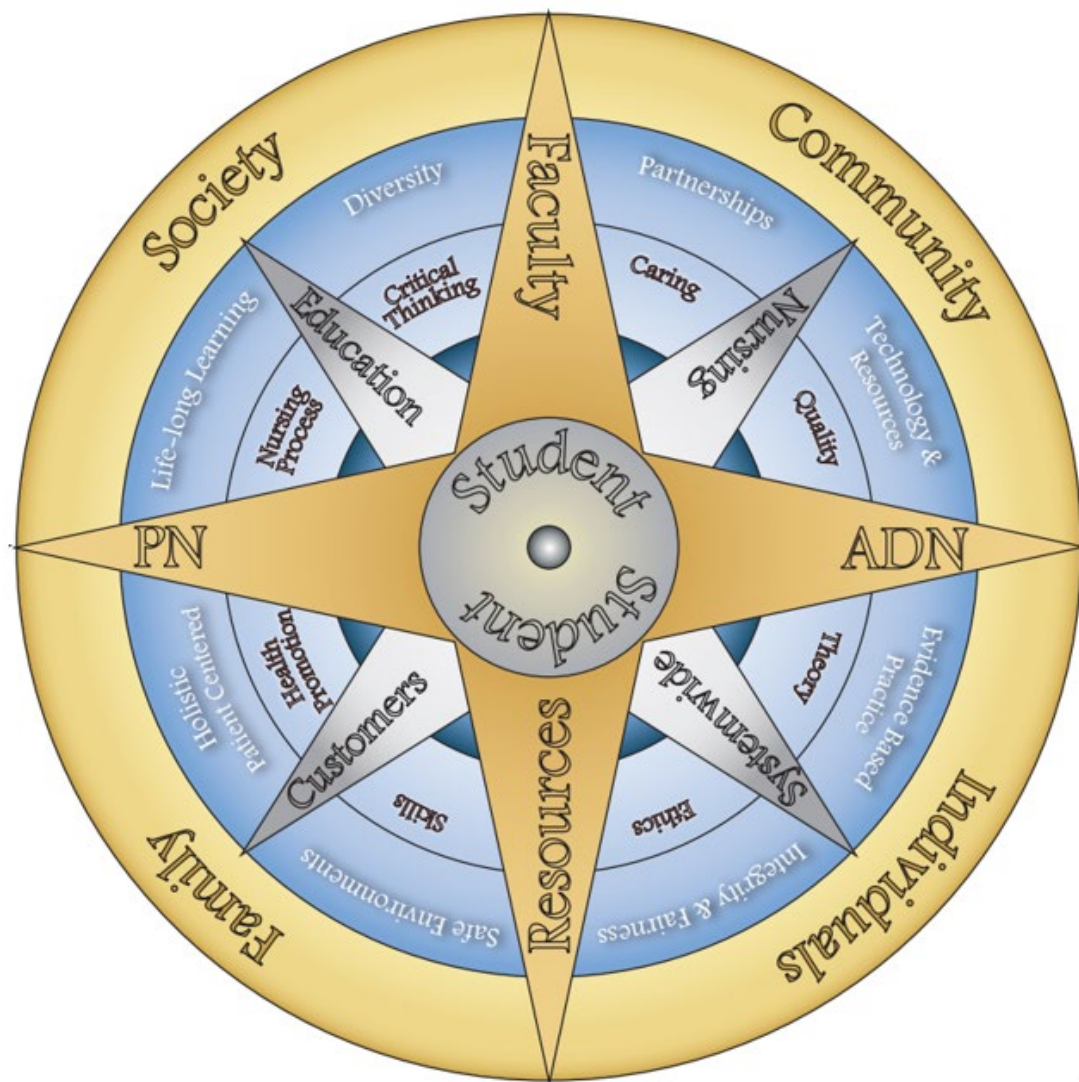
Curriculum at a Glance

Students who are admitted to a specific program cohort are expected to follow the course layout for that program cohort. Students are not eligible to only take one course per semester unless outlined in the curriculum.

Practical Nursing Program

The Practical Nurse (PN) program prepares graduates to provide basic hands-on nursing care needed by patients in variety of health care settings. LPN's assist with data collection, assist with development and revision of nursing care plans, reinforce teaching provided by RN's or other appropriate health care personnel, and participate as a member of the health care team in meeting basic client needs.

This is an excellent career for people who enjoy working with people and caring for individuals with physical or emotional concerns. Students must be willing to learn, have effective communication and interpersonal skills, and have an interest in health care as a career.

More about our PN Program:

The Practical Nursing Technical Diploma program: There are various pathways to complete the program of which the quickest is over two semesters. Upon graduation, a student will have completed 33 credits.

The credit for 10-890-101, College 101 is an Institutional Requirement for graduation. Consequently, it is not part of the program credit requirements.

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 the website:

Practical Nursing Course Descriptions

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

31-543-301 NURSING FUNDAMENTALS: This course focuses on basic nursing concepts to provide evidenced-based care to diverse patient populations across the lifespan. Current and historical issues impacting nursing will be explored within the scope of nursing practice. The nursing process will be introduced as a framework for organizing the care of patients. (Prerequisites: Accepted into Practical Nursing Program; 31-806-312, Anatomy Structure and Function; 10-890-101, College 101; Corequisites: 10-801-136, English Composition 1; 10-809-188, Developmental Psych; 31-543-302 Nursing Skills, 31-543-303, Nursing Pharmacology)

31-543-302 NURSING SKILLS: This course focuses on development of evidence-based clinical skills and physical assessment across the lifespan. Content includes mathematical calculations and conversions related to clinical skills. In addition, the course includes techniques related to obtaining a health history and basic physical assessment skills using a body systems approach. (Prerequisites: Accepted into Practical Nursing Program; 31-806-312, Anatomy Structure and Function; Corequisites:

10-801-136 English Composition 1; 10-809-188, Developmental Psych; 31-543-303, Nursing Pharmacology; 31-543-101, Nursing Fundamentals; 31-543-304, Intro to Clinical Practice)

31-543-303 NURSING PHARMACOLOGY: This course 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. (Prerequisites: Accepted into Practical Nursing Program; 31-806-312, Anatomy Structure and Function; Corequisites: 31-543-301, Nursing Fundamentals; 10-809-188, Developmental Psych)

31-543-304 NURSING: INTRO TO CLINICAL PRACTICE: This introductory clinical course emphasizes basic nursing skills and application of the nursing process in meeting the needs of diverse clients across the lifespan. Emphasis is placed on performing basic nursing skills, the formation of nurse-client relationships, communication, data collection, documentation, and medication administration. (Prerequisites: Accepted into Practical Nursing Program; 31-806-312, Anatomy Structure and Function; Corequisites: 10-801-136, English Composition 1; 10-809-188, Developmental Psych; 31-543-303, Nursing Pharmacology; 31-543-101, Nursing Fundamentals; 31-543-302, Nursing Skills)

31-543-305 NURSING HEALTH ALTERATIONS: This course elaborates upon the basic concepts of health and illness as presented in Nursing Fundamentals. It applies theories of nursing in the care of patients through the lifespan, utilizing problem solving and critical thinking. This course will provide an opportunity to study conditions affecting different body systems and apply evidence-based nursing interventions. It will also introduce concepts of leadership and management. (Prerequisites: 10-809-188, Developmental Psych; 31-543-301, Nursing Fundamentals; 31-543-302, Nursing Skills; 31-543-303, Nursing Pharmacology; 31-543-304, Intro to Clinical Practice; Corequisites: 10-801-196, Oral/Interpersonal Communication; 31-543-306, Health Promotion; 31-543-307, Nursing: Clinical Care Across Lifespan; 31-543-308, Intro to Clinical Care Management)

31-543-306 NURSING HEALTH PROMOTION: This course focuses on topics related to health promotion for individuals and families throughout the lifespan. Topics include reproductive issues, pregnancy, labor and delivery, post-partum, the newborn, and the child, adaptive and maladaptive behaviors applying mental health principles. An emphasis is placed on teaching and supporting healthy lifestyle choices for individuals of all ages. Nutrition, exercise, stress management, empowerment, and risk reduction practices are highlighted. Study of the family will cover dynamics, functions, discipline styles, and stages of development. (Prerequisites: 10-809-188, Developmental Psych; 31-543-301, Nursing Fundamentals; 31-543-302, Nursing Skills; 31-543-303, Nursing Pharmacology; 31-543-304, Intro to Clinical Practice; Corequisites: 10-801-196, Oral/Interpersonal Communication; 31-543-307, Nursing: Clinical Care Across Lifespan)

31-543-307 NURSING: CLIN CARE ACROSS LIFESPAN: This clinical experience applies nursing concepts and therapeutic interventions to patients across the lifespan. It also provides an introduction to concepts of teaching and learning. Extending care to include the family is emphasized. (Prerequisites: 10-809-188, Developmental Psych;

31-543-301 Nursing Fundamentals; 31-543-302, Nursing Skills; 31-543-303, Nursing Pharmacology; 31-543-304, Intro to Clinical Practice; Corequisites: 10-801-196, Oral/Interpersonal Communication; 31-543-305, Nursing Health Alterations; 31-543-306, Health Promotion; 31-543-308, Intro to Clinical Management)

31-543-308 NURSING: INTRO TO CLINICAL CARE MANAGEMENT: This clinical experience applies nursing concepts and therapeutic nursing interventions to groups of patients across the lifespan. It also provides an introduction to leadership, management, and team building. (Prerequisites: 10-809-188, Developmental Psych; 31-543-301, Nursing Fundamentals; 31-543-302, Nursing Skills; 31-543-303, Nursing Pharmacology; 31-543-304, Intro to Clinical Practice; Corequisites: 10-801-196, Oral/Interpersonal Communication; 31-543-305, Health Alterations)

Associate Degree Nursing Program
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 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.

More about our ADN Program:
The Associate Degree Nursing program: There are various pathways to complete the program of which the quickest is over four semesters. Upon graduation, a student will have completed 69 credits.

The credit for 10-890-101, College 101 is an Institutional Requirement for graduation. Consequently, it is not part of the program credit requirements.

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 the website.

Associate Degree Nursing 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: This course focuses on basic nursing concepts to provide evidenced-based care to diverse patient populations across the lifespan. Current and historical issues impacting nursing will be explored within the scope of nursing practice. The nursing process will be introduced as a framework for organizing the care of patients. (Prerequisites: Accepted into Nursing-AD program; 30-543-300 Nursing Assistant;10-806-177, General Anatomy & Physiology, 10-890-101, College 101; Corequisites: Nursing Pharmacology)

10-543-102 NURSING SKILLS: This course focuses on development of evidence-based clinical skills and physical assessment across the lifespan. Content includes mathematical calculations and conversions related to clinical skills. In addition, the course includes techniques related to obtaining a health history and basic physical assessment skills using a body systems approach.   (Prerequisites: Accepted into Nursing-AD Program; 10-806-177, Gen Anatomy & Physiology; Corequisites: 10-543-101, Nursing Fundamentals; 10-543-103, Nursing Pharmacology)

10-543-103 NURSING PHARMACOLOGY: This course 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. (Prerequisites: Accepted into Nursing-AD Program; 10-806-177, Gen Anatomy & Physiology; Corequisites: 10-543-101, Nursing Fundamentals

10-543-104 NURSING: INTRO TO CLINICAL PRACTICE: This introductory clinical course emphasizes basic nursing skills and application of the nursing process in meeting the needs of diverse clients across the lifespan. Emphasis is placed on performing basic nursing skills, the formation of nurse-client relationships, communication, data collection, documentation, and medication administration. (Prerequisites: Accepted into Nursing-AD Program; 10-806-177, Gen Anatomy & Physiology; Corequisites: 10-543-101, Nursing Fundamentals; 10-543-102, Nursing Skills; 10-543-103, Nursing Pharmacology)

10-543-105 NURSING HEALTH ALTERATIONS: This course elaborates upon the basic concepts of health and illness as presented in Nursing Fundamentals. It applies theories of nursing in the care of patients through the lifespan, utilizing problem solving and critical thinking. This course will provide an opportunity to study conditions affecting different body systems and apply evidence-based nursing interventions. It will also introduce concepts of leadership and management. (Prerequisites: Accepted in Nursing-AD program; 10-543-101, Nursing Fundamentals; 10-543-102, Nursing Skills; 10-543-103, Nursing Pharmacology; 10-543-104, Nsg Intro to Clinical Practice; 10-806-177, Gen Anatomy & Physiology; Corequisite: 10-806-179, Adv Anatomy & Physiology)

10-543-106 NURSING HEALTH PROMOTION: This course focuses on topics related to health promotion for individuals and families throughout the lifespan. Topics include reproductive issues, pregnancy, labor and delivery, post-partum, the newborn, and the child, adaptive and maladaptive behaviors applying mental health principles. An emphasis is placed on teaching and supporting healthy lifestyles choices for individuals of all ages. Nutrition, exercise, stress management, empowerment, and risk reduction practices are highlighted. Study of the family will cover dynamics, functions, discipline styles, and stages of development. (Prerequisites: Accepted in Nursing-AD program; 10-543-101, Nursing Fundamentals; 10-543-102, Nursing Skills; 543-103, Nursing Pharmacology; 10-543-104, Nsg Intro to Clinical Practice; 10-806-177, Gen Anatomy & Physiology; Corequisites: 10-801-196, Oral/Interpersonal Communication; 10-806-179, Adv Anatomy & Physiology; 10-801-136, English Composition I; 10-809-188, Developmental Psych)

10-543-107 NURSING CLINICAL CARE ACROSS LIFESPAN: This clinical experience applies nursing concepts and therapeutic interventions to patients across the lifespan. It also provides an introduction to concepts of teaching and learning. Extending care to include the family is emphasized. (Prerequisites: Accepted in Nursing-AD program; 10-543-101, Nursing Fundamentals; 10-543-102, Nursing Skills; 543-103, Nursing Pharmacology; 10-543-104, Nsg Intro to Clinical Practice; 10-806-177, Gen Anatomy & Physiology; Corequisites: 10-543-106, Nursing Health Promotion; 10-801-196, Oral/Interpersonal Communication; 10-806-179, Adv Anatomy & Physiology; 10-809-188, Developmental Psych)

10-543-108 NURSING: INTRO TO CLINICAL CARE MANAGEMENT: This clinical experience applies nursing concepts and therapeutic nursing interventions to groups of patients across the lifespan. It also provides an introduction to leadership, management, and team building. (Prerequisites: Accepted in Nursing -AD program; 10-543-101, Nursing Fundamentals; 10-543-102, Nursing Skills; 10-543-103, Nursing Pharmacology; 10-543-104, Nsg Intro to Clinical Practice; 10-806-177, Gen Anatomy & Physiology; 10-809-188, Developmental Psychology; Corequisites: 10-543-105, Nursing Health Alterations; 10-806-179, Advanced Anatomy & Physiology)

10-543-109 NURSING: COMPLEX HEALTH ALTERATIONS I: Complex Health Alterations I prepares the learner to provide and evaluate care for patients across the lifespan with alterations in cardiovascular, respiratory, endocrine, and hematologic systems as well as patients with fluid/electrolyte and acid-base imbalance, and alterations in comfort. (Prerequisites: Accepted in Nursing-AD program; 10-543-105, Nsg Health Alterations; 10-543-106, Nursing Health Promotion; 10-543-107, Nsg Clin Care Across Lifespan; 10-543-108, Nsg Intro to Clinical Care Mgmt; 10-801-196, Oral/Interpersonal Communication; 10-806-179, Adv Anatomy & Physiology)

10-543-110 NURSING: MENTAL HEALTH COMMUNITY CONCEPTS: This course will cover topics related to the delivery of community and mental health care. Specific health needs of individuals, families, and groups will be addressed across the lifespan. Attention will be given to diverse and at-risk populations. Mental health concepts will concentrate on adaptive/maladaptive behaviors and specific mental health disorders. Community resources will be examined in relation to specific types of support offered to racial, ethnic, economically diverse individuals and groups. (Prerequisites: Accepted in Nursing-AD program; 10-543-105, Nsg Health Alterations; 10-543-106, Nursing Health Promotion; 10-543-107, Nsg Clin Care Across Lifespan; 10-543-108, Nsg Intro to Clinical Care Mgmt; 10-801-196, Oral/Interpersonal Communication; 10-806-179, Adv Anatomy & Physiology)

10-543-111 NURSING: INTERMEDIATE CLINICAL PRACTICE: This intermediate level 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 across the lifespan and priorities. Using the nursing process, students will gain experience in adapting nursing practice to meet the needs of clients with diverse needs and backgrounds. (Prerequisites: Accepted in Nursing-AD program; 10-543-105, Nsg Health Alterations; 10-543-106, Nursing Health Promotion; 10-543-107, Nsg Clin Care Across Lifespan; 10-543-108, Nsg Intro to Clinical Care Mgmt; 10-801-196, Oral/Interpersonal Communication; 10-806-179, Adv Anatomy & Physiology; Core

requisites: 10-806-197, Microbiology; 10-543-109, Nsg Complex Hlth Alter 1; 10-543-112, Nursing Adv Skills; 10-809-198, Intro to Psych)

10-543-112 NURSING ADVANCED SKILLS: This course focuses on the development of advanced clinical skills across the lifespan. Content includes advanced intravenous skills, blood product administration, chest tube systems, basic electrocardiogram interpretation and nasogastric/feeding tube insertion. (Prerequisites: Accepted in Nursing-AD program; 10-543-105, Nsg Health Alterations; 10-543-106, Nursing Health Promotion; 10-543-107, Nsg Clin Care Across Lifespan; 10-543-108, Nsg Intro to Clinical Care Mgmt; 10-801-196, Oral/Interpersonal Communication; 10-806-179, Adv Anatomy & Physiology)

10-543-113 NURSING: COMPLEX HEALTH ALTERATIONS II: Complex Health Alterations II prepares the learner to provide and evaluate care for patients across the lifespan with alterations in the immune, neuro-sensory, musculoskeletal, gastrointestinal, hepatobiliary, renal/urinary, reproductive systems and shock, burns and trauma. The learner will also focus on management of care for patients with high-risk perinatal conditions and high-risk newborns. (Prerequisites: Accepted in Nursing-AD program; 10-543-109, Nsg: Health Alter 1; 10-543-110, Nsg; Mental Hlth & Comm Conc; 10-543-111, Nsg: Int Clinical Practice; 10-543-112, Nursing Adv Skills; 10-806-197, Microbiology)

10-543-114 NURSING: MANAGEMENT/PROFESSIONAL CONCEPTS: This course covers nursing management and professional issues related to the role of the registered nurse. Emphasis is placed on preparing for practice as a registered nurse. (Prerequisites: Accepted in Nursing-AD program; 10-543-109, Nsg: Health Alter 1; 10-543-110, Nsg; Mental Hlth & Comm Conc; 10-543-111, Nsg: Int Clinical Practice; 10-543-112, Nursing Adv Skills; 10-806-197, Microbiology)

10-543-115 NURSING: ADVANCED CLINICAL PRACTICE: This advanced clinical course requires the student to integrate concepts from all previous courses in the management of groups of clients facing complex health alterations. Students will have the opportunity to further develop critical thinking skills using the nursing process in making clinical decisions. Continuity of care through interdisciplinary collaboration is emphasized. (Prerequisites: Accepted in Nursing-AD program; 10-543-109, Nsg: Health Alter 1; 10-543-110, Nsg; Mental Hlth & Comm Conc; 10-543-111, Nsg: Int Clinical Practice; 10-543-112, Nsg Adv Skills; 10-806-197, Microbiology; Corequisites: 10-543-113, Nsg: Hlth Alterations 2; 10-809-196, Intro to Sociology

10-543-116 NURSING CLINICAL TRANSITION: This clinical experience integrates all knowledge learned in the previous courses in transitioning to the role of the graduate nurse. The course promotes relatively independent clinical decisions, delegation, and works collaboratively with others to achieve client and organizational outcomes. Continued professional development is fostered. (Prerequisites: Accepted in Nursing-AD program; 10-543-109, Nsg: Health Alter 1; 10-543-110, Nsg; Mental Hlth & Comm Conc; 10-543-111, Nsg: Int Clinical Practice; 10-543-112, Nursing Adv Skills; 10-806-197, Microbiology; Corequisites: 10-543-113, Nsg: Complex Hlth Alterations 2; 10-543-115, Nsg: Adv Clinical Practice; 10-543-114, Nsg Mgmt & Prof Concept; 10-809-196, Intro to Sociology

Institutional Learning Outcomes (ILO)

These are the are goals that every student at the college, regardless of program, is expected to achieve by graduation through curricular and cocurricular learning. They build a solid foundation for the student to contribute to any industry, group, and community.

1. Communication – Share ideas and opinions clearly and efficiently using both word and non-verbal cues in all contexts and communication modes – written, oral, digital.
2. Critical Thinking – Analyze problems, thoughts, and information to make decisions or establish a plan to reach a conclusion.
3. Equity & Inclusion – Respect cultures, identities, and experiences of all individuals to contribute to inclusive and equitable teams, workplaces, services, and communities.
4. Teamwork – Act in a personally responsible and ethical manner as a contributing member of a team, discussion, and within the community.

End of Program Student Learning Outcomes

ASSOCIATE DEGREE NURSING STUDENT LEARNING OUTCOMES	PRACTICAL NURSING STUDENT LEARNING OUTCOMES
The graduate of the Associate Nursing program will be able to: • Integrate professional nursing identity reflecting integrity, responsibility and nursing standards. • Communicate comprehensive information using multiple sources in nursing practice. • Integrate theoretical knowledge to support decision making. • Integrate the nursing process into client care across diverse populations. • Function as a healthcare team member to provide safe and effective care.	The graduate of the Practical Nursing program will be able to: • Integrate Practical Nursing identity reflecting integrity, responsibility, and nursing standards. • Communicate basic information using multiple sources in nursing practice. • Utilize theoretical knowledge to participate in decision-making. • Apply the nursing process to basic client care across diverse populations. • Function as a healthcare team member to provide safe and effective care.

ADN Program Service-Learning Requirement at NWTC

Service learning is an opportunity for students to apply the theoretical, practical, and Institutional Learning Outcomes (ILOs) one has acquired in the Nursing Program as they give back to the community. Service learning is more than observation and is not the same as volunteering. Service learning is "**community-based learning**" and **must**

link back to the Student Learning Outcomes (SLOs) and the ILOs. The distinguishing characteristic of service learning is the emphasis on both students learning and addressing real needs in the community.

NWTC's Definition of Service Learning and Criteria

Service-Learning is a teaching and **learning** strategy that integrates meaningful community **service** with instruction and reflection to enrich the **learning** experience, teach civic responsibility, and strengthen communities.

Service-Learning at NWTC:
- Is integrated into and enhances curriculum providing an opportunity for students to apply skills learned within their courses, programs, or certificates.
- Is mutually beneficial to the learner and the community.
- Connects learning and assessment of learning to the real world.
- Is a method of teaching and learning.
- Addresses a community issue and/or enhances community development.
- Requires student reflection.
- Fosters civic responsibility.

ADN Program Service-Learning Requirements:

- **4-hours of Service Learning:** ADN Program requires 4-hours of service-learning hours prior to completing your final semester 10543116 Nursing Clinical Transitions course.
- **Complete anytime while in ADN Program:** You can complete your service-learning hours anytime while you are actively enrolled in the ADN nursing program/nursing courses.
- **Complete hours via one or more service-learning activities**: These hours may be completed through one or more experience(s) - you do not have to complete all 4 hours at one time (i.e.: maybe you complete 1 hour during your 1st semester of classes, 2 hours while taking your 2nd semester classes, and another 1 hour while taking your 4th semester classes)
- **Complete and save Verification of Service-Learning Hours document**: You will need a separate Verification of Service-Learning Hours document completed for each service-learning activity you participate ([Verification of Service Learning Hours document](#)); be sure to have this document completed at the time you participate in your service-learning activity, and you will need to save these documents for submission when you are enrolled in your 10543116 Nursing Clinical Transitions course --- this will be an assignment submission via CANVAS in your Transitions Clinical course.
- **Complete and Save an ADN Program Service-Learning Reflection**: In addition to submitting your Verification of Service-Learning Hours document(s), you will also be required to submit a reflection paper related to the service-learning activity(s) you completed. This reflection is a graded assignment that you will submit via CANVAS in your 10543116 Nursing Clinical Transitions

course. Don't wait to write about your Service-Learning experience, as you will quickly forget by the time you are in your Transitions Clinical course. To assist you in your reflection and the guidelines/requirements of the reflection that will be expected to be addressed in your Transitions Clinical submission, the rubric is included here (ADN Service-Learning Rubric/Reflection Guidelines).

- **Overview of Service-Learning Expectations**-
  Service-Learning Expectations Mediasite Video – Please watch

- **Need help identifying appropriate Service-Learning Activity**: Some examples of Service-Learning opportunities are listed below. You may also know of events in your own community in which you could volunteer to help. Keep in mind, you may need to obtain permission from these organizations or agencies. For assistance, you may contact our Service Learning e-mail inbox at NursingServiceLearning@nwtc.edu for questions about appropriateness of service-learning activity you are wishing to participate.

Some examples of service-learning include:

- Several opportunities may arise throughout your time in the program and are often communicated through emails from nursing faculty, nursing program leaders, and/or NWTC
- Einstein Project
- Cerebral Palsy Telethon
- Vivent Health (formally: AIDS Resource Center of Wisconsin - Green Bay center is at 445 S. Adams St.)
- NEW community clinic projects
- Shared Harvest –Contact NWTC Student Services for information.
- Assisting personnel in a variety of Community walk(s) to support a variety of medical issues (MS walk)
- Service projects through the Student Nurses Association (SNA)
- Assisting personnel in the Bellin Run
- Food Pantries (example Paul's Pantry, Feeding America, etc.)
- Homeless Shelters Katherine Stratton kstratton@stjohnsgreenbay.org
- Any healthcare agencies that need volunteers, whereby you can link the service you are providing back to SLOs and ILOs
- Habitat for Humanity
- Churches if the activity can link back to health
- Community Drug Take Back Events
- Participation in the Student Panel for Program Orientation
- Salvation Army bell ringing (How is this giving back to our community? Where is the money/resources distributed in our community?)
- Recess Respite Event rEcess Respite Event | My Site

Nursing Program Fees (in addition to tuition, all fees are subject to change)

Item	Notes	Fee
Nursing Uniform	The cost of the uniform is variable based on where student chooses to purchase, as well as the style and number of items purchasing.	Variable ($40 or more)
Nursing Shoes	The cost of shoes is variable based on where student chooses to purchase, as well as the style/make purchasing.	Variable
Name Badge	First name badge is free, although if lost and/or need to replace it is $5.00 and purchased through Student Involvement	Free/$5.00
Miscellaneous Clinical Supplies	The cost of clinical supplies varies based on the make and model, and where purchasing. Approximate costs: - stethoscope cost may be $70 or more - watch with second hand $15 - clipboard $15 - bandage scissors $10	Variable
Healthcare Records Processing/ Screening Vendor	This fee is the processing fee from ViewPoint Screening - the vendor who screens/monitors student CBC, healthcare records, and CPR	$ 65.00
Caregiver Background Checks (CBC) Recheck	CBC is required every 4 years.	$ 25.00
Healthcare requirements (i.e.: titers, vaccinations, TB testing)	The cost of the healthcare requirements varies based on where one chooses to complete. Vaccinations, titers, and TB testing will also vary based on one's healthcare insurance.	Variable
CPR ---- American Heart Association Basic Life Support (CPR: AHA-BLS)	The cost of AHA-BLS will vary based on where one takes, and whether currently working somewhere that provides this training to you. Must be American Heart Association BLS.	Variable

Nursing Program Fees (in addition to tuition) – (continued)

Item	Notes	Fee
Textbooks	The cost of required hard copy textbooks will vary based on where one buys, as well as if used or new. Some of our nursing courses utilized Open Educational Resource (OER) books, which are available online at no cost, or in print for a nominal fee: Hard Copy Textbooks (required) – Approximate costs: • Med/Surg Nursing = $175 • Med/Surg Study Guide = $42 • Maternal/Child Nursing = $155 If you choose to buy bound copy of OER from NWTC Bookstore: • Pharmacology = ~$30.25 • Skills = ~$30.25 • Fundamentals = ~$30.25 • Mental Health (ADN students only) = ~$30.25 • Leadership & Mgmt (ADN students only) = ~$30.25	Variable

ATI Learning Resource	Required and fees attached as follows (fee may be attached in another course if student is transferring from another college and does not need one of these courses where fees are attached):
	• ADN Students
	  ○ 1st payment of two = $925 Fundamentals or Paramed to ADN Skills
	  ○ 2nd payment = $925 Adv Skills (LPN to ADN Bridge – only this one-time fee)
	• PN Students
	  ○ 1st payment of two = $763.50 Fundamentals or MA-PN Fundamentals
	  ○ 2nd payment (all PN students)= $763.50 Intro to Clinical Mgmt
		2024-2025 Fees: see notes column

Nursing Program Fees (in addition to tuition) – (continued)

Item	Notes	Fee
Unbound Medicine/ Nursing Central	Required resource, and fees attached as follows (fee may be attached in another course if student is transferring from another college and does not need one of these courses where fees are attached): • ADN Students ○ $218 Fundamentals or Paramedic to ADN Skills ○ $180 LPN to ADN Bridge Advanced Skills • PN Students ○ $218 Fundamentals or MA-PN Bridge Fundamentals	2024-2025 Fees: see notes column
Nursing Assistant Review (47543481)	Optional, but highly recommended	~$36
Nursing Skills Refresher Course (47543402)	Optional for Nursing Bridge students, but highly recommended. May be required course as remediation for current students and/or re-entry students (i.e.: students who become out of sequence from admission cohort started with)	~$31
Step-it-Up Pharmacology Course (47543438)	Optional for Nursing Bridge students, but highly recommended. May be required course as remediation for current students and/or re-entry students (i.e.: students who become out of sequence from admission cohort started with)	~$31

NWTC Nursing Pin

The nursing pin is a long-standing tradition in the profession of nursing. Pins can be purchased by students in their last semester and then are presented to graduates by faculty/person of choice at the pinning ceremony as a symbolic welcome into the profession. Every program of nursing has a unique nursing pin.

SECTION 3: STUDENT SUCCESS AND LEARNING RESOURCES

Student Success

Americans with Disabilities Act

- *Disability Act Statement*: **NWTC** is committed to creating a learning environment that meets the needs of its diverse student body. NWTC complies with all provisions of the Americans with Disabilities Act and makes reasonable accommodations upon request. If you have a disability or are experiencing difficulties with accessibility, please call Disability Services at (920) 498-6904 to begin a conversation regarding the support services available to you or to request an official accommodation.

- Access more information regarding disability services on the NWTC Webpage: https://www.nwtc.edu/student-experience/disability-services

Integrated Advising

Integrated advising includes a blend of academic advising and faculty mentoring for the purpose of engaging program students in meaningful conversations about their nursing program pathway.

- *Academic Advising*
  - o Academic Advising is a pro-active, ongoing process designed to foster relationships campus-wide, while empowering students to achieve their goals. In partnership with academic advisors, students will make informed decisions to develop educational plans and maximize their potential as students and community members.
  - o The Student Services Department has assigned a designated Academic Advisor to the Practical and Associate Degree Nursing Program. This advisor is a resource to assist with your academic plan. We encourage you to follow up as needed by contacting Student Services at your campus to schedule an appointment. Appointments can be made through Starfish.

- *Faculty Mentoring*
  - o Faculty mentoring is a pro-active, ongoing process designed to support students to achieve their goals. In partnership with nursing faculty, students will make informed decisions to develop educational plans and maximize their potential as students and community members. A request to meet with your faculty mentor will be sent to you via Starfish at the start of first semester.

Academic Coaching & Tutoring

Academic Coaching & Tutoring is available for most courses at NWTC, including nursing, math, writing, sciences, computer, etc.

- For more information check us out at www.nwtc.edu/academiccoaching
  - At all regional campuses, Academic Coaching and Tutoring is located at the student success centers and online.
  - On the Green Bay Campus, Academic Coaching and Tutoring is located at the Student Success Center in SC215 and online.
- *Nursing Coach* - All nursing students are encouraged to enroll in ORG – Nursing Academic Coaching, as there are valuable resources to assist you in your nursing courses, as well as schedules for in-person and virtual coaching opportunities.
  - To enroll, go to https://www.nwtc.edu/student-experience/academic-coaching/health-sciences-coaching-schedules
    - Click on Nursing
    - Scroll to last page to review directions of how to enroll --- access the QR code or web address to enroll

Career Services

Nursing students often request faculty to provide reference statements for scholarships or employment purposes. **Such statements are given at the discretion of the faculty and should not be considered an entitlement.** For more information about this process please contact Career Services at 920-498-6250.

Refer to Career Services website for information regarding Career closet, references, resume writing, interviewing, etc.

<u>Nursing Program Learning Resources</u>

Unbound Medicine Nursing Central

Unbound Medicine Nursing Central is an electronic tool that brings nursing resources to a mobile device. Students will receive an email from Unbound Medicine to sign up for the Nursing Central product upon entering a nursing program. The resources will be utilized for theory, skills, and clinical preparation. Use at the clinical site may vary by the clinical site policy.

ATI Assessments for Nursing 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. Assessment Technologies Incorporated (ATI) products are designed to complement your nursing program with additional online learning resources.

Technology Requirements: https://www.atitesting.com/technical-requirements

At Program Orientation, you will receive an overview of this product, assistance to get logged in and load the products. ATI resources include tutorials, learning modules, and practice tests that will help with your classroom learning. Each semester, you will be

required to take proctored exams to assess your level of knowledge in the specific content area. With practice and proctored exams, you will have the opportunity to view and/or print a focused review that will reveal areas where you should focus your studying efforts. You will receive information regarding the use of ATI products in each nursing course.

ATI testing will provide a perspective on how you compare with other nursing students across the nation. This comparison also serves as a predictor to your success on passing the NCLEX licensing exam. This program aids students in the review and remediation process for the state licensing exam in nursing. Assessment and review are designed in accordance with the NCLEX test plan. To assist with success on the NCLEX-RN or NCLEX-PN exams, a live 3 Day review is included at the end of the nursing programs.

ATI Bundle Package Includes*

ADN	PN
Achieve	Achieve
ATI Enhanced or Remote Proctoring	ATI Enhanced or Remote Proctoring
ATI Essentials RN - Assessment Module Proctored:	ATI Essentials PN - Assessment Module Proctored:
ATI Essentials RN - Assessment Module:	ATI Essentials PN - Module A:
ATI Essentials RN - Module A:	ATI Essentials PN - Module B:
ATI Essentials RN - Module B:	ATI Plan Student Orientation
ATI Plan Student Orientation	Civility Modules
Civility Modules	Critical Thinking Entrance/Exit exams
Critical Thinking Entrance/Exit exams	Custom Assessment Builder
Custom Assessment Builder	Dosage & Calc Tutorial
Dosage & Calc Tutorial	Engage Adult Medical Surgical
Engage Adult Medical Surgical	Engage Community & Public Health PN
Engage Community & Public Health RN	Engage Fundamentals PN
Engage Fundamentals RN	Engage Mental Health PN
Engage Mental Health RN	Learning System Adaptive
Learning System Adaptive	Next Gen Questions Overview
Next Gen Questions Overview	Nurse Logic
Nurse Logic	Pharm Made Easy
Pharm Made Easy	PN Assessment & Remediation (7 content areas)
Pulse Student Success Predictor	PN Assessment & Remediation (7 content areas)
RN Assessment & Remediation (9 content areas)	PN ATI Comprehensive Live NCLEX
RN Assessment & Remediation (9 content areas)	PN BoardVitals
RN ATI Customized Live NCLEX Review	PN Comprehensive Predictor
RN BoardVitals	PN Dosage & Calc Proctored Assessments
RN Comprehensive Predictor	PN e-books
RN Comprehensive Predictor	Pulse Student Success Predictor
RN Dosage & Calc Proctored Assessments	RN NCLEX Experience

RN e-books	Self-Assessment Inventory
RN NCLEX Experience	Skills Modules
Self-Assessment Inventory	Video Case Studies
Skills Modules	
Video Case Studies	

*ATI Bundle Package is subject to change

SECTION 4: STUDENT HEALTH AND SAFETY

Student Counseling

Students currently enrolled at NWTC are eligible for counseling services at no cost. Many students strive to be successful, but personal issues disrupt their progress, and faculty may refer students to counseling. Counseling is confidential and your personal information will not be shared without your consent. The NWTC counselors look forward to providing you with a safe and non-judgmental space to discuss issues and concerns that are affecting your mental health and well-being. Your counselor can help you process your thoughts and feelings, understand any challenges or concerns, brainstorm ideas and evaluate options.

Injury/Illness/Pregnancy

Injuries:
- If an injury occurs at a Clinical agency, clinical site-specific incident reports must be completed in conjunction with faculty and filed at the clinical agency (with a copy for the College). This included any accident/incident involving a student and/or patient at clinical site. Additionally, the NWTC's Student-Visitor Injury/Illness Report must be completed.
- If an injury occurs on the NWTC campus, notify a faculty member or an NWTC employee in the area immediately. Please work with your faculty and/or NWTC employee to complete Illness/Injury Report.

Illness/Medical/Mental Health:
- Students may be eligible for an accommodation due to illness, surgical, medical, mental health, etc. – examples of accommodations may include extensions on an exam/assignment, exceptions/exemptions to excessive absence policy for clinical, extensions for skills check off, etc. Faculty will be submitting a Disability Services referral – do not ignore the reach out from DS. Student will be required to provide documentation from a provider to disability services for consideration. Please call Disability Services at 920-498-6904

Pregnancy:
- If you or your partner are pregnant, early conversations with your medical provider, faculty, and disability services case manager are important. Please contact Disability Services early on for assistance at disability.services@nwtc.edu or 920-498-6904   For further information, please see https://www.nwtc.edu/about-nwtc/policies/pregnancy-resources

Accident Insurance

- All NWTC students enrolled in credit classes, a practicum program, and certain other courses will be automatically enrolled in the Wisconsin Technical Colleges Mandatory Accident Only Insurance Plan. The coverage is provided to students when they are injured while on campus, attending a practicum program, or other

recognized student group approved by the college, or during travel to and from a program. **Please note: This insurance is in excess to any other valid/collectible health insurance coverage. Additionally, please see website for eligibility and exceptions.**

- Student Accident Page: **http://www.nwtc.edu/atnwtc/student-involvement/Pages/Student-Accident-Insurance.aspx**

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.

Bloodborne Pathogen Exposure Control Information

See this link for NWTC's Bloodborne Pathogen Exposure policy is to be followed on campus and at clinical sites.

SECTION 5: ACADEMIC PERFORMANCE

Grading Policies

Grading Scale
The following grading scale is used for all nursing courses for both nursing programs:

89.50 – 100	= A
79.50 – 89.49	= B*
69.50 – 79.49	= C
59.50 – 69.49	= D
59.49 and below	= F

* B is the minimum passing grade

General Grading Policies
1. A final grade of "B" is required to pass each nursing course.
2. Refer to your course syllabus for further detail regarding course requirements and grading.
3. There are no extra credit opportunities in the nursing courses.
4. See Evaluation of Student Progress policies in this handbook for more information on Theory, Lab, and Clinical grading policies.

Course Syllabus and Calendar Expectations

Students will receive a course syllabus and calendar at the beginning of each nursing course and will be found electronically in Canvas. The syllabus informs the student of the guidelines relevant to that nursing course. The syllabus includes information regarding the competencies of the course, specific health requirements (if applicable), attendance policy, attire, conduct, methods of testing, and methods of grading to achieve the competencies of the course. The calendar informs the student of dates of attendance and how to attend (i.e.: virtually or in person), assessments and evaluations.

Evaluation of Student Progress

Nursing Program's Modeling Responsible Behavior (MRB) Policy
NWTC is committed to producing excellent nursing professionals, who not only have the knowledge and technical skills needed to perform in a healthcare environment, but also to assist with developing your professional identity.

Students will receive Modeling Responsible Behavior (MRB) points in theory and skills nursing courses. Students must earn 79.50% or greater of the total MRB points to be successful in the course. The MRB Rubric is based on three different criteria: Promptness, Participation, and Professionalism. Students earn 0 or a 1 in each criterion for theory and skills courses. The total possible points available depend on the number of times the class meets or otherwise noted in the course syllabus. Students can earn three points for each class meeting. Points may be subtracted in one or more criteria per rubric or per the instructor's discretion. See MRB rubric.

MRB Rubric for Theory and Skills Courses
Modeling Responsible Behavior Grades

- 5% of grade in Theory Courses
- 10% of grade in Skills Courses
- Clinical Courses are measured within "Demonstrate Professional Behaviors" through SLO 1

Criteria	Behavior	Points Available	
Promptness	• On time, present, and engaged for the entire session. • Course work fully completed by the deadline.	**0**	**1**
Participation	• Effectively contributes relevant experiences to the discussion without causing interruptions or distractions for other students, whether through verbal or non-verbal means. • Works cooperatively and professionally with others. • Displays positivity and eagerness for learning/experiences.	**0**	**1**
Professionalism	• Complies with NWTC and Nursing Handbook program policies. • Electronic devices are used appropriately and/or as designated per class policy without disruption to the learning environment. • Prior to any schedule meeting, class, or skills check-off, promptly notifies the instructor of any absences with at least a two-hour notice. Where applicable, follow the process identified in the syllabus. • Inclusive, respectful, and open-minded of others' opinions. • Takes responsibility for actions and addresses conflicts constructively and respectfully in all interactions. • Communication (written, verbal, and digital) is clear, fluent, and appropriate for the academic and industry area standards.	**0**	**1**

Example**:** Nursing course meets twice a week for 8 weeks, the total possible points a student could earn is as follows: 16 x 3 =   48 points.

If the students earned 42 points for the course, then the calculation will be as follows: 42/48 = 87.5%. The 87.5% is then multiplied by the % that Modeling Professional Behavior is weighted in that course.

Clinical Performance Assessment
Refer to Clinical Course Performance policy under Section 6-Clinical.

Theory Grading Policies
1. All exams, as a standalone grade, must average 79.50% or greater to successfully complete all nursing program courses (except 10-543-110 and 10-543-114). If the exam average is below 79.50% at the completion of the course,

the student's final grade for the course will be the grade earned based on the exam average percent achieved.

- Example: Exam Average is between 69.50 – 79.49%, the student does not pass the course and final course grade is a "C", regardless of scores on other graded assignments.
- Example: Exam Average is between 59.50 – 69.49%, the student does not pass the course and final course grade is a "D", regardless of scores on other graded assignments.
- Example: Exam Average is between 0.50 – 59.49%, the student does not pass the course and final course grade is a "F", regardless of scores on other graded assignments.

2. Additionally, students must achieve 79.50% of all MRB points. If a student does not achieve 79.50%, the student will not pass the theory course, even if the student achieved 79.50% or greater exam average. If the student achieved 79.50% or greater exam average but did not achieve 79.50% or greater MRB points at the completion of the course, the student's final grade for the course will be the grade earned based on the MRB percent achieved.
   - Example: MRB Average is between 69.50 – 79.49%, the student does not pass the course and final course grade is a "C", regardless of scores on exams/other graded assignments.
   - Example: MRB Average is between 59.50 – 69.49%, the student does not pass the course and final course grade is a "D", regardless of scores on exams/other graded assignments.
   - Example: MRB Average is between 0.50 – 59.49%, the student does not pass the course and final course grade is a "F", regardless of scores on exams/other graded assignments.

3. If the student successfully achieves the exam average of 79.50% or above and the MRB percent of 79.50% or above, then the remainder of the points from all other graded assignments (i.e.: quizzes, case studies, written assignments, etc.) will be calculated into the weighted final course grade. The weighted final course grade must equal a minimum of 79.50% to achieve a "B" and pass the course.

4. Please note, 79.49% does not round up to 79.50%. Grading is based on percentage from the hundredths place.

Exam Policies

1. ***Absences on Exam Day***:
   a. Prior to the start of the exam, students must contact faculty teaching the course if they are going to be absent for the exam. Rescheduling of the exam is the responsibility of the student. Missed exams will be taken in the assessment center.
   b. Faculty and student will discuss make-up of exam to determine the best date/time to complete the missed exam; ideally it will be taken within 1-7 days of the scheduled exam date but must be completed the first day the student is back on campus or clinical after illness. If the exam is not taken on the date agreed upon, a grade of zero will be recorded as that exam grade. Extenuating circumstances will be reviewed by faculty in conjunction with the Program Director and/or Associate Dean on an individual basis.

    c. If the student does not contact the instructor at least two hours prior to the scheduled test date a 5% deduction will be applied to the exam score.

    d. When exam is not taken on scheduled exam day or during the scheduled exam window, the student must take the exam on their first availability to be on campus/clinical. An alternate exam may be administered. Because of the small number of students taking make-up exams, no statistical inferences can be drawn about the reliability of a test item, and therefore, no numerical grade adjustment is applied.

2. ***Exam Arrangements for Students Eligible for Accommodations***

    a. If a student is eligible and chooses to utilize their identified testing accommodations the student is required to complete their exams in Disability Services; testing accommodations are not provided in the classroom. Arrangements for test taking are to be made by the student in consultation with the Accommodations specialist in conjunction with the faculty. No exceptions will be granted.

3. ***Testing in the Classroom***

    a. Exams must be taken on the scheduled date. See course syllabus or instructor for make-up instructions, which are on a case-by-case basis.

    b. Exam Start and End Times: All exams will begin and end on time. Exams will begin promptly, and it is expected all students will be present and ready to begin. Any student arriving late to an exam will not be given extended time for completion; therefore, arriving late deducts time to complete the exam.

    c. Backpack/belongings must be put in the front of the class before starting the exam.

    d. Cell phones and any handheld devices must be OFF and placed in your backpacks/purses/jackets, not on your person.

    e. No hoods, hats, jackets, or electronic watches are to be worn during the exam.

    f. No Kleenex, water bottles, beverage containers or food at desk.

    g. What you may have at your desk:
        i. Pencil/Pen
        ii. Eraser
        iii. Standard calculator (provided by instructor or the calculator in CANVAS)

    h. No scrap paper/note cards.
        i. If it is a paper/pencil exam, you may write on your exam if you need to calculate a math problem, etc.
        ii. If exam is administered through Canvas, white board or scrap paper will be provided by instructor.

    i. After the exam, you may take your backpack, etc. and leave. Wait QUIETLY outside until all students are done with the exam.

    j. Absolutely <u>no</u> discussion about the exam after class/course.

4. ***Exam Review Policy***

    a. Exam reviews will not be held until all students in the class have taken the exam.

    b. In-person classes: Group exam review will be done in-person outside of lecture time. There will not be a virtual option for exam reviews that cover

individual exam questions. Following student attendance at the group review, instructors may offer 1:1 meeting with individual student.

c. Online classes: Instructors may schedule an in-person group exam review or may record a concept-based exam review. Recorded exam reviews will not cover individual exam questions as this compromise's exam integrity.

d. If a student requests to meet with the instructor, the meeting must occur within one week of the exam closing.

e. Exam reviews are for purpose of learning and exam questions will not be debated.

f. All phones and handheld electronic devices must be off and stored, and no writing material is allowed.

g. At any time, the instructor has the right to stop the exam review.

h. Individual appointments may be made with instructor after the exam review to further discuss.

i. Nursing Course final exams are not reviewed.

5. *Exam Question Nullification Process*
   a. Faculty in the nursing program strive to ensure that exams meet the rigor required for both passing the NCLEX as well as ensuring that our graduates are prepared to provide safe, effective, and knowledgeable care in all settings. If an exam question does not meet the criteria that are considered, faculty may nullify an exam question.
   b. Nullification provides that all students receive credit for the question, regardless of their chosen answer. This does not mean that students who answered correctly will receive extra points.
   c. Faculty will not share with students' which questions or the number of questions that were nullified.

Evaluation of Student Progress in Nursing Laboratory

1. *Performance Guidelines*
   a. Specified skills performed in the Nursing Lab are evaluated and graded according to set criteria.
   b. Students must pass specified skills in the Nursing Lab before they are permitted to carry them out in the clinical facility.
   c. To be successful in any skills lab course, the average of all skills check-off must equal 79.50% or above.

2. *Nursing Lab Guidelines*
   a. Refer to course syllabus and the skills course CANVAS shell for hours of operation, instructor arrangements, and specific grading criteria.
   b. ***Children are not allowed in the Nursing Skills Lab Area/Suite or in the Simulation Lab Area/Suite.***
   c. All nursing skill check offs will be recorded as directed by Health Science leadership for evaluative purposes. Videos will not be used to review individual check offs or change grades. Saved recordings will be deleted after the end of each semester.

3. *Remediation Policy for Skill Failure in Nursing Skills Courses*
   a. Students in Nursing Skills Course and Advanced Skills Courses can repeat a failed skill once at no charge (two attempts).

       b. If a student is required to demonstrate a skill a third time, there will be a $25.00 dollar charge for the third attempt.

       c. The Skills course instructor will work with the student to establish a remediation plan, and the instructor will provide the student information regarding the payment process.

       d. The third attempt check-off will NOT be scheduled until payment is made.

4. ***Nursing Skills Scheduling Process and Policy***

       a. Skill checkoff times will be scheduled prior to the start of the semester and will be set in accordance with the skill evaluator's hours. Checkoffs with an evaluator are scheduled outside of classroom time.

          i. **Trades for scheduled times**

             1. Student will have one week from the start of the semester to make a schedule trade with another student. Once the trade is made it will be permanent.

          ii. **Calling in for skills cancelation**

             1. Green Bay Campus

                a. Call Nursing Lab staff at 920-498-6827 (GB campus).

                b. Let lab staff know the name of your skills course instructors (instructor teaching class).

                c. Let lab staff know the time of your scheduled checkoff.

                d. Lab staff will email course instructor of absence.

                e. Lab staff will notify skills evaluator of absence.

                f. Student will need to go to Nursing Lab (HS317) and schedule a redo appointment for missed checkoff.

             2. Other campuses: Follow procedure through your skills instructor.

5. ***Payment of no shows and re-scheduling***

       a. If a student needs to reschedule a checkoff for any reason, or the student is a no call/no show **more than once,** there will be a $25.00 charge for each occurrence.

6. ***Other***

       a. Repeat of a skill check-off cannot be done the same day of the initial skill failure.

          i. Exception: Advanced Skills EKG/Chest Tube check-off completed in the Sim lab

       b. For extenuating illnesses and/or situations, a documented excuse is required and will be reviewed by the instructor and Nursing Program Director or Associate Dean for any exceptions to the policy.

General Academic and Professional Standards for Nursing Students

Academic Honesty Policy

   1. Do your own work; Do not do work for others.

   2. Academic honesty/integrity is always required. Academic dishonesty includes but is not limited to cheating, plagiarism (i.e.: copy and paste from any source, including from another student's work), furnishing false information on documents, copying from others, and sharing your work (unless it is a

collaborative assignment). Please reference the NWTC Student Handbook, which also includes Generative Artificial Intelligence (AI) use.
3. Nursing has a code of practice with legal and ethical requirements (American Nurses Association, National Student Nurses Association). Honesty in all professional action is central to compliance with these professional requirements.
4. Consequences of academic dishonesty and not following professional requirements could result in but are not limited to assignment failure, course failure or program dismissal.
5. Please refer to the college handbook - NWTC Student Handbook section "Student Code of Conduct" for further definitions of academic dishonesty.

Nursing Artificial Intelligence Policy Statement

Artificial intelligence (AI) resources such as ChatGPT and other chatbots have great potential to enhance nursing education and at the same time can increase the risk for academic dishonesty. NWTC understands AI also has the potential to perpetuate bias, automate discrimination, and produce other harmful outcomes. The accuracy or quality of AI-generated content may not meet the standards for nursing practice. NWTC aims to maximize the benefits of AI while minimizing risks and negative impacts on students, faculty, staff, and other stakeholders. It is solely a student's responsibility to ensure they submit their own work, maintain academic integrity, and avoid any type of plagiarism. Representing work generated by artificial intelligence as one's own work is considered academic dishonesty. Students using AI need to ensure that:

a. all work submitted for grades is their own original work.
b. they properly cite any sources that are used.
c. content created by AI is evaluated for unintended outcomes.
d. AI is not used for any activity that violates laws, student conduct policy, Title IX, or any of the existing NWTC policies.
e. they abstain from using any personally identifiable information (PII), intellectual property (IP), and NWTC proprietary or confidential information with any AI tools because open use generative AI tools collect the data provided and may be shared with others outside of the college.

Instructors reserve the right to limit or prohibit the use of AI in some or all assignments and coursework. NWTC reserves the right to use various plagiarism-checking tools in evaluating a student's work, including those screening for AI-generated content, and will consider any violations as academic misconduct. Students taking credit for AI generated work will be subject to the plagiarism policy.

~ "Advanced technologies, including AI, do not replace nursing skills or judgment." (American Nurses Association, March 2024)

Assessment/Assignment and Testing Integrity
1. We believe students manage themselves with integrity and are disturbed when they observe others cheating. While taking exams/tests/quizzes or completing an assessment/assignment, students are expected to refrain from:
   a. Copying from others.

b. Copying, printing, taking a photo of or by any other means attempt to reproduce an exam/test/quiz - neither before an exam/test/quiz has been taken or after it has been scored.
c. Providing or receiving information about all or part of an exam/test/quiz, including answers (e.g., telling someone or publishing what was on your exam/test/quiz or being told this information).
d. Having or using a "cheat sheet" (i.e., a piece of paper with answers, formulas, information, or notes) that is not specifically authorized during exam/test/quiz.
e. Having or using calculators, notes, formulas or other information in a programmable calculator or other electronic devices (including electronic watches) without explicit teacher review and permission during exam/test/quiz.
f. Having or using a communication device such as a cell phone, smart watch/device, or electronic translator to send or obtain unauthorized information during exam/test/quiz.
g. Taking an exam/test/quiz for another student or permitting someone else to take an exam/test/quiz for you.
h. Asking another individual to give you improper assistance with assessment/assignment and exams/tests/quizzes, including offering money or other benefits.
i. Asking for or accepting money or any other benefit in return for giving another individual improper assistance with assessment/assignment and exams/tests/quizzes.
j. Altering an assessment/assignment and resubmitting it.
k. Gaining or providing unauthorized access to exam/test/quiz materials.
2. The above list is not all encompassing, and any violation of academic integrity is grounds for dismissal from **both** Nursing Programs and/or all Health Sciences Programs.
3. Simply having possession during an exam/test/quiz of any prohibited or unauthorized information or device, whether or not it is actually used, is an act of dishonesty and will be dealt with as such.

Testing Integrity When Testing at Home
To maintain integrity of exams, all exams will be completed by students in the classroom setting, assessment center, or Disability Services. In the rare situation where a student is testing at home (only with approval of instructor and program director or Associate Dean), the following applies:

Test Environment Requirements: The online testing environment should mimic the 'in class testing environment, and must conform to the following:

1. A quiet, secure, fully lighted room for the examination
   a. Do not test in an open-concept environment where others may be walking through or entering the area.
   b. No other people in the room.

    c. No communicating with anyone; except for contact with a faculty member or support in an emergency. This includes the prohibition of cell phone use for any purpose.
    d. No leaving the room.
    e. Nothing except computer, external cameras on the desktop or tabletop, blank piece of paper and pencil or blank whiteboard/chalkboard- removal of all books, papers, notebooks, or other materials, unless specifically permitted in written guidelines for a particular examination. You may use the calculator available in Canvas.
        i. If using a pencil/paper, you must have a paper shredder readily available. The paper must be shredded in view of the camera when the test is completed.
        ii. If using white board/chalkboard, you must erase the board in view of the cameral when the test is completed.
    f. External cameras should be placed where it will have a constant, uninterrupted view of the test taker - if testing remotely, you must stay in view of the camera the entire testing time.
    g. No writing visible on desk or on walls.
    h. No music or television playing.
    i. No other computers running in the "exam room".
    j. No headphones or ear buds allowed.
    k. No copy/paste is allowed.
    l. Any of the above may result in an automatic failure of test and/or course.

2. Have the webcam/ external camera correctly situated:
    a. Prior to starting the test, you must do a 360-degree scan of your room; including in front of you, behind you, all sides of you including your lap, and your working station.
    b. If paper and pencil or whiteboard/chalkboard is used, it must be blank and must be shown at the start in the video.
    c. Use a mirror to show what is on the face and keyboard of your computer before the exam.
    d. Webcam/external camera must always be focused on the individual taking the exam.
    e. Nothing covering the lens of the camera at any time during the exam.
    f. Lighting must be "daylight" quality and overhead is preferred if possible. If overhead is not possible, the source should not be behind the student; best NOT to have window shades open with light shining through it.
    g. At the end of the exam, the video must show the paper being shredded or the whiteboard/chalkboard being thoroughly erased. Failing to do either of these will result in a zero on the exam.

3. **AGAIN**, failure to comply with any of the above may result in an automatic failure of test and/or course.

Code of Conduct Honesty Statement
1. I will maintain academic integrity.
    a. I will not receive or give any assistance to another student taking any exam/quiz.
    b. I will not share any exam/quiz information with any other students.

      c. I will not use any non-instructor approved electronic device to assist me on an exam.

      d. I will not plagiarize someone else's work and turn it in as my own.

2. I have reviewed the following in my Nursing Program Student Handbook and am aware of what is expected of me:

      a. Academic Honesty Policy

      b. Assessment/Assignment and Testing Integrity

      c. Testing Integrity When Testing at Home

3. I have reviewed Northeast WI Technical College Student Handbook: Student Code of Conduct policy.

4. Any academic integrity concerns/cheating or not abiding by any of the aforementioned policies will result in **immediate dismissal** from both Nursing Programs and/or all Health Sciences Programs.

Social Media Policy

NWTC Program Faculty and Administration (the Program) welcomes and encourages the responsible and professional use of emerging technologies and social media. This includes, but is not limited to, personal Web pages, blogs, message boards, CANVAS, email and social media such as Facebook, YouTube, LinkedIn, Twitter, Flickr, Teams, Teams Reach, and other similar methods of communication.

In the spirit of encouraging academic freedom and personal growth, the Program faculty and administration greatly values the free exchange of ideas and seeks to encourage responsible use of these forums in an effective and socially responsible manner that is in accord with existing NWTC policies, program policies, syllabus requirements and applicable laws and regulations. The Faculty and Administration encourages positive communication efforts that reflect the mission, values, and strategic goals of NWTC. Students who use social media and networking sites are encouraged to use these guidelines to help maintain NWTCs commitment to positive and effective communication. Please use social media as it relates to NWTC judiciously. Please ensure that that your communication helps to:
1) Enhance the mission of NWTC as a premier learning community in Wisconsin and in the United States.
2) Encourages students, alumni, and other key audiences to support the future and growth of NWTC.
3) Builds relationships that support NWTCs overall communication efforts and core values.

Students are expected to abide by the policies listed under the Student Code of Conduct and the Technology Use Policy in the NWTC Student Handbook, as well as existing federal and other laws regarding libel, copyright and fair use of information, photographs, and other images. Students must also abide by Family Educational Rights and Privacy Act (FERPA) restrictions, Discrimination and Anti-Harassment Policy within NWTC Policies.

Recognizing the rapidly changing nature of electronic communication, the following guidelines are to be followed when using social media. In general, NWTC encourages all users to take personal and professional responsibility for their own personal sites and posts, to obey all applicable laws and NWTC policies, and to always be professional and courteous in their use of electronic media.

Social Media: How to Avoid Problems
It is important to recognize that instances of inappropriate use of social media can and do occur, but with awareness and caution, program students can avoid inadvertently disclosing confidential or private information.

The following guidelines are intended to minimize the risks of using social media:
- First and foremost, program students must recognize that they have an ethical and legal obligation to always maintain patient privacy and confidentiality.
- Program students are strictly prohibited from transmitting by way of any electronic media any patient-related image. In addition, program students are restricted from transmitting any information that may be reasonably anticipated to

violate patient rights to confidentiality or privacy, or otherwise degrade or embarrass the patient.

- Do not share, post, or otherwise disseminate any information (including images) about a patient with anyone unless there is a patient care related need to disclose the information or other legal obligation to do so.
- Do not share, post, or otherwise disseminate any information, including print copy, audio or video recordings of classroom content or course related resources with anyone outside of NWTC or anyone other than NWTC faculty or current students.
- Do not identify patients by name or post or publish information that may lead to the identification of a patient. Limiting access to postings through privacy settings is not sufficient to ensure privacy.
- Do not identify clinical sites or clinical site employees by name or post or publish information that may lead to the identification of the clinical site or clinical site employee. Limiting access to postings through privacy settings is not sufficient to ensure privacy.
- Do not identify NWTC faculty, staff, or administration by name or post or publish information that may lead to the identification of NWTC faculty or administration. These people also have the right to privacy. Limiting access to postings through privacy settings is not sufficient to ensure privacy.
- Do not refer to patients in a disparaging manner, even if the patient is not identified.
- Do not take photos or videos of patients or patient information on personal devices, including cell phones. Follow employer policies for taking photographs or video of patients for treatment or other legitimate purposes using employer-provided devices.
- Do not share, post, or otherwise disseminate any information to express concerns, frustrations, or issues with NWTC faculty or administration. Social media is not an appropriate forum for such comments. Program concerns, frustrations, or issues with NWTC faculty or administration must be directly brought to program faculty or administration for resolution.
- Maintain professional boundaries in the use of electronic media. Like in-person relationships, the program student has the obligation to establish, communicate and enforce professional boundaries with patients in the online environment. Use caution when having online social contact with patients or former patients. Online contact with patients or former patients blurs the distinction between a professional and personal relationship. The fact that a patient may initiate contact with the program student does not permit the program student to engage in a personal relationship with the patient.
- Do not identify fellow classmates by name or post or publish information that may lead to the identification of fellow classmates. These people also have the right to privacy. Limiting access to postings through privacy settings is not sufficient to ensure privacy.
- Do not make disparaging remarks about fellow classmates. Do not make threatening, harassing, profane, obscene, sexually explicit, racially derogatory, homophobic, or other offensive comments.
- Consult employer policies or an appropriate leader within the organization for guidance regarding work related postings.

- Be aware of and comply with employer policies regarding use of employer-owned computers, cameras and other electronic devices and use of personal devices in the workplace.
- Do not make disparaging remarks about employers or co-workers. Do not make threatening, harassing, profane, obscene, sexually explicit, racially derogatory, homophobic, or other offensive comments.
- Do not post content or otherwise speak on behalf of the employer unless authorized to do so and follow all applicable policies of the employer.
- **Promptly report any identified breach of confidentiality or privacy. Failure to report a violation, is a violation of HIPPA and this NWTC Nursing program policy.**

Given the changing nature of electronic communication, this policy will be updated on a regular basis, in an ongoing fashion.

Social Media: Consequences
Improper use of social media by healthcare employee or students may violate state and federal laws established to protect patient privacy and confidentiality. **Such violations may result in both civil and criminal penalties, including fines and possible jail time**. A healthcare employee or student may face personal liability. The healthcare employee or student may be individually sued for defamation, invasion of privacy or harassment. Particularly flagrant misconduct on social media websites may also raise liability under state or federal regulations focused on preventing patient abuse or exploitation.

If the healthcare employee or student's conduct violates the policies of the employer, the healthcare employee or student may face employment consequences, including termination. Additionally, the actions of the healthcare employee or student may damage the reputation of the health care organization or subject the organization to a lawsuit or regulatory consequences.

Another concern with the misuse of social media is its effect on team-based patient care. Online comments by a healthcare employee or student regarding co-workers, even if posted from home during non-work hours, may constitute as lateral violence. Lateral violence is receiving greater attention as more is learned about its impact on patient safety and quality clinical outcomes. Lateral violence includes disruptive behaviors of intimidation and bullying, which may be perpetuated in person or via the Internet, sometimes referred to as "cyber bullying." Such activity is cause for concern for current and future employers and regulators because of the patient-safety ramifications. The line between speech protected by labor laws, the First Amendment, and the ability of an employer to impose expectations on employees outside of work is still being determined. Nonetheless, such comments can be detrimental to a cohesive health care delivery team and may result in sanctions against the healthcare employee or student.

Any violation of the **Social Media Policy** will result in **immediate dismissal** from Both Nursing Programs and/or all Health Sciences Programs.

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 in the Classroom/Lab/Clinical

Cell phone and Handheld Electronic Devices*:* Use of handheld electronic devices or cell phones in the classroom or learning labs will be per instructor's direction. Failure to comply with instructor directions will result in loss of MRB points, and if it is determined that a student has inappropriately used a cell phone or handheld electronic device, the student will be subject to consequences which include but are not limited to: failing grade on the assessment activity (i.e.: assignment, test, exam, quiz, etc.), course failure, or dismissal from both nursing programs.

Recording Faculty Lectures or Course Activities:
1. Must obtain faculty approval prior to any audio/visual recordings of lectures and/or course activities.
2. If approved by faculty, the obtaining and utilizing of the recording device and the audio/video is the student's responsibility.
3. Any audio/visual recording is for current educational purposes only.
4. Any audio/visual recording is for the sole use of that student who was granted permission.
5. Any information, pictures, presentations (audio or visual) are considered confidential and are not to be distributed to anyone else in any way, including electronically, unless written permission is given.
    a. Electronic sharing includes, but not limited to, Twitter, Facebook, YouTube, or any other form of social media.
    b. Sharing in any way is a breach of confidentiality and the student could be subjected to immediate dismissal from both nursing programs and/or legal action.

Attendance Policy

The nursing programs at NWTC are preparing professional nurses – both LPN and RN. 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 provided at the beginning of each course and/or clinical rotation. The following are the general attendance policy points:
1. *Mandatory Attendance*: Promptness and regular attendance are considered mandatory to assure:
    a. Satisfactory student progress.
    b. Accurate evaluation by faculty.
    c. Safe performance in the clinical area.
2. *Course Absence*: It is the responsibility of the student to notify and discuss absences with their instructors when they occur. It is the student's responsibility to obtain missed materials due to absences.
    a. *Class or Learning Lab Absences*: Notify instructor prior to the start of class via e-mail or voicemail of necessary absence from class or learning lab. State name, program, time scheduled, and reason for absence.

Please see **Exam Policy** for more information regarding absences on exam day.

    b. ***Clinical Absence***: In the event of clinical absence, notify your clinical instructor prior to the start of clinical via the means instructor outlined during orientation. Refer to the **Clinical** section of this handbook for additional policies related to clinical absences.

3. ***Weather-related Absence***: No student is in danger of not passing due to a weather-related absence, but the student will still need to meet the competencies of the course/clinical to pass.
   a. Class or learning lab: Communication with instructor prior to the weather-related absence will not result in a deduction to MRB points.
   b. Clinical: A clinical absence due to weather will result in a clinical make up assignment, but this absence will not be counted as an absence per the absence policy. Refer to the **Clinical** section of this handbook for additional policies.

4. ***Jury Duty:*** If a student is called for jury duty, the student will not be excused from school responsibilities.
   a. It is recommended that if the student wishes to progress in the nursing program, that the student seeks an excuse from serving on a jury until the program is completed. Please contact the Associate Dean of Health Sciences or Nursing Program Director for a written excuse. Please provide the Associate Dean with a copy of the summons received.
   b. A clinical absence related to jury duty will result in clinical make up assignment but will not be counted as an absence, per the clinical absence policy.
   c. Communication of a jury duty related absence that is communicated with a course instructor prior to the absence will not result in a deduction of MRB points.

5. ***Active Military Duty/Service***: In the event a student is called to active Military Duty/Service, all attempts will be made to give credit for all prior course work completed. All options will be reviewed to facilitate seamless re-sequence into the nursing program. Please refer to the NWTC Student Handbook for additional information on Military Leave and Withdrawal Procedure – work with Student Services and Veteran Resource Center at NWTC.

6. ***Extenuating Circumstances***: Absences related to extenuating circumstances, such as documented illnesses or death in the immediate family, will be reviewed on an individual basis with instructor and Nursing Program Director or Associate Dean. If the absence is deemed appropriate, a reduction in MRB points would not occur. Make-up work would be determined on an individual basis.

7. ***Excessive Absenteeism***: A student may be dropped from a course for excessive absenteeism whenever the instructor determines it is no longer possible for the student to meet the course competencies. The instructor will counsel the student as soon as it becomes apparent that the student can no longer meet the competencies of the course in the remaining time. This applies to theory, lab, and clinical.
   a. Excessive absenteeism is defined as multiple consecutive absences or sporadic absences, whereby the student has missed multiple class periods throughout the course.

  b. In the event of excessive absences, the instructor will determine whether the student is able to make up the work missed without hindering the instruction of the other students in the class. In addition, the instructor may withdraw or fail a student for any of the following reasons:
    i. Student poses a safety hazard to themselves or others because of missed instruction critical to safe class, lab, or clinical performance.
    ii. Student is unable to make up instruction missed in a theory, lab, and/or clinical.
    iii. Student has not attended class during the first week of the term.
  c. Refer to the **Clinical** section of this handbook for additional policies related to clinical absences.
8. ***Student Learning Management System (LMS) - Canvas***: Attendance becomes a part of your student record and is available for faculty sharing with potential employers with written student consent.

Make-Up Work: Theory and Skills

NWTC is committed to producing skilled and professional nurses for the work force and the expectation is that students will be present for class, both theory and lab. Students who are late, leave early, or miss the whole class period are responsible for obtaining all information presented or materials provided during their absence. It is not the faculty responsibility to seek you out and provide the information/materials to you.

<u>Optional Course Continuation after Withdrawal</u>

Students who withdraw from a course may wish to continue to attend and participate in the course. This is an optional learning opportunity. The student transcript will reflect a course withdrawal. If wanting this opportunity, the student must discuss both withdrawal and wanting to continue the course with the faculty and academic advisor prior to withdrawing from the course.

If choosing this option, the student will be required to be an active participant.

- In a theory course, this includes regular attendance, preparation for class, completion of assignments and quizzes by due dates assigned in the course calendar. The student will not be eligible to take course exams or participate in exam reviews.
- In a skills course, this includes regular attendance, preparation for class, completion of assignments (i.e.: ATI post-tests) by due dates assigned in the course calendar. The student will not be eligible to take course quizzes and/or complete skills performance assessments.

If the student fails to follow these guidelines, they will no longer be eligible for this learning opportunity.

SECTION 6: CLINICAL

Clinical Placements

Clinical provides students the opportunity to apply what they have learned in the classrooms to the clinical setting. Each clinical builds upon previous learning and provides time to apply concepts, perform skills, demonstrate clinical judgment and critical thinking. Clinical may occur at the clinical site, in the simulation lab, in the Extended Reality (XR) simulation lab which includes Virtual Reality/Augmented Reality (VR/AR), or in a virtual setting. The clinical policies listed below are the same regardless of setting.

While an exciting opportunity, we understand that clinical can be challenging as students arrange school and outside schedules. Please know that many variables are considered as clinical schedules are created. Our clinical partners work with many programs and ask that students do not have direct communication with clinical agencies to inquire about clinical placement. Clinical site requests are made by the Nursing Clinical Coordinator and must be approved by the clinical agencies. The nursing program attempts to follow the clinical information shared in the program layouts. If there is an opportunity to provide clinical on different shifts, this information will be communicated to the student. We attempt to accommodate shift preference if able, but cannot guarantee accommodation for students' work schedules, childcare plans, travel arrangements, or other personal matters. Clinical start and end times may vary depending on the clinical agency. Some clinicals may begin as early as 5:00 AM, and some may end as late as 11:30 PM.

Students are solely responsible for transportation to and from any clinical site. Students must arrive on time and leave according to their assigned schedules. Safe clinical performance includes student preparation prior to the clinical experience. Students are expected to be fully prepared for their clinical experiences. Details of the preparation expectations and required paperwork will be provided in each course. Students will receive their clinical patient(s) assignment prior to clinical start times (e.g.: outside of clinical scheduled time - day prior or day of) to enable students to be prepared with knowledge of the patient(s), their condition and relevant nursing care. Students are expected to spend time outside of the scheduled clinical times to prep and to complete required paperwork. If a student arrives at clinical unprepared, the student will be considered not ready for safe patient care. The student may be sent home and will receive feedback that they are not meeting clinical expectations and needs improvement in SLO1. This will be considered a clinical absence (see the Clinical Attendance/Make-Up Work Clinical Absences policy).

Nursing Clinical Transitions: ADN course 10-543-116
This clinical experience is the final capstone clinical of the ADN program. Students complete 90 hours of clinical with a RN preceptor at a clinical agency. The clinical rotation occurs over approximately a four-week period, following the completion of Advanced Clinical Practice.

A variety of Transitions sites within NWTC's district are requested by the Clinical Coordinator. Students are not to reach out to clinical agencies on their own to request placement. Students will have the opportunity to complete a preference survey indicating their areas of interest (e.g.: types of nursing setting you have an interest in). The preference survey is used as faculty work to place students in the sites the program has been approved to use. Availability of a "preferred" site is not guaranteed.

Shift times are determined by the clinical agency. These may occur on days, evenings, or nights. Shifts may be 8 to 12 hours in length and may occur on weekdays or weekends. The expectation is that the student completes their hours during the time the preceptor is assigned.

There are times when a student may be eligible to complete Transitions hours at a pre-approved site. A student currently working as an LPN, Nursing Assistant or Nurse Extern in a healthcare facility where the facility's intent is to continue the student's employment as a RN following graduation may be eligible to complete the Transitions hours at this site. Leadership at the healthcare facility need to email the Clinical Coordinator (cheryl.rentmeester@nwtc.edu) indicating they plan to hire the student as a RN following graduation and to request that the student complete the 90-hour Transitions Clinical with them. The request needs to be made prior to the start of the semester in which the student is enrolled in Transitions. Late requests will not be accepted, and students will not be reassigned once scheduled at a site.

Please note that the Clinical Coordinator does not reach out to a site regrading an individual student **except** for Theda Care employees. If you are a student employed by the Theda Care system where the facility's intent is to continue your employment as a RN following graduation, reach out to the Clinical Coordinator (cheryl.rentmeester@nwtc.edu) to inquire about completing your transitions clinical hours with Theda Care. Please include the site you are currently working in and your top two preference areas. Please know that this request does not guarantee placement.

Requests by employees are not guaranteed if outside of NWTC's district. NWTC needs to have a current affiliation contract with that site and needs to seek approval from other nursing programs in that district. Requests will only be considered if within 40 miles from the NWTC campus.

If pre-approved as in above paragraphs, hours would need to be under the direct supervision of a RN preceptor. Your role would be that of a NWTC nursing student. Please note that some clinical agencies pay a student during the clinical hours and some agencies do not. Payment is determined by the clinical site—not the nursing program.

Caregiver Background Check and Health Requirements

All nursing students must comply with clinical agency requirements for specific immunizations/vaccinations, TB testing, Caregiver Background Checks (CBC), and CPR. Drug screening may be required at select agencies in the NWTC district. Clinical faculty will notify students if drug screening is a requirement for their clinical assignment.

If financial assistance is needed with the costs associated with completing the CBC and/or health requirements, please reach out to your academic advisor for a referral to financial resources available at NWTC.

Submission of required documentation is completed through CastleBranch (previously admitted students) or Viewpoint Screening (students admitted starting in 2023). An account is required for admission to the nursing program. Directions for creating a Viewpoint Screening account, and submitting documentation is available at: [Student Background Checks and Health Records - Northeast Wisconsin Technical College (nwtc.edu)](#)

No student will be allowed to attend clinical until all documentation is submitted and complete. Students are required to upload all documentation to Viewpoint Screening/CastleBranch. NWTC instructors/coordinators/administrators will verify that all clinical documentation has been completed within your account. No student may access any clinical facility without the proper documentation on record. **No paper documents will be accepted at clinical or via email**.

Failure to have all documentation **completed and accepted** in your account prior to the clinical start date (**as listed on your class schedule; not clinical schedule**) will result in being dropped from the clinical course. Some requirements require renewals (e.g.: CBC, CPR, TB skin testing, tetanus, and flu shot). Renewal dates are set in CastleBranch or Viewpoint Screening and reminders are automatically sent. Please check the email address you have listed with your CastleBranch or Viewpoint Screening account as this is the email that auto reminders are sent to. Watch your accounts closely and review reminders received. Renew documentation and submit before it the renewal date as failure to update documentation that expires during a clinical rotation will result in an automatic drop of one letter grade for the clinical course. The student cannot participate in clinical until the requirement is submitted and accepted in their account. This may result in clinical absences (see the Clinical Attendance/Make-Up Work Clinical Absences policy). Lack of regular clinical attendance may result in course failure. **It is the student's responsibility to monitor their CastleBranch/Viewpoint Screening account.**

Caregiver Background Check:
- NWTC is required to comply with the Wisconsin Caregiver Law (1997 Wisconsin ACT 27). The completion of a caregiver background check includes the review of criminal records for convictions of serious crimes or a history of improper behavior. Students accepted into this program must complete a background check through CastleBranch or Viewpoint Screening AND complete a [Background Disclosure (BID) form](#) disclosing any acts, crimes, or convictions prior to program entry. Information regarding this process is provided to students immediately upon acceptance into the program. Students with a criminal history may be denied access to placement at the discretion of the clinical site. Consequently, should a student have a history of convictions of serious crimes or a history of improper behaviors, NWTC cannot guarantee clinical placement, continuation in a certification track, or guarantee graduation within typical program timing.

- The Caregiver Background Check (CBC) must be current and must be **renewed every 4 years**. **NOTE:** CastleBranch/Viewpoint Screening does not send reminders prior to this expiring. Please watch your account to ensure you are in compliance. If your Caregiver Background Check (CBC) is due to expire, contact cbc@nwtc.edu for information on ordering a new background check. A new [Background Disclosure (BID) form](#) must also be completed.
- According to Wisconsin's Caregiver Law, students are required to inform NWTC Health Sciences Department of any new charges, arrests or convictions that occur following the completion of an initial Caregiver Background Check (CBC). This must be done within 5 business days of occurrence. Students may anticipate minimally having to complete a new Background Information Disclosure (BID) form (F-82064) with the possibility of being required to purchase an additional Caregiver Background Check (CBC).

TB Testing:
- **Baseline:**
  - A two-step TB skin test (TST) or single blood assay test IGRA (QuantiFERON Gold or T-Spot)
  - If a positive TB skin test, get QuantiFERON Gold, T-Spot Blood test, or chest x-ray. If QuantiFERON Gold or T-Spot is positive, then a clear chest x-ray is required.

  For those with a history of TB disease or LTBI, an initial post-positive chest X-Ray and symptom evaluation is required to rule out TB disease. Follow-up will be determined by the facility.

- ***Annual:**
  - Completion of an Annual TB Questionnaire (available in Viewpoint)
    - If you answered YES to any of the questions in the questionnaire form, you fall into a high-risk group and will be required to have a blood assay or chest x-ray.
  - TB Education – This will be completed through the Greater Green Bay Healthcare Alliance (GGBHA) prior to clinical as directed by your instructor.

TB Skin Tests are available for a charge through the N.E.W. Clinic at NWTC.

- Room HS211 (Health Sciences Building, 2nd floor)
- N.E.W. Clinic at NWTC phone number: (920) 498-5436
- The clinic is closed on Fridays.

*Clinical site policy supersedes this policy and may have stricter guidelines related to annual TB testing. Clinical placement for students will not be accommodated based on site policy.

CPR:
- Documentation must be current within two years of the issue date. Certification must be through the American Heart Association Basic Life Support (BLS). The CPR class must contain both cognitive and hands-on skills portions. Online only

classes without a hands-on skills component and Red Cross CPR are not acceptable.

Influenza (Flu Shot):

- Students are required to obtain an annual flu vaccine. Documentation of a current season's flu shot is required to be submitted and approved in the student's CastleBranch or ViewPoint Screening account before November 1st each year. Students in clinical placements between April 1st and October 31st are exempt from flu requirement. Note: Flu season dates subject to change per clinical site policy.
- If choosing to not vaccinate for medical or religious reasons, submit the NWTC Health Science declination waiver form available in Viewpoint Screening. When completing, select **either** medical or religious as the reason for declination. If using CastleBranch, please reach out to cbc@nwtc.edu for information on declination.
    - **Important to note**: some clinical sites do not accept flu shot declinations. Declination may impact your ability to attend clinical.
    - If a declination is accepted by the clinical site, site policy will determine the need for enhanced PPE. If a student does not comply with policy, they will be unable to attend clinical. This will be counted as a clinical absence and will result in an automatic drop of one letter grade for the clinical course.

Hepatitis B:

- For compliance, students must show completion of the vaccine series, positive Hepatitis B Antibody Titer, or a Signed Declination Waiver. Please note that some clinical sites require a site-specific declination waiver in addition to the one submitted to CastleBranch/Viewpoint Screening.

Tetanus:

- For compliance, students must show completion of a one-time dose of Tdap (Tetanus, Diphtheria, Pertussis) vaccine and then Td (Tetanus, Diphtheria) every 10 years.

COVID-19 Vaccination: (subject to change based on clinical/community partners' policies)

- COVID vaccination may be required by some clinical site agencies. Clinical partners have varying COVID-19 vaccination requirements. For compliance for clinical placement in all sites used by the nursing program, students must have completed the full vaccination series. Fully vaccinated refers to 2 weeks post vaccination of:
    - 2nd dose in a two-dose series,
    - 1st dose of a single dose vaccine.
- If vaccinated, submit documentation to CastleBranch/Viewpoint Screening. Preferred documentation is a copy from the Wisconsin Immunization Registry or a copy of vaccination from an electronic medical record. Vaccination cards **are not** acceptable.
- Students are not required to receive booster vaccinations. If boosters are received, please update your documentation in CastleBranch/Viewpoint Screening as this is tracked by some clinical agencies.

- If choosing to not vaccinate for medical or religious reasons, submit the NWTC Health Science declination waiver form available in CastleBranch or in Viewpoint Screening. When completing, select **either** medical or religious as the reason for declination. If using CastleBranch, please reach out to cbc@nwtc.edu for information on declination.
    - **Important to note**: some clinical sites do not accept COVID declinations. Declination may impact your ability to attend clinical.
    - If a declination is accepted by the clinical site, site policy will determine the need for enhanced PPE. If a student does not comply with policy, they will be unable to attend clinical. This will be counted as a clinical absence and will result in an automatic drop of one letter grade for the clinical course.

Technical Standards:
- Students enrolled in the Nursing programs should be able to meet the established technical standards identified later in the handbook. These technical standards are representative of those found in the nursing profession. Students will be asked to acknowledge the technical standards with each course.
- If at any time, something changes and the student is unable to meet the technical standards, the student is to inform Disability Services immediately. If the change occurs when assigned to class or clinical and the student notifies the instructor, the instructor will refer the student to Disability Services.

Student Drug Screening Policy
Health Program students participating in clinical at a clinical agency requiring drug screening must complete a drug test prior to their first clinical experience at that site. This mandatory drug test must be performed at facilities designated by CastleBranch. Drug/Viewpoint and testing is done at the student's expense.

Use of alcohol or illegal drugs, tobacco, or misuse of prescription drugs, are strictly prohibited in the classroom, clinical or laboratory setting. Refer to the College's Student Handbook for the policy on rules and conduct: NWTC Alcohol, Tobacco, and Drug Free Campus Policy.
1. All students scheduled for a clinical experience at a clinical agency with a drug screen requirement must submit to drug testing as a condition of enrollment in the Health Program (Nursing or Allied Health).
2. Students are notified of the potential for a drug test requirement prior to admission to the program (the requirement is specific to select clinical agencies).
3. Information regarding timing and process for drug testing is specific to each program and will be shared with students when clinical placement planning occurs.
4. Failure to meet the deadline provided by your instructor/program director for drug testing may result in failure to continue in the assigned Health Program.
5. Students must pay for the drug test at the time of the testing. Private health insurance will not pay for the testing.
6. In the case of a positive test result, the Medical Review Officer (CastleBranch/Viewpoint appointee) will attempt to personally contact the student to discuss the positive test result, and information may be shared and analyzed to provide possible explanations for the positive test result.

7. Results of the test will be made available to both the student and a college designee. If a student provides a sample that is inconclusive, an additional test must be performed on that sample at an additional cost to the student.
8. Only students receiving negative drug tests may remain enrolled in the Nursing or Allied Health program.
9. **A student who tests positive in the drug screening conducted under this procedure for drugs that are illegal substances or are non-prescribed substances that require a prescription for lawful use or are deemed unsafe for the clinical setting will be removed from the program.**
10. If a student challenges the results of the test only the original sample will be tested. The student is responsible for the cost of the retest.

Procedure for Drug Screening
- **CastleBranch**
1. Purchase drug screen package at https://www.castlebranch.com.
2. Follow directions provided by CastleBranch to complete the drug test. Directions will include names and locations of authorized drug testing sites.
3. Results will be available to you and a college designee in your CastleBranch account.
- **Viewpoint**
1. A link will be provided to the student to purchase a drug screen package

Re-admission Following a Positive Drug Test
1. Students who are withdrawn from the Nursing or Allied Health program for reasons related to a positive drug test must submit a letter to the Dean of Health Sciences requesting readmission to the program. The letter must be sent electronically to Dean of Health Sciences.
2. Applicants must include documentation from a therapist specializing in addiction behaviors indicating status of recovery and/or documented rehabilitation related to the substances used or abused. Documentation must include a statement by the therapist that the applicant will be able to function effectively and provide safe, therapeutic care for clients in the clinical setting.
3. If readmitted, the student will be subjected to random drug testing and/or "for cause" drug testing at the student's expense for the duration of his or her Nursing or Allied Health program. The student will not be allowed to attend class, lab, or clinical until the test results have been obtained.
4. If the student has positive results on a drug test after readmission to the Nursing or Allied Health program, the student will be dismissed from the program, with no option for readmission to any NWTC Health Programs.

Guidelines for Professional Appearance

Our program recognizes and values your desire to express your individuality and feel comfortable/confident in your appearance. We also recognize the need to protect our students and the patients we care for. As students are placed in a variety of clinical sites, our dress code policy is based on the strictest guidelines of the clinical agencies we work with. When at clinical, we understand that students may observe aspects of site dress code policies not being enforced. Please know that we are guests in these sites and will comply with the nursing program's guidelines for professional appearance. The guide below must be adhered to unless otherwise directed by your clinical instructor (e.g., psych clinical rotation).

Attire	Acceptable	Unacceptable
Scrubs: Uniform top and pants-see below for ordering information .	• Full uniform to be worn in clinical areas • Clean and wrinkle-free • Clean uniform required for each clinical day-must be laundered after each clinical day • Sized for proper fit • Short sleeved uniform top • Pants hemmed so they do not touch the ground to maintain cleanliness. Cuffed (jogger type) pants are acceptable • Skirt hemline to fall below the knee but should not touch the ground	• Torn, ripped, or tight-fitting uniforms • Frayed pant bottoms • Pant bottoms that drag on floor • Scrub top with hood • Wearing uniform at school unless course activity requires a uniform • Wearing uniform in public places • Top not covering Mid-riff
Jackets (optional purchase) see below for ordering information	• Solid Caribbean Blue Scrub Jacket, Warm Up Jacket or Lab Coat: Full Button/Snap/Zipper front closure	• Fleece, cardigan sweaters, hoods/hoodies, sweatshirts, or jackets
Clothing worn under scrubs/uniform	• Underclothing required (i.e.: underpants, bras) • Solid colored shirt may be worn under uniform top (white/black/gray/Caribbean Blue preferred) • Under shirts tucked in at waist (i.e.: pants, skirt)	• Visible undergarments • Visible cleavage • Visible midriff or lower back/buttocks • Visible writing or graphics
Socks/Hosiery	• Solid white or black socks or stockings • Hosiery covers ankles	• Colored, designed, lacy, or appliqued socks or stockings

Shoes	• Majority white or black in color • Low-top athletic shoes: white or black with minimal colored stripes or lettering • Closed toe and heel • Non-permeable/ not cloth as must be able to be washed off in case of spill/drip	• Open toes, heels, open heel clogs • Sports sandals, "Crocs" • Canvas, mesh
Accessories/Jewelry/ Body Art	• Smart Watch: Notifications, emails, text messages, call must be turned off. Place in "airplane" mode • Watch with second hand for heart rate/respiratory rate checks • Up to two small, non-dangling earrings per ear • Gauges must be replaced with clear or flesh color gauges • One ring, band only, no stones • Necklaces must not dangle outside of uniform • Headband is acceptable: must be clean, black, gray, or white, 1 inch or less • Head covering clean and off the collar. If longer, ends tucked into uniform. • Healthcare provider prescribed headwear that has been approved through Disability Services • Tattoos: tattoos must be covered by clothing whenever possible. If the tattoo cannot be covered with clothing, it must be viewed/reviewed by faculty/clinical site leader prior to the start of clinical. Any patient complaint regarding an exposed tattoo must be covered going forward for that patient.	• Smart Watch: unit specific; may be prohibited (i.e.: NICU, OR) • Additional earrings or body jewelry (e.g.: tongue, eyebrow and/or nose) must be removed before arrival at clinical; not covered with bandage or mask. • Flesh or clear colored plug/retainer may be used. If any complaint is received, these must be removed. • Necklaces that dangle outside of uniform • Hair bows, ribbons, headbands with embellishments • Non-religious or non-medical hats, head coverings, bandanas • Tattoos that are offensive or disruptive (per site policy and discretion of site leader).
Name Badge/Buddy Badge/Badge Clip	• NWTC Nursing student name badge: first name/last initial	• Nick names • Not wearing name badge at clinical site

	• Worn on upper left of uniform/lab coat • Worn and visible at all times when at clinical agency • "Buddy Badge" identifying as NWTC Nursing Student • Badge Clip: less than 2 inches in size. Must be able to wipe to clean	
Grooming	• Bathe as needed to avoid body odor • Hair: neat, well groomed, off collar • Hair longer than shoulder length must be held up and away from the face • Hair color natural shades, may have subtle undertones • Facial hair clean, trimmed, neatly combed. Dependent on clinical agency policy, may be requested to trim beard or wear beard guard. • Minimal/conservative use of cosmetics • Natural nails clean and not exceeding ¼ inch beyond fingertip	• Hair with unnatural shade (e.g.: purple, pink, green, blue, etc.) • Strong scents, perfumes, after shave (detected at 3-foot distance) • Scent of tobacco • Acrylic nails • Nail polish, gels or shellac • Artificial fingernails or extenders • Nail enhancements
Miscellaneous	• Bandage scissors • Pen with black ink • Stethoscope • Clipboard	• Cell phones on person in clinical care and/or at nursing desk/computer areas • Gum chewing in nursing lab, simulation, or clinical
Clinical Prep	• Uniform OR Warm-up jacket/consulting coat over clean, professional street clothing • Other conditions above apply to clinical prep (E.g.: behavior, grooming, etc.)	• Jeans, capris, shorts, sweatpants, spandex • Slogan T-shirts, sheer/lacy shirts, sleeveless or spaghetti-straps • Open toed/open heel shoes

Uniforms
Students are required to purchase uniforms to be worn at clinical sites.
- Must be Caribbean Blue – you will want to purchase from the same company, as the "hue" of the Caribbean Blue may differ a bit from company to company.

- The uniforms can be purchased anywhere. Some website recommendations include:
  - nwtc-101644.mybrightsites.com
    - Select your program link from the top of the page: Nursing (ADN & PN).
    - The first time you purchase from the site you will need to create a new account at checkout.
  - UA Uniform Advantage
  - Cherokeeuniforms.com
- Each student is **required to purchase** scrub pants and short sleeved scrub tops.
- Students may also purchase a Solid Caribbean Blue Scrub Jacket, Warm Up Jacket or Lab Coat: Full Button/Snap/Zipper front closure) – this is optional for wear when prepping for clinical.
- Plan ahead - order uniforms 4-6 weeks prior to clinical start date to ensure availability for first clinical day.
- Sample uniforms (from My Brights site) will be available in the Health Science Office (HS310) on the Green Bay Campus, and the main office on the Marinette Campus. Students can check out the uniforms (sign up and leave a form of ID) and try them on in the restroom and then return the uniform and get their ID back.
  - Check for hours of operation for the office.

If financial assistance is needed with the costs associated with purchasing uniforms, please reach out to your academic advisor and/or instructor for a referral to financial resources available at NWTC.

Confidentiality in Clinical

The clinical experience requires students to review confidential patient information. Please see the NWTC Health Sciences Confidentiality Statement located later in the handbook. Any violation may result in clinical failure, disciplinary probation, dismissal, or legal consequences.

In addition, review the **Social Media Policy** in Section 5 of the handbook.

Clinical Attendance Policy/ Make-up Work Clinical Absences

The NWTC nursing program is committed to producing skilled and professional nurses for the workforce. Clinical is a place where students will hone their assessment and critical thinking skills while displaying the professional behaviors needed to be successful as an entry level nurse. For students to achieve these skills, it is imperative students participate in these learning opportunities and that nursing faculty have ample time to evaluate students.

In the event of clinical absence, notify your clinical instructor prior to the scheduled clinical time. Clinical tardiness may be considered absence at the discretion of the instructor. Clinical tardiness/absence is defined as missing any portion of the scheduled clinical time, arriving late, or leaving early. Clinical

absences will require make-up assignments that will be determined by your clinical instructor with input from the Clinical Coordinator and/or Associate Dean. Clinical make-up may include written work and/or completion of simulation. If simulation is assigned, the first make-up simulation in the nursing program is at no cost to the student.

There are times that it may not be possible to make-up clinical time (E.g.: excessive absences). To ensure ample time to develop clinical skills and provide time for proper evaluation, excessive absences will result in failure of the course and the student will be required to repeat the clinical course.

Excessive Absences: In a clinical course of 90 or more hours, excessive absence is defined as missing three (6 to 8-hour shift) clinical class periods. An absence in a clinical shift lasting more than 8 hours in length will count as two missed days (E.g.: 12 hours shift clinical). Excessive absence in a clinical course of less than 90 hours (E.g.: Green Bay campus Psych clinical) is defined as missing two clinical class periods.

Clinical absences are tracked **throughout** the nursing program.

Absences related to extenuating circumstances, such as documented illnesses or death in the immediate family, will be reviewed on an individual basis with instructor, Clinical Coordinator, and Program Director. No student is in danger of not passing due to a weather-related absence. The student will still need to meet the competencies of the clinical to be successful. A clinical absence related to weather will result in a clinical make up assignment but will not be counted in the excessive absence policy. The student still needs to meet the competencies of the course to pass and if too many weather-related absences occur, the students may be required to retake the clinical course.

Healthcare organizations have an expectation that nursing students are free of diseases and/or infections. Students exhibiting signs and symptoms of illness may be removed from patient care or program activities at the discretion of faculty. Students are responsible to immediately notify their instructor of sudden changes in their medical conditions/injuries prior to next scheduled clinical day. The student may be counseled to see a healthcare provider. Students must submit documentation of any restrictions that healthcare provider recommends to Disability Services. Disability Services will assist students and notify faculty if any accommodations are needed. Documentation for return to class/clinical may be required.

Clinical Course Performance

Explanation of Rating Scale for Clinical Evaluation Tools
Student learning outcomes (SLOs) in clinical are evaluated utilizing the 5, 4, 2, 0 scale as outlined below.

5 – Exemplary

Level of Performance	Demonstrates criterion at an exemplary level of performance, insight, and depth.
Level of Mastery	Demonstrates mastery.
Level of Expectation	Functions above the level of expectation.
Reasoning and Problem Solving	Displays excellent reasoning and problem solving without the need for guidance.
Safety and Reliability	Consistently demonstrates safe and reliable behavior without guidance or cues.
Response to Unfamiliar Situations	Requires no supportive cues in unfamiliar situations.
Need for Verbal or Physical Cues	Requires no supportive cues.
Level of Confidence	Performs with confidence.
Motivation	Initiates learning without prompting.

4 – Acceptable	
Level of Performance	Demonstrates criterion at a satisfactory level of performance.
Level of Mastery	Demonstrates competence.
Level of Expectation	Functions at the level of expectation.
Reasoning and Problem Solving	Displays reasoning and problem solving with minimal guidance.
Safety and Reliability	Demonstrates safe and reliable behavior with minimal guidance.
Response to Unfamiliar Situations	Requires some cuing or direct guidance in unfamiliar situations.
Need for Verbal or Physical Cues	Requires minimal guidance or assistance.
Level of Confidence	Performs with emerging level of confidence.
Motivation	Participates in learning with prompting by instructor.

2 – Needs Improvement	
Level of Performance	Inconsistent performance.
Level of Mastery	Makes a number of critical errors or omissions.
Level of Expectation	Needs improvement and additional training to meet expected level of performance.
Reasoning and Problem Solving	Requires assistance and prompting to develop appropriate solutions, evaluation, and revision of action.
Safety and Reliability	Consistently requires guidance in order to demonstrate safe behavior.
Response to Unfamiliar Situations	Requires substantial guidance or assistance.
Need for Verbal or Physical Cues	Requires verbal and/or physical cues that are very directive and continuous that essentially the instructor is the performer.
Level of Confidence	Inconsistently demonstrates confidence.

Motivation	Relies on instructor to initiate learning.

0 – Unacceptable	
Level of Performance	Does not perform to even minimal level of performance.
Level of Mastery	Makes significant critical errors/omissions.
Level of Expectation	Does not meet criterion.
Reasoning and Problem Solving	Unable to gather assessment data, identify problems, generate solutions, and evaluate effectiveness of actions.
Safety and Reliability	Demonstrates unsafe behavior.
Response to Unfamiliar Situations	Unable to carry out actions in unfamiliar situations without significant interventions by instructor.
Need for Verbal or Physical Cues	Cannot function without assistance.
Level of Confidence	Lacks confidence.
Motivation	Avoids learning.

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

Weekly Clinical Feedback/Self-evaluation:
- Weekly clinical feedback/progress will be completed by the faculty via Canvas. The faculty will provide data regarding student's progress toward achievement of course competencies in relation to the criteria identified for each competency.
  - If the student is not meeting all SLOs at a level of 4 or above, the student will receive a needs improvement for that SLO; the faculty will provide data relating to why the SLO/s is not being met at a 4 or better, as well as suggestions for improvement.
  - If the faculty identifies that any of the SLOs are not being achieved at a 4 or better, it is strongly recommended that the student and faculty meet to discuss strategies for success.
- Students will reflect on their achievement of competencies every week, focusing on their strengths and areas for improvement, and submit through Canvas. Areas for improvement identified will also include the student's plan for improvement.
- Students are expected to monitor the weekly instructor feedback in Canvas.

Final Clinical Performance Assessment:
- Students must receive a 4 or 5 on each SLO on the Final Clinical Performance Assessment to successfully complete this course.
- A 2 or 0 on any single SLO will result in a course failure.
  - Receiving a 2 on only one SLO would constitute a C.
  - Receiving a 2 on two or more SLOs would constitute a D.
  - Receiving a 0 on any SLO would constitute a F.

Clinical Course Dismissal

Faculty has the right and responsibility to ensure safe and satisfactory performance in the clinical setting. The faculty may impose restrictions upon the student if deemed necessary in relation to unsatisfactory or unsafe performance. Within any clinical course, a student may be advised to withdraw based on evidence of inability to meet the course competencies at a satisfactory level.

If there are safety issues (including unpreparedness) identified while at clinical, the student will be immediately removed from the clinical setting by faculty, Clinical Coordinator, Program Director, and/or Associate Dean. This removal will result in a F for the clinical course. The student would not have the opportunity to withdraw if removed from clinical site for reasons related to safe practice. Student may meet with the Clinical Coordinator, Program Director, and/or Associate Dean to determine future program status. If allowed to continue in the program, there is the potential of additional required remediation to demonstrate safety and proficiency in the learning outcomes.

SECTION 7: GRADUATION REQUIREMENTS AND PROCEDURES

Licensing: Application and Testing Process: PN-NCLEX and RN-NCLEX

Action Required: To be completed right now

Pay ALL NWTC financial accounts
- If you are unsure if you owe money to NWTC, you can log into your my.NWTC account. Click on the "Finances" section. If you do not owe money, it will say "You have no outstanding charges at this time".
- Failure to pay all student accounts, including library fines, will delay your registration for NCLEX. *NWTC will not send verification of graduation to the state until accounts are paid in full.*

Application for Licensure and Testing

The potential graduate (PN and ADN) submits two online applications at the same time. One application is for State licensure, and one application is for NCLEX testing. Both applications for licensure and registration for NCLEX must be completed before the graduate nurse can be made eligible to take the NCLEX exam. The licensure application costs $72.00, and the NCLEX application is $200.00.
- Students need to read:
    - [Form 3087 Credentialing Information for Registered Nurse/Licensed Practical Nurse Licensure](#)
        - Focus on Licensure by Examination section

- Application for State licensure is available at
    - https://license.wi.gov/s/login/?ec=302&startURL=%2Fs%2F
    - [LicensE User Guides & Video](#)

- Overview: Students MUST complete and submit:
    - Application for State RN/LPN through LicensE ($72)
    - An application for NCLEX Examination (PearsonVue) ($200)
    - Read the entire [NCLEX Candidate Bulletin](#) (PearsonVue)

Information needed for application:

Business Name and Address:

Northeast Wisconsin Technical College

2740 W Mason Street

Green Bay, WI 54303

Type of Program: Associate Degree Nursing (ADN)
Program Code: <mark>NWTC - Associate Degree Nursing: US50407300</mark>

Type of Program: Practical Nursing (LPN) ONLY use this code if you are an <mark>ADN student taking PN NCLEX</mark>
This will not affect your status in the ADN program or your financial aid.
You are not required to complete this process. This is only an option if you would like to sit for the NCLEX-PN.
Program Code: <mark>NWTC – Practical Nursing: US50105200</mark>

Type of Program: PN Stand Alone (PN)
Program Code: <mark>NWTC- PN Stand Alone: US50100600</mark>

Michigan Applicants create an account on Register Michigan

https://www.michigan.gov/lara/0,4601,7-154-89334_72600_72603_27529_27542---,00.html

Graduation Date: Your graduation date from the nursing program will be the last day of class, either a general education or nursing course.

*Please note, if wishing to apply for a multi-state license, it may take longer to receive your license, which can impact your ability to practice as a Registered Nurse. If you are interested in obtaining a multi-state license, start the fingerprinting and FBI background check as early as possible. You are also eligible to obtain a multi-state license at any time after receiving your initial license.

A note on Statements of Graduation

Northeast Wisconsin Technical College verifies graduation following **completion of coursework and posting of final grades**. Each Student **MUST** activate an account with LicensE at http://www.license.wi.gov/ and click on Register for an individual account. Be sure under the Education Section, you use the College's Official Name and Address: <mark>Northeast Wisconsin Technical College-2740 West Mason Street, Green Bay, WI 54303</mark>.

Please complete the following **survey** so we ensure the process goes smoothly. The Statement of Graduation will be processed within one week following graduation, this will be completed through LicensE. If you have any specific questions regarding the LicensE processes/account set-up, please reach out to Nicole at Nicole.Phillips@nwtc.edu.
<mark>*To avoid any issues with the application process and to streamline the issue of your license or ATT number, ensure the form is filled out accurately and mistake-free.</mark>

Next Steps

Once students have applied for licensure and testing, and final grades have been posted, the School of Nursing will verify a student's graduation to the Department of Safety and Professional Services (DSPS) for PN and RN licensure. *The student must have applied for licensure for this to occur.* The DSPS then finishes processing licensure applications. If the student has applied for a temporary

license, the department verifies that the student has registered to take the NCLEX and sends the student a temporary license.

When the licensing process is complete, DSPS notifies NCLEX (through Pearson Vue) of the candidates eligible to take the licensing examination. After receiving notification of eligibility to test, NCLEX sends the student an Authorization to Test (ATT) via email. The ATT letter contains the student's test authorization number, candidate identification number, and an expiration date (one year for the State of Wisconsin).

When the student receives the ATT, the student should use the web or call to schedule an appointment to take the NCLEX examination as soon as possible. The NCLEX exam may be taken at any Pearson Professional Center. A list of centers will be included with the ATT. The Pearson Professional Center should accommodate the request to test within a 30-day time period.

If a student has not received a confirmation of registration within four weeks of submitting the registration form, call NCLEX Candidate Services. **DO NOT** submit another registration form (or fee) before calling. There is **NO REFUND** of registration fees (not even duplicate fees). The registration is good for 365 days after eligibility is determined.

We have an LPN to ADN Bridge Program

Pre-Requisites for Admission

Eligibility for admission to LPN to ADN Bridge Program (see Admission Guide on How do I get started in this program? Section on [program website](#))
- Graduate of an accredited LPN program
- Licensed as a Practical Nurse
- Currently working as an LPN in a role requiring hands on care (will require verification)

NWTC ADN TO BSN

Graduation from NWTC ADN program grants a student the opportunity to submit an application to a BSN completion program. Transfer programs are offered through collaborative agreements with four-year college and university partners. Click here to see where your NWTC associate degree credits will transfer:

https://www.nwtc.edu/academics/transfer-opportunities/transfer-listing?ProgramID=105431

SECTION 8: PROGRESSION / DISMISSAL

First Semester Progression
(i.e.: ADN and PN- full time, part time, or bridge)

Faculty and staff at NWTC are here to help students be successful in the nursing programs. NWTC Student Support Services offers a variety of resources for students that may need additional support. We encourage students to reach out if they are struggling in any areas of their life so we can support them to be successful.

The nursing programs at NWTC have limited spots and often have waitlists. Students that drop, withdraw from, or fail all their nursing courses during their first semester of the nursing program (i.e.: ADN and PN- full time, part time, or bridge) may have their applications canceled and will need to re-apply to the program. This may mean that the student will be placed back on the waitlist and will be admitted when they move up the waitlist. Any previous nursing course withdrawals or failures follow with the student upon readmission.

Extenuating circumstances, such as documented illnesses or death in the immediate family, will be reviewed on an individual basis with program director, clinical coordinator, and Associate Dean.

Nursing Program Course Progression Policy

A grade of a "B" or better must be earned in all nursing courses to continue in the program. A list of nursing courses and their descriptions can be found in the Curriculum at a Glance section for Practical Nursing and Associate Degree Nursing programs.

In the event a grade less than a "B" is earned, it will be counted as a failure. The student cannot progress in the program until that course is successfully repeated. Refer to the Nursing Re-entry Policy.

In addition to nursing courses, a grade of a "B" or better must be earned in the following general education course(s).
- Practical Nursing Program
  - 31-806-312, Anatomy Structure and Function
- Associate Degree Nursing Program
  - 10-806-177 General A&P
  - 10-806-179 Advanced A&P
  - 10-806-197 Microbiology

Failures in Health Alterations for ADN Program Only
- If a student is unsuccessful in Health Alterations (10-543-105), the student must take the Nursing Pathophysiology online course (10-543-161) as remediation.
- The student may retake Health Alterations concurrently with Pathophysiology. The student will need to get a B or better in both courses before progression.
- Note: Failing the Pathophysiology course is not counted as a program failure linked to program dismissal policy, although one must take until passing grade.

- If a student passes the Pathophysiology course, and then fails the retake of Health Alterations, that constitutes two failures of the same course. The student will be out of the program based on Nursing Program Dismissal Policy.

Nursing Program Course Withdrawal and Failure Policy Leading to Program Dismissal

The dismissal policy varies based on the nursing program and cohort. The nursing student who fails the identified number of nursing courses below will be permanently dismissed from all nursing programs if:
- ADN (Full-time and Part-time)
  - fails the same nursing course twice or fails 3 separate nursing courses
- Paramedic to ADN-Bridge
  - fails the same nursing course twice or fails 3 separate nursing courses
- Full and Part-time PN
  - fails the same nursing course twice or fails 2 separate nursing courses
- PN to ADN Bridge
  - fails the same nursing course twice or fails 2 separate nursing courses
- MA to PN Bridge
  - fails the same nursing course twice or fails 2 separate nursing courses

General Rules for Nursing Program Progression, Withdrawals, Failures, Dismissals

- Students have one opportunity to withdraw from a program course. On the second attempt in the same course the student must complete the course successfully otherwise it will be counted as a failure.
- With any cohort transfer (See Cohort Transfer Policy), all previous course failures or withdraws follow the student to that cohort.
- An ADN student who has failed two nursing courses is not eligible to move to the PN program as they would have been considered a permanent dismissal based on the two failures; the only option in this case would be to appeal to move to PN Program (see Nursing Program Appeal Process).
- PN students who are dismissed or who withdraw from all PN program courses are not eligible to submit a program application to the ADN program.
- To be eligible for any clinical course, the student must be actively participating in the co-requisite theory or skills lab course(s). In the event, a student chooses to withdraw from a theory or skills lab course, they must also withdraw from the co-requisite clinical course.
- If a student takes a nursing course at another college (in-person/online) while currently in a NWTC nursing program and the student is not successful in the course, it will count toward the dismissal policy.
- A student will be dismissed 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 dismissed, the student will receive an "F" in the current nursing course, even if this is before the withdrawal date, and will not be allowed to reenter the nursing program. Examples of program dismissal include **but are not limited to**:

- o Undisclosed health problems which create actual or potential unsafe clinical conditions.
- o Failure to abide by policies of the school, the Nursing Program or of the Clinical Agencies.
- o Unethical conduct as described in National Federation of Licensed Practical Nurses standards or the American Nursing Association Code of Conduct. Examples include but are not limited to falsifying files, dishonesty, violating confidentiality.
- o Lack of standards in nursing as evidenced by inefficiency, neglect of duty, or failure to develop personal habits considered basic for nursing.

Nursing Re-Entry Policy

NWTC Health Sciences department has established a protocol that allows students to request re-entry/re-sequence into their program after a program course failure (excluding general studies courses) or withdrawal of a program course. Process for program re-entry will include:

1. If the student fails a program course, the instructor will send the student, Associate Dean, Program Director, and advisor an email at the time the grade is entered informing them they were not successful in the course.
   a. If the student withdraws from a program course the instructor will email the Associate Dean, Program Director, and advisor.
2. Once the Program Director is notified a student has failed or withdrawn from a course the Clinical Coordinator or Program Director will issue a To-Do Re-entry tracking flag with directions for the student to fill out a re-entry success plan.
3. **Re-entry is dependent upon availability in next program class or clinical.** The student must complete the electronic re-entry success plan. Failure to complete the success plan, will result in a delay of program progression. The electronic re-entry success plan will be time and date stamped in the order it is received. If a student's electronic re-entry success plan is not received, their program application will be cancelled.
4. Once the re-entry success plan is received it is reviewed by leadership and program team. *Team discusses approval or denial of re-entry.*
   a. *Conditions of re-entry may include (but is not limited to the following):*
      i. Audit of program courses
      ii. Competency demonstration (may include written exam, assignment, skills demonstration, simulation, or a combination)
      iii. Meeting with leadership and faculty
      iv. Repeating prior coursework
      v. Or anything determined by the team
   b. *Conditions of denial may include (but is not limited to the following):*
      i. Academic performance
      ii. Professionalism concerns
      iii. Patient concerns
      iv. Repeated pattern of behavior
   A decision of the above conditions will be determined by the team.
5. The re-entry plan will be communicated to the student through their school email and the To-Do flag will be resolved. Others will be communicated with as needed.

a. Approved requests are subject to program and clinical space availability. If space is not available, additional remediation may be necessary.

Nursing Program Dismissal Policy

(Grade Appeal Process is different than Nursing Program Dismissal and Appeal Process. If grieving a grade, please refer to NWTC Grade Appeal Process in the NWTC Student Handbook).

1. Program dismissal will be sent through the student's school email. The Dean, Associate Dean, or Program Director will also notify the Enrollment Facilitator and Academic Advisor. The student's program application will be canceled. Students are encouraged to meet with an Academic Advisor to explore other career options.
2. Students have a right to appeal a dismissal following the Nursing Program Appeal process.

Nursing Program Appeal Process

A student may appeal dismissal from their program. To begin the appeal process, a student must submit a written appeal letter to the Nursing Program Director at Laura.Stephenson@nwtc.edu. Students have one year from the date the dismissal letter was sent to the student via Starfish/email to email the appeal letter to the Program Director. If appeal letter not received within one year of dismissal, student will be permanently dismissed from both nursing programs with no opportunity to re-enter or appeal (extenuating circumstances may be taken into consideration). The HS Appeals Committee meets on specific dates and will review appeals only for letters received on or before the *Appeal Letters Due* date. Please see *Dates for Appeals* Table below for due dates and dates of committee meetings.

Dates for Appeals –2024-2025 Academic Year

Semester/8-week End Date	Appeal Letters Due	Dates Committee Meet	Notification of Committee Decision (no later than….)
August 4, 2024	August 5, 2024	August 7-9, 2024	August 12, 2024
October 14, 2024	October 18, 2024	October 23-25, 2024	October 28, 2024
December 22, 2024	January 3, 2025	January 8-10, 2025	January 13, 2025
March 17, 2025	March 24, 2025	March 26-28, 2025	March 31, 2025
May 20, 2025	May 28, 2025	June 4-6, 2025	June 9, 2025
August 3, 2025	August 4, 2025	August 6-8, 2025	August 11, 2025

The appeal letter should be detailed and include:
1. an explanation of why the student feels they should be given an exception to the program dismissal.
2. a description of any extenuating circumstances.
   a) Include any supporting documentation

3. a ***very specific plan*** identifying the changes the student has already implemented and a ***very specific plan*** student will implement to ensure their future program success if the appeal is approved.

The Associate & Practical Degree Nursing Program Director will schedule an appeal hearing and notify the student and HS Appeals Committee (comprised of HS faculty, Academic Advisor and/or Counselor, and either the Dean of Health Sciences, one of the Associate Deans of Health Sciences, or one of the Program Director/Coordinator) of the meeting time and location. The student will not be invited to participate in the meeting. Nursing faculty, nursing academic coach, and disability services will be asked to provide feedback regarding the appealing student.

The HS 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, specific plan of changes to increase the student's chance for success.
3. Likelihood of success if the student were given another opportunity in the nursing program.

After the Appeals Committee meets, the student will be notified with one of the following outcomes:
- If the appeal is denied, it will result in permanent dismissal from both nursing programs. Refer to Re-admission after Program Dismissal Policy.
- If the appeal is granted, a plan will be developed for program progression. Any further failures in nursing courses will result in permanent program dismissal without the ability to appeal.

The program team, admissions, and advisors will be notified of the appeal decision. The decision of the HS Appeals Committee is final. Each student will have only one opportunity to appeal while in a NWTC nursing program.

Re-admission After Program Dismissal
If a student is permanently dismissed from the nursing program and can provide documentation of substantial changes in their lives, re-admission may be considered no sooner than 2 years after dismissal.
For consideration of re-admission, the student must:
- Provide a letter of significant changes made in their lives and how they will be successful if given another opportunity.
and must provide at least one of the following:
- Obtained another degree in healthcare (associate/diploma) and have worked at least 1000 hours (Verification of Employment form will need to be submitted)
- Provide a letter of recommendation from their supervisor in the healthcare setting you are working in.
Documentation will be sent to the Program Director at Laura.Stephenson@nwtc.edu

If re-admission is approved a plan will be developed that may include:
- Audit of program courses

- Competency demonstration (may include written exam, assignment, skills demonstration, or a combination)
- Meeting with leadership and faculty
- Repeating prior coursework
- Or anything determined by the team

And the following applies:
- The student has one opportunity to withdraw from a program course (unless the student has previously withdrawn from that course). On the second attempt in the same course the student must complete the course successfully otherwise it will be counted as a failure.
- The student must successfully complete the program and cannot fail any nursing course.

If approved for re-admission, a student will have only one opportunity to complete the program.

If the above criteria are not met, the student would be permanently dismissed without opportunity to appeal or re-apply to either nursing program (i.e.: ADN or PN).

If re-admission is denied the student will not have the opportunity to request re-admission to either nursing program (i.e.: ADN or PN).

SECTION 9: TRANSFER REQUESTS

Students requesting cohort/campus transfers must be approved by the Program Director or Associate Dean. Transfer requests are not guaranteed. Only one approved cohort/campus transfer request will be allowed while in the nursing program.

Cohort Transfer

Cohort Transfers include:
- Full-time to Part-time or Part-time to Full-time
- Part-Time Bridge to Full-Time Bridge
- ADN to PN

Transferring to another NWTC cohort, the following applies:
- Complete electronic transfer request form to be reviewed by Nursing Program Director or Associate Dean.
- Requests will be reviewed along with academic performance.
- If approved, students are not able to request another cohort transfer.
- Once a student transfers to another cohort, they must finish the program through that cohort.
- Any previous nursing course withdrawals or failures follow with the student to the cohort transferred to.
- Upon transferring to another cohort, refer to General Rules for Nursing Program Progression, Withdraws, Failures, Dismissals as these continue to apply.
- Note that clinical space is limited and transferring to another cohort may delay your progression if a clinical spot is not secured.

Campus Transfer

The nursing program has limited spots for admissions at each campus due to clinical capacity. It is the expectation that students who apply and get accepted to one of the NWTC campuses complete at that site. We understand that there could be extenuating circumstances where a student may request a campus transfer. These requests will be reviewed on an individual basis.

Transferring to another NWTC campus, the following applies:
- Complete electronic transfer request form to be reviewed by Nursing Program Director or Associate Dean.
- Requests will be reviewed along with academic performance.
- Should a student withdraw or fail a course after transfer, the student must remain on the campus they requested transfer to.
- If approved, students are not able to request another campus transfer.
- Note that clinical space is limited and transferring to another campus may delay your progression if a clinical spot is not secured.

Transfer from another college's nursing program

Students requesting transfer to NWTC and/or apply and get accepted to NWTC after completing nursing courses at another nursing school must be approved by the Nursing Program Director or Associate Dean. Transfers or program acceptance are not guaranteed if students have taken nursing courses at another nursing school. To transfer to a NWTC nursing program (ADN or PN), there needs to be an open spot in the semester that the student is entering and must meet the following criteria:

- 25% of the core credits must be completed at NWTC to obtain degree at NWTC.
- Provide a letter of good standing from their previous nursing program.
- Submit transcript with nursing courses completed.
- Students will not be eligible for transfer to either nursing program, ADN or PN if the following criteria are not met:
    - Student does not have a letter of good standing
    - Student has failed 2 or more core nursing courses

The following steps would occur if the student were approved to transfer to NWTC:

- Transcripts will be reviewed for all general study courses to ensure they meet the requirements of NWTC general study course.
- Nursing courses previously taken will be evaluated for transfer of credit (TOC)
    - If the student has not been active in a nursing program and courses are over 3 years old, TOC will not be awarded, and all nursing courses must be repeated. The student could request credit for prior learning (CPL) and demonstrate competency through a prior learning assessment such as exam, skill assessment, and/or simulation.
    - Courses that were completed within 3 years of transfer must have a grade of 80% or better (E.g.: some nursing programs have varying grading scales, if a C equates to 80% that would be accepted).
    - If transferring courses from a nursing program outside of WTCS, students will be asked to provide syllabi for those courses. The Associate Dean or Nursing Program Director will review the competencies of these courses to determine what NWTC nursing courses are satisfied.
        - If the student is transferring from a nursing program that is not accredited, TOC will not be awarded for nursing courses.
    - The student may request to complete the program on a full-time or part-time basis, but the final decision will be made by the Associate Dean or Program Director.
    - Prior to acceptance:
        - to ADN program, the student will need to complete Intro to Biochemistry (if not already completed) and an NWTC Nursing Viewpoint account (CBC & Health Requirements).
        - to PN program, the student will need to complete Anatomy Structure and Function (if not already completed) and an NWTC Nursing Viewpoint account (CBC & Health Requirements).
    - The nursing program utilizes ATI (Assessment Resource) and Nursing Central (nursing resource) which are an additional student fee.
    - Nursing course withdrawals and/or failures will follow the student from previous college to NWTC in relation to the Nursing Program Course Withdraw and Failure policy leading to program dismissal.

If program transfer is not approved the student would not have any future opportunities to transfer or re-apply to either nursing program (i.e.: ADN or PN). A program hold would be added to the students account to prevent applying to the nursing programs.

If a student is accepted for transfer and the student does not follow through with registering for nursing courses within that semester being accepted for admission, the student will no longer be eligible to request transfer or re-apply to either nursing program (i.e.: ADN or PN).

SECTION 10: ACKNOWLEDGEMENTS AND DEMOGRAPHIC CHANGES

Acknowledgements

Nursing students will acknowledge the Nursing Program Handbook and the following agreements in Canvas for all nursing classes.

Students under the age of 18 will need to provide copies of the following agreements signed by the parent/legal guardian.

- Nursing Technical Standards
- NWTC Health Sciences Confidentiality Statement
- NWTC Simulation Center and Nursing Skills Lab Confidentiality Agreement

Students: Name, Address, Phone Changes

Students must notify the Student Services Welcome Center of any change of name, address, and phone number.

Students must update their ATI account. To request your name be changed, please send an email, to comments@atitesting.com. Include your **ATI Username**, the **current name on your ATI account**, your new name, and **documentation of the name change.** Documentation can be a photo of your government issued ID or a copy of your official name change document. Once documentation is received, ATI will change your name and then delete your documentation.

Students must update their CastleBranch or Viewpoint accounts. For questions/assist, contact CastleBranch or Viewpoint Screening support.

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

NURSING TECHNICAL STANDARDS

Students enrolled in NWTC Nursing programs should be able to meet the established technical standards identified below with or without reasonable accommodation(s). The technical standards for the Nursing programs are representative of those found in the Nursing profession.

Area	Functions (not inclusive) with or without reasonable accommodations
Physical Skills	• Bend, stretch, twist, reach with your body above shoulders, below waist, and in front • Transfer and position patients applying principles of safe body mechanics • Provide direct patient daily cares (feeding, bathing, etc.) • Manipulate, assemble, and move equipment • Document patient condition • Maintain physical activity for several hours
Sensory Skills	• Detect differences in body and environmental odors • Understand and respond to patient requests and needs • Detect environmental hazards • Detect warning signals on equipment displays • Detect subtle changes or differences (e.g. pulse, rash, temperature)
Communication Skills	• Speak, read, and write English • Listen and comprehend spoken and written English • Collaborate with others • Respond to others in an accepting and respectful manner
Critical Thinking Skills	• Apply knowledge and skills learned in the classroom to a clinical setting • Comprehend and follow instructions • Follow processes from start to finish, sequence information • Adapt decisions based on new information • Maintain focus in an environment with distractions • Making safe judgements
Professionalism	• Establish a professional working relationship with the health care team, peers, instructors, patients, and families • Demonstrate positive interpersonal skills • Demonstrate impulse control and professional level of maturity • Maintain appropriate boundaries in relationships with patients and peers • Handle demanding and stressful situations • Maintain confidential health care information (including by refraining from posting any confidential patient information on social media)
Safety	• Wear personal protective equipment for safe practices (gloves, masks, eyewear, gown) • Tolerate heat and humidity • Work in an environment that may contain common allergens • Adhere to safety/emergency protocols • Recognize and respond to hazardous conditions • Maintain health care requirements • Carefully handle supplies and equipment throughout the course

_____   **I have read the Technical Standards specific to a student in the Nursing programs.**

(Initials of student and parent or guardian if student under 18.)

The Americans with Disabilities Act of 1990 (42 U.S.C. § 12101, et. Seq.) and Section 504 of the Rehabilitation Act of 1973 (29 U.S.C. § 794) prohibits discrimination of persons because of her or his disability. In keeping with these laws, colleges of the Wisconsin Technical College System make every effort to ensure a quality education for students. The purpose of completing the Nursing Technical Standards is to ensure that students acknowledge that they have been provided information on the technical standards required of a student in the Nursing programs. And to assure all students can meet the technical standards requirements of this program.

_____   **I understand I must contact the NWTC Disability Services office for information**
                        concerning accommodations or special services and/or career evaluation.
            (Initials of student and parent or guardian if student under 18.)

Services for learners with disabilities at all campuses are coordinated through the Disability Services office on the Green Bay campus. To obtain information concerning accommodations- or special services, call (920) 498-6904 or (800) 442-NWTC, extension 6904 or email to disability.services@nwtc.edu. Counselors/Advisors at the Sturgeon Bay or Marinette campuses and staff at the Regional Learning Centers can also arrange services at the Green Bay office. *NWTC reserves the right to request additional information which may include a medical examination.* For more information related to the reasonable accommodation process, please visit: https://www.nwtc.edu/student-experience/disability-services.

Student/Parent or Guardian initials and signature confirms the student has read and understands the *Technical Standards* specific to a student in the Nursing programs and how to access the Disability Services office in the event accommodations are needed at this time.

_____   _____

Student Signature   Date

_____   _____

Student - Print Name   Student ID

_____   _____

Parent or Guardian Signature (if student under 18 years of age)   Date

Updated *1/2020 (4/2/2024 no changes)*

NORTHEAST
WI Technical College
HEALTH SCIENCES

CONFIDENTIALITY STATEMENT

The clinical experience requires students to use health information and read clients records in detail. All students and college employees should hold information concerning the identity, condition, care or treatment of clients in confidence. This obligation of professional confidentiality must be carefully fulfilled not only regarding the information on the client's charts and records, but also regarding confidential matters learned in the exercise of professional/student activities. Information systems may not be used to access confidential information that is not essential for completion of professional/student activities.

DO NOT DISCUSS SUCH INFORMATION WITH OTHERS UNLESS IT IS REQUIRED DIRECTLY FOR THE TREAMENT OR CARE OF THE CLIENT OR THE PERFORMANCE OF DUTIES. Inappropriate sites for discussing ANY client information include: cafeteria, parking ramp, elevators, stairwells, etc. - any area where information may be overheard. In addition, such information should not be transmitted to or from, or stored within, any form of personal technology (e.g., personal computers, laptops, cell phones, etc.), nor should it be shared in any form of social media (e.g., Facebook, YouTube, etc.). Any intentional or accidental violation of these confidentiality provisions must be reported to the appropriate supervisory personnel immediately.

Students and employees of NWTC will abide by the confidentiality policy of the clinical site.

Any violation of the confidentiality statement may result in clinical and/or disciplinary probation, dismissal, or legal consequences.

My signature below signifies that I have read, understand, and will adhere to the NWTC Confidentiality Statement.

_____   _____
Signature (Your legal name)   Date

_____   _____
Print your full name here   Student ID

THIS DOCUMENT IS TO BE STORED IN RESPECTIVE STUDENT OR FACULTY FILE.

Reviewed 07/2024

Northeast Wisconsin Technical College (NWTC)
Simulation Center & Nursing Skills Lab

Confidentiality Agreement

As a student of NWTC, participating in active learning in the Simulation Center, I understand the significance of confidentiality with respect to information concerning simulated patients and fellow students. I will uphold the requirements of the Health Insurance Portability and Accountability Act (HIPAA) and any other federal or state laws regarding confidentiality. I agree to report any violations of confidentiality that I become aware of to my facilitator or instructor. My failure to fulfill any of the obligations set forth in this confidentiality agreement or my violation of any of the terms of this agreement may result in disciplinary action.

I agree to adhere to the following guidelines:
- All patient information is confidential, and any inappropriate viewing, discussion or disclosure of this information is a violation of policy.
- This information is privileged and confidential regardless of format: electronic, written, overheard, or observed.
- I may view, use, disclose or copy information only as it related to the performance of my educational studies or duties. Any inappropriate viewing, discussion, or disclosure of this information is a violation of school policy and may be a violation of HIPAA and other state and federal laws.
- The Simulation Center and XR lab is a learning environment. All scenarios, regardless of their outcome, should be treated in a professional manner. The student(s) participating in the scenario should have everyone's respect and attention. Situations simulated in the lab or classroom are to be used as a learning tool that encourages growth and development of students.
- The simulation manikins are to be used with respect and treated as if they were live patients.

Consent for Audio/Video Recording

In connection with my participation in the NWTC Simulation Center's and XR simulation labs, I consent to the use of audio/video images of me. A/V images are any type of recording, including photographs, digital images, audio clips, video recordings or other likeness for educational and/or evaluative purposes during my involvement in learning without payment or other consideration made to me. The A/V recording will be used during the educational setting you are participating in and is for teaching, evaluation, and debriefing purposes only; these recordings will not be used for public viewing.

I have read the above confidentiality agreement and consent for A/V recording and fully understand its contents. I voluntarily agree to the terms and conditions stated above as shown by my signature below.

Signature: _____

Printed Name: _____

Date: _____Student ID Number: _____

Updated 1-10-2020 (4/2024 no changes)

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