



# Department of Nursing Education

## Nursing Student Handbook



**Fall 2025\***

**\*For students entering the Nursing Program in FL2025**

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## 1.0 INTRODUCTION

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Welcome to the Joliet Junior College (JJC) Nursing Program. Faculty and staff have developed this handbook to familiarize prospective and current nursing students with the program including the policies and procedures specific to the Department of Nursing Education at JJC.

The JJC Associate Degree of Nursing (ADN) program located in Joliet, Illinois is approved by the Illinois Department of Financial and Professional Regulation (IDPFR) and the Illinois Community College Board (ICCB). The degree program is accredited by the Accreditation Commission for Education in Nursing (ACEN), which is recognized as a specialized accrediting agency by the United States Department of Education (USDE) and the Council for Higher Education Accreditation (CHEA). More information can be found by visiting the ACEN website at <https://www.acenursing.org/> and

Accreditation Commission for Education in Nursing (ACEN)  
3390 Peachtree Road NE, Suite 1400, Atlanta, GA 30326  
Phone :( 404) 975-5000

The faculty encourages students to familiarize themselves with the contents of JJC's College Catalog at <http://catalog.jjc.edu/content.php?catoid=13&navoid=918> and website at <https://jjc.edu/>. Additional information about college policies and services can be found within those sources.

The JJC Nursing Student Handbook is reviewed and revised as needed twice per academic year by the Nursing Program Admission, Progression, and Graduation (APG) Committee. The provisions of this handbook do not constitute a contract, express or implied, between an applicant, student and/or any faculty member of JJC.

*We wish you every success in the time you are here with us. We are committed to your education and to the health care needs of your present and future patients. Nursing, as a profession, will demand much of you; it will also provide you with more satisfaction and joy than you will sometimes think possible. We, as a faculty, are ready to help you in any way we can to achieve your goal of becoming registered nurses. Do not hesitate to reach out to the faculty and staff for any assistance.*

*Joliet Junior College Nursing Faculty*

## 1.1 JJC Department of Nursing Education Mission & Philosophy

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### Mission Statement

The Joliet Junior College (JJC) Nursing Program provides accessible and innovative quality education towards a career in the nursing profession serving diverse populations within our community.

## **Philosophy**

The purpose of the JJC Nursing Program is to prepare students to enter into the evolving healthcare system as competent, safe, and caring general practitioners. Nursing education is concerned with four major elements: *patient, environment, health, and nursing*.

### **Patient**

Patients are the focus of nursing care. Patients are individuals, families, groups, and communities throughout the lifespan. Patients are dynamic, complex, and autonomous; they create their own subjective meanings about health, wellness, and illness. Patients have the right to make decisions regarding their healthcare needs and to participate in meeting those needs.

### **Environment**

The environment is the internal and external physical, chemical, biological, socio-cultural, technological, sustainable, and spiritual factors which support or threaten the patients' ability to maintain homeostasis. The interface between patients and their environment is open and fluid.

### **Health**

Health is a continuum that extends from wellness to end of life.

### **Nursing**

Nursing is an art and a science founded on a professional body of knowledge that integrates concepts from the liberal arts and the biological, physical, psychological, and social sciences. Nursing is a dynamic continually evolving discipline that employs critical thinking to integrate increasingly complex knowledge, skills, technologies, and patient care into evidence-based nursing practice across the lifespan. The goal of nursing for patient care is preventing illness and potential complications; protecting, promoting, restoring health, facilitating comfort, and alleviating suffering. Nurses are licensed as practical nurses or registered nurses.

## **Organizational Framework**

The organizing framework of the Joliet Junior College Nursing Program provides a basic structure for the practical nurse and the registered nurse curricula. Major tenets are identified from which concepts, skills, and values of nursing practice are organized from simple to complex. These include: the Nursing Process, the Quality and Safety Education in Nursing (QSEN) Competencies, and the National Council of State Boards of Nursing (NCSBN) Patient Needs Categories.

### **Nursing Process**

The Nursing Process is a scientific, clinical reasoning approach to patient care that includes assessment, analysis, planning, implementation, and evaluation.

### **QSEN Competencies\***

QSEN competencies are the knowledge, skills and attitudes (KSAs) taught to future nurses to improve the quality and safety of healthcare:

- **Patient Centered Care**  
Recognize the patient or designee as the source of control and full partner in providing compassionate and coordinated care based on respect for patient's preferences, values, and needs.
- **Teamwork and Collaboration**  
Function effectively within nursing and inter-professional teams, fostering open communication, mutual respect, and shared decision-making to achieve quality patient care.
- **Evidence-Based Practice**  
Integrate best current evidence with clinical expertise and patient/family preferences and values for the delivery of optimal health care.
- **Quality Improvement**  
Use data to monitor the outcomes of care processes and use improvement methods to design and test changes to continuously improve the quality and safety of health care systems.
- **Safety**  
Minimize risk of harm to patients and providers through both system effectiveness and individual performance.
- **Informatics**  
Use information and technology to communicate, manage knowledge, mitigate error, and support decision-making.

\*QSEN Competency definitions retrieved from <http://qsen.org/competencies/pre-licensure-ksas>.

### **NCSBN Patient Needs Categories\*\***

- **Safe and Effective Care Environment**  
The nurse promotes achievement of patient outcomes by providing and directing nursing care that enhances the care delivery setting in order to protect patients and health care personnel.
- **Health Promotion and Maintenance**  
The nurse provides and directs nursing care of the patient that incorporates knowledge of expected growth and development; prevention and early detection of health problems, and strategies to achieve optimal health.
- **Psychosocial Integrity**  
The nurse provides and directs nursing care that promotes and supports the emotional, mental and social well-being of the patient experiencing stressful events, as well as patients with acute or chronic mental illness.

- **Physiologic Integrity**

The nurse promotes physical health and wellness by providing care and comfort, reducing patient risk potential and managing health alterations.

\*\*NCSBN Test Plan retrieved from

[https://www.nclex.com/files/2023\\_RN\\_Test%20Plan\\_English\\_FINAL.pdf](https://www.nclex.com/files/2023_RN_Test%20Plan_English_FINAL.pdf).

**NCSBN Integrated Processes\*\*\***

The following processes are fundamental to the practice of nursing and are integrated throughout the NCSBN Patient Needs Categories:

- **Caring**

The nurse provides encouragement, hope, support, and compassion to attain desired patient outcomes in a collaborative environment of mutual respect and trust.

- **Teaching and Learning**

Facilitation of the acquisition of knowledge, skills and abilities promoting a change in behavior.

- **Communication and Documentation**

Verbal and nonverbal interactions between the nurse, patient, and members of the healthcare team. Interactions associated with patient care are recorded (documented) in written and/or electronic records that demonstrate adherence to the standards of practice and accountability in the provision of care.

- **Culture and Spirituality**

Interaction of the nurse and the patient which recognizes and considers the patient-reported, self-identified, unique, and individual cultural and spiritual preferences to patient care, the applicable standard of care, and legal considerations.

\*\*\*NCSBN definitions retrieved from

[https://www.nclex.com/files/2023\\_RN\\_Test%20Plan\\_English\\_FINAL.pdf](https://www.nclex.com/files/2023_RN_Test%20Plan_English_FINAL.pdf).

## **Nursing Education and Curriculum**

Nursing education and curriculum is a systematic, dynamic process. The purpose of education is to promote the acquisition of nursing knowledge, skills, values, and attitudes. The Joliet Junior College Nursing Program builds on a foundation of learning in the humanities as well as the physical, behavioral, and social sciences. The program provides an educational climate that promotes student-centered learning. The curriculum incorporates the state and national standards for graduates of Associate Degree Nursing. Student feedback is considered in curricular development. We acknowledge that life-long learning is essential to the advancement of the profession of nursing and encourage students to pursue their professional higher education goals. The faculty recognizes the importance of scholarship and defines it as a rigorous academic process which assists the faculty in the achievement of program goals by enhancing our knowledge base and promoting excellence in teaching through discovery and practice.

## **Teaching and Learning**

The faculty views learning as a collaborative process between the learner and educator. Learning is the means through which the learner acquires knowledge, skills attitudes, and values. The learner is central to the educational process; each learner has individual needs and potential. JJC faculty expect learners to be self-directed, active participants in the educational process. The faculty facilitates learning experiences that incorporate best-practices and evidence-based practices within the curriculum. These experiences progress from simple to complex, building on past knowledge.

## **Joliet Junior College Nursing Policy Statement on Credit Hours**

Under the Higher Learning Commission (HLC) Policy FDCR.A.10.020: Assignment of Credits, Program Length and Tuition, the JJC Nursing Program determines program length and course credit hours in accordance with accreditation standards and state and/or federal guidelines. In alignment with the U.S. Department of Education's Regulatory Language on Definition of Credit hours, the JJC Nursing Program defines a credit hour as a "reasonable approximation of a minimum amount of student work in a Carnegie unit in accordance with commonly accepted practice in higher education" (United States Department of Education, 2011).

Spring and fall semesters at Joliet Junior College are based on 17 weeks: 16 weeks of instruction and 1 week of final exams. Furthermore,

- Classroom instruction is calculated at a ratio of 1 credit hour to 1 contact hour.
- Lab experiences for all other nursing courses are calculated at a ratio of 1 credit hour to 2 contact hours.
- Clinical experiences are calculated at a ratio of 1 credit hour to 3 contact hours.

The distribution of credit hours and descriptions of clinical practicum, simulation, skills lab experiences, and clinical topics can be found in the syllabi for each nursing sequence course.

The Accreditation Commission for Education in Nursing (ACEN) requires that all pre-licensure nursing education programs include clinical experiences to support students' attainment of end-program learning outcomes. Therefore, student attendance and participation is required for all clinical practicum and simulation experiences. Attendance and/or participation requirements for course-specific skills labs and clinical topics will be detailed within course syllabi.

In the event of unavoidable absence for illness or other extenuating circumstances, students are required to follow the clinical absence policy found in this handbook under Section 4.3: Attendance. Furthermore, to meet course learning outcomes students must make up all missed clinical practicum and simulation experiences as follows:



- 1 hour of makeup time is required per 1 hour of missed clinical time.
- The makeup activity will be determined by course faculty and may be conducted at the clinical site or on-campus in the simulation and/or skills lab.
- Failure to make up all missed time will have a negative impact on the student's clinical evaluation and may result in the student being withdrawn from the course.

Faculty responsibility to students for missed clinical time due to illness, unanticipated circumstances, college closures, and/or other extenuating situations:

- According to the JJC Faculty Contract, section 11.3.11, all efforts will be made to find a substitute instructor or make up the time in accordance with the experience missed. If this is not possible, activities will be provided to ensure students meet the course outcomes.

## **1.2 Department of Nursing Educational Outcomes**

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***Upon graduation the JJC nursing student will:***

1. Provide patient-centered care promoting therapeutic relationships, caring behaviors, and self-determination across the lifespan for diverse populations (Patient-Centered Care [PCC]).
2. Practice safe nursing care that minimizes risk of harm across systems and patient populations (Safety [S]).
3. Demonstrate nursing judgement through the use of clinical reasoning, the nursing process, and evidence-based practice in the provision of safe, quality care (Clinical Judgement [CJ]).
4. Practice professional behaviors that encompass the legal/ethical framework while incorporating self-reflection, leadership, and a commitment to recognize the value of life-long learning (Professional Behaviors [PB]).
5. Manage patient care through quality improvement processes, information technology, and fiscal responsibility to meet patient needs and support organizational outcomes (Quality Improvement [QI]).
6. Demonstrate principles of collaborative practice within the nursing and healthcare teams fostering mutual respect and shared decision-making to achieve stated outcomes of care (Collaboration [C]).

## 2.0 PROFESSIONAL BEHAVIORS

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Nursing majors are expected to adhere to the following behaviors due to the nature of the profession into which they are entering:

1. Adhere to the American Nurses' Association (ANA) Code of Ethics (see Appendix A of this handbook), the Illinois Nurse Practice Act, the policies and procedures of Joliet Junior College, and a well-developed personal code of ethics.
  - a. Cheating, plagiarism, unauthorized collaboration, falsification, fabrication, or facilitation of academic dishonesty is considered a violation of professional and personal integrity and will result in disciplinary action including possible dismissal from the nursing program.
  - b. Nursing students have a responsibility to document fully and honestly the care they have given. Inaccurate reporting, recording, or falsification of patient care activities or data will result in disciplinary action including possible dismissal from the nursing program.
  - c. Nursing students are responsible for collecting their own research and for preparing their own assignments. Sources used in the completion of any assignments are to be fully documented/referenced.
  - d. Sanctions for misconduct will be determined by the instructor in collaboration with the Department of Nursing Chairperson and the Office of Student Rights and Responsibilities: <https://jjc.edu/campus-life/office-student-rights-responsibilities>.
  - e. Nursing students possessing, consuming, providing or selling recreational drugs or found to be under the influence of alcohol or drugs will be subject to disciplinary action up to and including possible dismissal from the Nursing Program. Nursing students are required to follow the Illinois Nurse Practice Act and as such, must also report such actions by other students to the Nursing Department Chairperson. The Illinois Nurse Practice Act can be found at <https://ilga.gov/legislation/ilcs/ilcs5.asp?ActID=1312&ChapterID=24>.
2. Be prepared, present, and adhere to all policies, procedures and student affiliation guidelines of the clinical agency as well as those of the JJC Nursing Program while in a clinical setting.
  - a. Nursing students have a responsibility to be present and on time for their assigned clinical experiences. Patient assignments are made the day before or the day of clinical with the student's learning needs in mind. Please refer to the complete Clinical Attendance Policy in section 2.8 of this handbook.
  - b. Nursing students must come to the clinical setting in full compliance with the JJC Nursing Clinical Dress Code and be fully prepared to provide care for their assigned patient(s). This includes, but is not limited to, being knowledgeable about diagnoses, conditions, and treatments (pharmacologic and other) ordered for their patients.

- c. Nursing students must plan and direct their care to meet the patient's needs. Nursing instructors reserve the right to dismiss the student from the clinical setting if the student demonstrates lack of preparation or unsafe care.
- d. Nursing students involved in an accident and/or error occurring in a clinical setting must inform their clinical instructor of the occurrence and, if deemed necessary, report the incident according to the policy and procedure of the clinical site.
- e. Nursing students must report any unusual occurrence and/or injury while in the clinical setting, including exposure to chemicals, body fluids, or other hazardous materials. The student will follow facility policy regarding the incident, consent to testing, release results to appropriate facilities, and incur all related costs as necessary.
- f. Nursing students or prospective nursing students are not to contact clinical site personnel or staff. All communication must go through a representative of the Joliet Junior College Nursing Program. Nursing students may not visit other patients or other units in the clinical facility to which they are not assigned during the time of their clinical rotation.
- g. Nursing students that demonstrate an action or inaction that threatens the physical and/or emotional well-being of a patient or peer student OR threatens the quality of care, mission, or operation of the nursing program and/or affiliated healthcare organization grants the nursing instructor the right to allege the student has committed a professional jeopardy violation and may dismiss the student from class or the clinical setting pending the outcome of an investigation into the alleged violation(s).

**The Procedure for Professional Jeopardy is as follows:**

- i. The instructor will complete a Deficiency Notice/Strategic Plan for Success form describing the incident or behavior that interfered with patient safety, quality of care, or the mission and operations of the nursing program and/or healthcare organization.
- ii. The student and instructor will meet to discuss the incident or behavior. If the incident can be resolved between the instructor and the student, the Deficiency/Strategic Plan for Success will be placed in the student's file located in nursing office and the student will return to classes and the clinical practicum as scheduled.
- iii. If the student is referred to the Department Chair and a decision is made to retain the student, the Deficiency/Strategic Plan for Success will be placed in the student's file located in nursing office and the student will return to classes and the clinical practicum as scheduled.
- iv. If the student is referred to the Department Chair and a decision is made to dismiss the student from the nursing program on the grounds of professional jeopardy, Joliet Junior College will adhere to the standards of due process which includes providing notice setting forth the alleged violation(s) as well as a speedy and fair hearing and appeal process.

- v. Should the student appeal the decision to dismiss, the Dean of Nursing will review the outcome and the student's appeal to determine if dismissal on the grounds of Professional Jeopardy is warranted.
  - vi. Students accused of Professional Jeopardy will be placed on a clinical suspension until the case is resolved. If the student is found to not be in violation, they will be allowed to make-up any missed clinical time.
- 3. Maintain the confidentiality of patient information and records according to the Health Insurance Portability and Accountability Act (HIPAA).
  - a. Nursing students must not discuss any aspect of a patient's care outside the nursing classroom/clinical setting.
  - b. Nursing students must not view or read any hospital records other than those of their assigned patients unless the instructor permits.
  - c. Nursing students must not view or read any hospital records other than those of their assigned patients unless the instructor permits.
  - d. Nursing students must not identify patients or their significant others by name or by location on any nursing care plan or notes taken. Generally, initials and only the last two digits of the room number are acceptable.
  - e. Nursing students will not share computer access codes or print, copy or share a patient's chart.
  - f. Nursing students will not take home any portions of a patient's chart and no photos are to be taken of a patient's chart. No audio recordings are allowed in the clinical setting.

## **2.1 Personal & Professional Integrity**

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The nursing student, as part of the JJC student community, is expected to demonstrate qualities of integrity, fair-mindedness, honesty, civility, tolerance, and respect (as stated in the JJC's Student Code of Conduct). The nursing student is accountable for their own behavior and is expected to maintain professional, ethical, and legal standards of nursing practice. The nursing student is also expected to conduct themselves according to the legal and ethical standards of the community and society. They are expected to follow established lines of authority and communication in the college and clinical setting.

Students are expected to adhere to the stated standards of the JJC Academic Honor Code as stated on the JJC website and within the JJC Student Code of Conduct:

<https://www.jjc.edu/campus-life/office-student-rights-responsibilities>.

Acts of academic dishonesty include:

- a. **Cheating:** Intentionally using or attempting to use unauthorized materials, information or study aids; use of any unauthorized assistance, resources, materials or electronic/cellular devices with or without photographic capability in taking quizzes, tests or examinations and the acquisition, without permission, of a test or other academic material belonging to JJC, to any department, or to any staff.
- b. **Plagiarism:** The reproduction of ideas, words or statements of another person as one's own without acknowledgement or use of an agency engaged in the selling of term papers or other academic materials.
- c. **Self-plagiarism:** The presentation of your own previously completed work as original. Self-plagiarism comprises submitting any portion of the same work in multiple courses and/or submitting work completed in any prior course, including instances when a student is repeating a course. The work submitted in fulfillment of an assignment must be original and completed during the student's current enrollment in the course.
- d. **Unauthorized Collaboration:** Intentionally sharing or working together in an academic exercise when such actions are not approved by the course instructor.
- e. **Falsification and Fabrication:** Intentional and unauthorized falsification or invention of any information or citation furnished to any college official, faculty member or office.
- f. **Facilitation of Academic Dishonesty:** Permitting or attempting to help another to violate the academic honor code; alteration or sabotage of another student's work, such as tampering with a laboratory experiment.

If a faculty member or college staff member suspects that there is a violation of one of the above standards, they will confer with the student (and the appropriate faculty member if applicable) before deciding what course of action to take. Depending on the student's misconduct and the judgment of the faculty, a failing grade may be given for the assignment and/or course and could result in dismissal from the course/nursing program. The JJC Student Code of Conduct can be found at:

[https://www.jjc.edu/sites/default/files/Student\\_Resources/Student%20Rights/Code%20of%20Conduct%20FINAL%208x11%202-09%20Student.pdf](https://www.jjc.edu/sites/default/files/Student_Resources/Student%20Rights/Code%20of%20Conduct%20FINAL%208x11%202-09%20Student.pdf).

## **2.2 Social Media Policy**

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With awareness and caution, the JJC nursing student can avoid inadvertently disclosing confidential or private information about patients. The following guidelines are intended to minimize the risks of using social media:

1. The JJC nursing student must recognize that they have an ethical and legal obligation to always maintain patient privacy and confidentiality.
2. JJC nursing students are strictly prohibited from taking photos and videos of patients or patient information on personal devices such as smart phones or mobile devices. Furthermore, JJC nursing 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.

3. The JJC nursing student must not identify patients by name, post, share, or publish information that may lead to the identification of a patient, or post or disseminate information or images about a patient gained in the student/patient relationship, even if the patient is not identified. Limiting access to postings through privacy settings is not sufficient to ensure privacy.
4. The JJC nursing student must not refer to patients and/or their families/significant others, even if not named or identified.
5. The JJC nursing student must consult school policies or an appropriate leader within the organization for guidance regarding clinical site related postings, such as clinical discussion boards and forums.
6. The JJC nursing student must promptly report any identified breach of confidentiality or privacy.
7. The JJC nursing student must comply with HIPAA regarding the use of computers, cameras and other electronic devices as well as use of personal devices in the school or clinical setting.
8. The JJC nursing student must not post content or otherwise speak on behalf of the JJC Nursing Program/Clinical sites unless authorized to do so.
9. The JJC nursing student must not post, comment, share, or otherwise disseminate any information about or referring to individuals and/or organizations associated with the JJC Nursing Program. Students may not refer to any of the following by name, image, or other identifying characteristics: JJC leadership, faculty, staff, current students, alumni, clinical sites, or those employed at those sites.
10. The JJC nursing student must not post, share, or otherwise disseminate comments, images, or media that is threatening, harassing, profane, obscene, sexually explicit, or derogatory and/or discriminatory toward race, culture, religion, gender identity, or sexual orientation.

Failure to adhere to this information is considered a serious offense. In the event of a violation, the student will be required to meet with the faculty in the student's current nursing sequence course and the Nursing Department chairperson. The student may be referred for dismissal from the Nursing Program according to the Professional Jeopardy policy.

### **2.3 Health Requirements**

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Participation in the clinical practicum components of the nursing program requires that all nursing majors have the JJC-mandated health forms on file within the Department of Nursing Education. **Compliance must be demonstrated by submitting all required information and/or documents no later than:**

- August 1st for fall semester courses
- December 1st for spring semester courses

Mid-semester renewal or updating of compliance requirements is not allowed. *Students not fully compliant by the deadlines above will not be permitted to register for nursing courses or start classes.* Information on compliance requirements is provided to students upon provisional acceptance into the RN or LPN programs. A complete list of requirements and associated documents is found in the following table.

<b>Compliance Requirements for Nursing Students</b>	
<b>Physical Examination</b>	Required upon admission and for any interruption in the course of study by a licensed health care provider. Results must be submitted on the JJC Student Health Form provided to the student and must be signed and dated by both the health care provider and the student.
<b>Criminal Background Check</b>	Required upon admission and for any interruption in the course of study. Background checks must have been completed within less than one (1) year from the time of admission. Students are responsible for the cost of background check reports. <i>* Certain offenses within a student's criminal background check may result in the student being removed from the nursing program.</i>
<b>10-Panel Drug Screen</b>	Required upon admission and annually thereafter. A new screen is also required following any interruption in the course of study. Students are responsible for the cost of drug screen reports. <i>*A positive drug screen may result in the student being withdrawn from the nursing program. The JJC Nursing procedure for routine drug/alcohol screening is found in section 2.6 of this handbook.</i>
<b>Proof of Health Insurance</b>	Students must provide a copy of the <b>front</b> and <b>back</b> of their insurance card showing their name as the policyholder or a covered dependent <b>and</b> sign and submit JJC's <u>Health Liability Waiver</u> .
<b>CPR Certification</b>	Students must provide proof of current American Heart Association (AHA) CPR Certification for Healthcare Providers. CPR certification must be renewed every two years and must be valid for the entire semester. Students with CPR that expires mid-semester will not be permitted to start classes nor register for future nursing courses until compliance is submitted.
<b>Tuberculosis</b>	Options include <b>negative</b> Quantiferon Gold or T-SPOT blood titer results <u>or</u> two (2) <b>negative</b> Mantoux skin test results for two (2) placements and two (2) reads within a 7 – 21-day period. Documentation must include lab results showing the patient's full name, the collection date (or placement date), and the resulting lab values (or resulting induration). If test results are <b>positive</b> , a subsequent chest x-ray report is required in addition to the positive lab results <b>and</b> the student must complete and submit JJC's <u>TB Questionnaire</u> .

<b>Hepatitis B</b>	<p>Lab results confirming <b>reactive/positive</b> Hepatitis B surface antibody (anti-HBs/HBsAb) titer</p> <p><b>OR</b></p> <p>Proof of previous Hep B vaccinations (i.e., series of 3 vaccinations for children, or 2 for adults) <b>and</b> a signed JJC Hepatitis B Declination Waiver.</p>
<b>MMR:</b> measles, Mumps and Rubella, <b>Varicella, &amp;</b> <b>TDAP:</b> tetanus, diphtheria, pertussis	<p>Lab results confirming <b>positive immunity</b> titers to each disease</p> <p><b>OR</b></p> <p>Proof of at least two (2) previous (childhood) vaccinations for each disease.</p> <p>Adults are recommended to receive a TDAP or TD (tetanus/diphtheria) booster every 10 years.</p> <p><i>*A history of varicella infection does not constitute immunity—a titer is required to confirm immunity.</i></p>
<b>Influenza</b>	<p>Seasonal influenza vaccinations are required by October 31<sup>st</sup> each year. Proof of vaccination must include the student's name, the date the vaccine was administered, and the name of the health care provider.</p>

The student maintains the responsibility to ensure that all information and required documentation forms are submitted to the health portal by the due dates designated above. Failure to comply may result in removal from the program. If a student is accepted into the program and subsequently fails the criminal background check and/or drug screen, they will be removed from the program.

**Hospitalization/Serious or Chronic Condition:** A student with a serious health condition, a student requiring hospitalization or a student who has withdrawn from the Nursing Program because of a health condition is encouraged to provide documentation to the Office of Student Rights and Responsibilities (OSRR). Students may be required to obtain additional documentation from their health care provider permitting return to campus and/or clinical.

**Pregnancy:** Under Title IX of the Education Amendments of 1972, the U.S. Department of Education regulations concerning pregnancy and related conditions provide that a college receiving federal funding shall not discriminate against any student on the basis of pregnancy, childbirth, false pregnancy, termination of pregnancy, or recovery from these conditions. Pregnant (and related as stated above) students are encouraged to seek assistance for any needed accommodations through the Office of Student Rights & Responsibilities (OSRR). Pregnant students maintain the right to excused absence as deemed necessary but have the responsibility to complete the OSRR authorized absence request and submit valid documentation for the absence. Any communication and/or documentation through the OSRR remains confidential.



It is anticipated and encouraged that pregnant students will act proactively in communicating the situation with their instructor(s) and if excused absence and/or accommodations are needed, with the OSRR. Pregnant students attending clinical facilities may be exposed to potentially hazardous conditions. ***Pregnant students are strongly urged to consult with their healthcare provider prior to attending clinical rotations.***

**Student Wellness Programs:** JJC offers its students a Wellness Program (D-1010). Visit the JJC website at <http://www.jjc.edu/campus-life/student-wellness> or call the Office of Student Activities & Wellness at (815)280-2308, or visiting the main campus office D-1010.

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## **2.4 CPR Requirements**

Nursing students must be certified in cardiopulmonary resuscitation (CPR) according to the American Heart Association class “C” for healthcare providers. Proof of certification must be submitted to the Department of Nursing Education by the due dates for compliance listed in this handbook under Section 2.3: *Health Requirements* of this handbook.

CPR certification must be renewed every two years and must be valid for the entire semester. Students with CPR that expires mid-semester will not be permitted to start classes nor register for future nursing courses until proof of compliance is submitted.

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## **2.5 Technology Requirements**

Nursing students will require the use of a laptop or desktop computer for the duration of the program in order to effectively participate in online learning activities integrated within each nursing sequence course. Mobile devices and tablets are not sufficient to meet the technology requirements. The JJC Library offers semester-long computer loans to registered students. For information or to make an appointment to obtain a device, please visit <https://libcal.jjc.edu/appointment/30752>.

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## **2.6 Physical Capabilities for Nursing Students**

In order to provide safe and effective patient care and fully participate in clinical, simulation, and skills lab experiences, nursing students must be able to lift and carry up to 25 pounds without restrictions. Additionally, while in the clinical setting students must comply with all physical mobility requirements of that clinical site.

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## **2.7 Procedure for Routine Drug/Alcohol Screening**

Students must comply with all mandatory drug testing requirements. All drug screening must be conducted by a drug testing facility designated by the Department of Nursing. Only students receiving negative drug screens may remain enrolled in the Nursing Program.

**Test results that are actionable:**

- **Inconclusive:** If a student's drug test is "inconclusive or dilute" the student will be notified by the testing service or its designee. An additional drug test must be performed within seven days of notification, at additional cost to the student. Failure to have the additional test performed within seven days of notification of an inconclusive drug test will be considered a positive result.
- **Positive:** Students with positive drug test results will be interviewed by a certified Medical Review Officer (MRO) to validate a prescription for lawful use of the detected substance, for example, ADHD medications. If cleared by the MRO, no notification of the Department of Nursing will be made. A positive for marijuana, medical or recreational, will result in dismissal from.

If there is no valid explanation for the positive result, the MRO will notify the Department of Nursing. The Nursing Department Chairperson will notify the student of dismissal from the Nursing Program. An exit interview will be conducted. The student must re-apply to the program.

**2.8 Procedure for Reasonable Suspicion Drug/Alcohol Screening**

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To maintain the highest standards of patient safety, alcohol or illegal drug use is strictly prohibited prior to or during time in the classroom, clinical, or laboratory setting. In addition to the required pre-admission and annual drug screen under the program, the college and clinical affiliates reserves the right to require a drug test from any nursing student where there is a reasonable suspicion that the student is under the influence of illegal drugs and/or alcohol.

*Reasonable Suspicion* is defined as a belief based on objective facts sufficient to lead a reasonable and prudent faculty member to find that a student is using, or has used, drugs or alcohol in the classroom, clinical, or laboratory setting and/or is under the influence of drugs or alcohol in the classroom, clinical, or laboratory setting. The suspicion must be drawn from specific, objective facts and reasonable inferences drawn from those facts.

**Factors in determining:** The following factors are to be used by faculty in determining whether a finding of reasonable suspicion is appropriate. The factors may include, but are not limited to, any of the following, alone, or in combination:

1. Observable phenomena, such as direct observation of drug use and/or the physical symptoms or manifestations of being under the influence of drugs.
2. Observable phenomena, such as direct observation of alcohol use, the presence of the odor of alcohol on or about the student, and/or the physical symptoms or manifestations of being under the influence of alcohol.
3. Abnormal conduct or erratic behavior.
4. Slurred speech or unsteady walking or movement.
5. Illegal possession of drugs or controlled substances; or information obtained from a reliable and credible source with verifiable knowledge that has been independently corroborated.

**When Conducted:** Any nursing faculty member may request an immediate drug/alcohol screen of a nursing student where the faculty member has determined that there is a reasonable suspicion for such testing. Students must complete the screening within two hours of being notified of reasonable suspicion. Refusal of a student to comply with an order for drug/alcohol screening may result in dismissal from the program.

**Procedure:** If impairment is suspected in a clinical setting, the student will be sent to the emergency department for drug and alcohol screening at their own expense. If the clinical facility does not have an emergency department the student will be required to arrange transportation to a facility able to conduct the drug and alcohol screening. Students must complete the screening within two hours of being notified of suspected impairment. Out of concern for safety, a student suspected of impairment is prohibited from driving, and their emergency contact will be notified to provide transportation. Refusal to comply may result in immediate dismissal from the nursing program. If the screening comes back positive the student will be immediately dismissed from the nursing program, unless the positive result is due to lawful use of the detected substance and was cleared by a certified Medical Review Officer (MRO).

If impairment is suspected in classroom or laboratory setting, the student will be sent to the nearest medical facility for drug and alcohol screening at their own expense. Students must complete the screening within two hours of being notified of suspected impairment. Out of concern for safety, a student suspected of impairment is prohibited from driving, and their emergency contact will be notified to provide transportation. Refusal to comply may result in immediate dismissal from the nursing program. If the screening comes back positive the student will be immediately dismissed from the nursing program, unless the positive result is due to lawful use of the detected substance and was cleared by a certified Medical Review Officer (MRO).

*\*The JJC Nursing Program prohibits the use of marijuana under the Drug-Free Schools & Communities Act of the Higher Education Act, which requires institutions of higher learning to ban the use of illicit drugs. Cannabis is defined as a Schedule 1 drug under federal law. Despite the variation of cannabis policies across state lines, the drug remains illegal on college campuses everywhere in the country. Cannabis is defined as a Schedule I drug under federal law. Legislation can be found at: [The Public Law 101-226 or Drug-Free Schools and Communities Act \(DFSCA\) of the Higher Education Act](#). **The JJC nursing program has zero tolerance for marijuana use whether medical or recreational. Positive drug screen results for marijuana will result in dismissal from the nursing program.***

## **2.9 Clinical Dress Code for Students**

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Because nursing practicum courses are held in health care facilities, it is necessary to purchase/wear clothing and adhere to certain policies that are not common for students in other majors. Nursing students are required to follow this dress code in order to maintain a professional appearance as well as comply with safety standards and clinical practicum healthcare facility regulations.

### **Clinical Dress Code:**

1. Nursing majors must wear the selected styles of the Cherokee Grape purple top with black or Grape purple pants from the designated supplier. All students must wear the Grape purple uniform jacket approved by the JJC Department of Nursing Education with the nursing logo appliquéd on the upper left sleeve. Students are also required to comply with any dress code requirements designated by clinical sites.
2. White, comfortable, all-leather, closed-toe, closed-heel nursing shoes with noiseless heels (no clogs) are required. Canvas or nylon shoes will not be permitted. Shoes must be of a non-permeable material, such as leather, to prevent possible soak-through of spilled liquids.
3. Socks or nylons are required.
4. Students must always wear their JJC student picture ID, clearly visible on the uniform. Some health agencies will require and provide an additional ID badge.
5. Students may wear a long-sleeve shirt under the required Grape purple top if permitted by the dress code of the clinical site. If worn, the long-sleeve shirt must be plain white or black only and have no decoration or logos. Be aware that wearing a visible shirt under a scrub top may be prohibited by the dress code of a clinical site or specific area/unit within a clinical site.
6. Sweaters have been found to be a source of contamination by nurse researchers. Therefore, sweaters and/or fleece jackets are not to be worn in the clinical area.
7. Students are required to maintain a natural hair color and wear hair off the collar and face at all times. Furthermore, the only hair accessories permitted are to be used for the purposes of keeping hair off the collar and face and must be minimal in size (headbands 1" or less in width). Any hair accessories must be the same color as the student's hair. Hair that has been pulled back must be neat and fully secured; decorative hair clips, accessories, and ornamentation are not permitted.
8. Only natural eyelashes are permitted. False eyelashes, lash extensions, and other enhancements are prohibited.
9. Wearing of perfume/cologne or other fragrances is not allowed.
10. Facial hair is to be short and neatly groomed. Students electing to maintain facial hair may be required to wear beard covers or masks per clinical facility policy.

11. Only short, clean, bare and well-groomed natural (non-artificial) fingernails are allowed.
12. Students must follow each clinical agency's policy regarding tattoos that are not covered by clothing. All tattoos must be covered unless doing so poses an infection control issue (i.e., hand tattoos).
13. No phones or other electronic devices are allowed in clinical areas unless approved by the instructor.
14. Jewelry must reflect professionalism and asepsis and must be limited to a watch, a single pair of small post-type earrings in the lobe(s) and a plain wedding band. Students with ear gauges must wear a solid, skin-tone plug in the stretched lobe(s); gauges must be no larger than a nickel. A piercing in the tragus or cartilage of the ear that cannot be removed must be concealed by a flesh-tone covering. Nothing can be dangling or hanging below the ear including, but not limited to, jewelry or ear tissue.
15. Uniform jackets are not to be worn outside of the clinical setting.
16. If going to the clinical site for school-related business, the JJC uniform with lab jacket (identifying school logo) and JJC student ID must be worn without exception.
17. All valuables should be left at home. If valuables (such as a purse or wallet) must be brought to the clinical site, they should be locked in the trunk of the car.
18. Masks: only surgical masks may be worn unless a specific mask (such as an N95 or KN95) is required by a clinical site.
19. Nursing students are expected to have the following equipment in the clinical setting (off-campus clinical sites, simulation, and in the Nursing Skills Lab (NSL):
  - a. A watch with a second hand
  - b. A pair of pocket-sized bandage scissors
  - c. Stethoscope with adult and pediatric bells and diaphragms
  - d. A penlight
  - e. Black pens with permanent ink. Erasable pens are not permitted.
  - f. Goggles (optional unless required by the clinical site)
  - g. Gait belt (optional)
20. Students may be issued a hospital identification badge by the clinical facility. Failing to return the badge at the end of the clinical rotation will result in the student incurring a replacement fee determined by the clinical facility.

***Instructors reserve the right to send any student in violation of this dress code home from the clinical setting. Students sent home will be considered a clinical absence.***

## **2.10 Student Records**

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The Family Educational Rights and Privacy Act (FERPA) affords students certain rights with respect to their educational records:

1. Students may access their course schedule, financial statement, and an unofficial copy of their course grades and/or transcripts through e-resources or the registration office. Students also have a file maintained in a secured room within the nursing department. These records are kept for 5 years in accordance with the State of Illinois Policy.
2. Students may view their nursing departmental file by submitting a written request to the Nursing Program Chairperson. Upon permission, the student will view the file in the presence of the chairperson. Additional information regarding student records and FERPA can be found at <https://www.jjc.edu/campus-life/student-rights-responsibilities/ferpa-information-and-forms>.

## **2.11 OSHA Compliance**

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All students entering the nursing program complete an instructional program on mandated OSHA compliance topics: Blood-borne Pathogens, Tuberculosis, Fire Safety, & HIPAA. Students acknowledge receipt and understanding of this information by signing the Acknowledgement & Authorization Form located at the end of this handbook. The signed form is maintained in the student's department file.

## **2.12 Student Complaint Procedure**

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JJC and the Nursing Program promotes an open educational environment, rich in values and designed to protect the integrity of teaching and learning. In that spirit, the college encourages all students to first direct their complaints and concerns to the faculty, staff, or administrator specifically involved.

The college believes many complaints can be resolved through an open, honest dialogue between the persons involved. In cases where that may not be possible, the JJC Student Complaint Procedure can assist in facilitating a resolution. Other than grade appeals or claims of sexual harassment, a complaint that challenges the decisions or actions of college personnel will be considered under this procedure. The JJC college-wide student complaint procedure can be found at: <https://www.jjc.edu/campus-life/student-rights-responsibilities/student-complaint-procedure>. Students should make every attempt to pursue concerns in a timely manner and should report such concerns within 30 calendar days. Complaints should be filed at the department level to the Nursing Program Chairperson. A complete directory of Nursing Program faculty and staff can be found at the end of this handbook.

### **3.0 GENERAL INFORMATION**

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#### **3.1 Children on Campus**

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For the safety of children on campus, children may not accompany students to class. Children under the age of 13 may not be left unattended on the campus grounds, whether in college buildings, extension centers or at any college event.

#### **3.2 Equipment**

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Training equipment is available for student use in the Nursing Skills and/or Simulation Lab (NSL):

1. Equipment, supplies, and skills lab room space may be reserved for practice by contacting the NSL Lab Manager or Coordinator(s) and presenting a valid JJC ID. The student may be asked to turn over their car keys and/or driver's license in exchange for equipment and supplies; these will be given back to the student upon return of equipment and supplies. No equipment or supplies may be taken from the NSL.
2. All required nursing textbooks are available on reserve in the JJC Library. Use is subject to library policy.

#### **3.3 Weather & Travel**

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In the event the college is closed due to inclement weather, clinical will not be held. If the instructor is unable to reach the clinical facility, students are not allowed to participate in the care of patients and should not remain in the clinical area. Students are encouraged to register for the JJC Alert system to receive automated status announcements and updates.

Students are reminded that official college closing will also be announced on local radio stations as well as the Chicagoland Emergency Closing Center website:

<http://www.emergencyclosingcenter.com/>. Additional information can be found on the JJC website at <https://jjc.edu/about-jjc/college-leadership/administration/finance-administrative-services/police-safety/weather>.

#### **3.4 Financial Aid**

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JJC and the Financial Aid Program are committed to helping students remove economic barriers to a college education. For this purpose, numerous federal and state programs are available for financial assistance. Students are encouraged to contact the JJC Financial Aid office and the JJC Foundation Office for information about scholarships, grants and loans. In addition, there may be scholarships available for nursing majors which are not based solely on financial need. Additional information can be found at: <https://www.jjc.edu/getting-started/pay-college/financial-aid>.

### 3.5 Academic Support Services

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JJC offers students a variety of excellent support services free of charge. These include but are not limited to:

1. **Nursing retention specialist(s):** full-time nursing faculty available to nursing students for academic and clinical support including, but not limited to, study & test taking skills, time management & organization, exam remediation, and one-on-one or small-group tutoring. More information is available by request from nursing faculty or by visiting the iCampus (Canvas) Nursing Simulation and Skills Lab website.
2. **Nursing Skills Lab coordinators** offer professional nursing tutoring and conduct workshops on clinical skills, drug- dose calculations, and APA format. Small group and 1:1 assistance may also be available by request. Please visit the iCampus (Canvas) Nursing Simulation and Skills Lab website or for further information.
3. **The Center for Academic Success in Healthcare (CASH)** offers students with a healthcare major support in obtaining financial assistance, tutoring, advising, and more. Visit [PATH Grant | Joliet Junior College \(jjc.edu\)](#) for more information.
4. **Mental health education and support services** including counseling through the Student Health and Wellness Program. More information can be found by visiting <https://jjc.edu/student-resources/mental-health-wellness>.
5. **Academic assistance** with reading, writing, presentation skills, math, studying, note-taking, test- taking skills and APA format in the Tutoring and Learning Center (TLC) in C-2010. Visit <https://www.jjc.edu/student-resources/tutoring-learning-center> for more information.

Additional academic assistance may be available to eligible students through the following programs:

1. **The Center for Multicultural Access & Success (CMAS/TRIO) Programs (A1107-A1115)** offer tutoring services in the English, Mathematics, and Computer Science Departments. Students with physical or learning disabilities, economic hardship, or are first generation college students may qualify for assistance in this program. Applications can be found at [https://jjc.edu/sites/default/files/PDFs/SSS%20online%20application\\_FILL2%20Feb%202020.pdf](https://jjc.edu/sites/default/files/PDFs/SSS%20online%20application_FILL2%20Feb%202020.pdf).
2. **Disability Services (A-1125)** provides academic support and classroom accommodations to students having documented disabilities. Additional information can be found at <https://www.jjc.edu/disability-services>.



### **3.6 Nursing Student Organizations**

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The Nursing Student Association (NSA), the JJC Chapter of Alpha Delta Nu (ADN) and the JJC Chapter of the American Association for Men in Nursing (AAMN) promote student awareness and involvement in professional nursing, offer peer support to nursing students, and serve as a common bond between students in the Nursing Program and the JJC campus at large as well as within the community. The ADN, NSA, and AAMN have faculty advisors appointed by the Nursing Department Chairperson. These nursing faculty members have the responsibility to assist the students in planning their activities, maintaining compliance with JJC policies and procedures, and in overseeing the organizations' finances including budget request submissions.

Alpha Delta Nu is an honor society for nursing students who have demonstrated academic excellence in associate degree nursing programs. ADN recognizes those nursing students that have maintained a letter grade of "B" or higher in all nursing core curriculum classes during the first two semesters of the nursing program. The student must also maintain an overall cumulative GPA of 3.0 or higher in all classes, including those outside of the nursing core curriculum. ADN bylaws are available upon a student's request. Club advisors identify eligible students at the beginning of their NURS 250 course and are invited at that time to join as honorary members. The ADN officers are nominated and elected by their ADN peers within the club's first two meetings. Students must achieve a final grade of "B" or higher in NURS 250 and participate in a club project before being recognized and inducted as a formal member of ADN in their final nursing course (NURS 260).

The Nursing Student Association is open to all nursing students and membership is automatic upon enrollment in a nursing sequence course. Club members aim to promote professional growth through participation in activities both on and off campus. Activities include, but are not limited to organizing blood drives, speakers, fundraising for local charitable organizations, and field trips. NSA officers are students from NURS 160 and above. They are nominated and elected by are students elected yearly by their peers.

The vision of the JJC Chapter of AAMN is to be the association of choice representing men in nursing by shaping the practice, education, research, and leadership for men in nursing as well as advancing men's health. The club aims to provide a framework for nurses as a group to meet, discuss and influence factors that affect men as nurses. AAMN is open to all students and seeks to promote, mentor, and support the success of nursing students.

AAMN's objectives include:

1. Encourage men of all ages to become nurses and join together with all nurses in strengthening and humanizing health care.
2. Support men who are nurses to grow professionally and demonstrate to each other and society the increasing contributions being made by men within the nursing profession.
3. Advocate for continued research, education, and dissemination of information about men's health issues, men in nursing, and nursing knowledge at the local and national levels.

4. Support members' full participation in the nursing profession and its organizations and use this Association for the limited objectives stated above.

### **3.7 Application for Graduation**

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Refer to the JJC Course Catalog for information on the application process for graduation. Students are responsible for ensuring that all graduation requirements are met as they near program completion.

### **3.8 NCLEX Information**

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A student granted the Practical Nurse (PN) Certification of Achievement is eligible for the National Council Licensure Exam for PN (NCLEX-PN) after successful completion of NURS 132 and NURS 142.

A student granted the Associate's Degree in Applied Science Degree with a major in Nursing is eligible for the National Council Licensure Exam for RN (NCLEX-RN) licensure after successful completion of NURS 232 and NURS 242. The Nursing Department will disseminate NCLEX-PN and NCLEX-RN application materials to all qualifying candidates at or near midterm while enrolled in those courses.

### **3.9 Legal Limitations for LPN/RN Licensure**

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**Nursing Licensing Policy:** RN and LPN education as well as licensure are governed by the Illinois Nurse Practice Act. JJC's nursing program operates in accordance with the Nurse Practice Act. The Nurse Practice Act outlines the requirements and legal limitations for LPN and RN licensure, including, without limitation, the scope of nursing practice, education requirements, licensing requirements, and continuing education requirements. For further information on the Illinois Nurse Practice Act, refer to the full text available at <https://www.ilga.gov/legislation/ilcs/ilcs5.asp?ActID=1312&ChapterID=24>.

## **4.0 GRADING**

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Nursing course student learning outcomes, information regarding distribution of points, and criteria for final grade determination can be found in the course syllabi, available on the iCampus (Canvas) course website. Course progression is dependent on attaining a minimum grade of "C" in all prerequisite general education and nursing sequence courses.

#### 4.1 Nursing Practicum (“Clinical”)

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Clinical evaluation tools have been developed for each of the four main nursing sequence courses in the program. Student clinical evaluation is on a pass/fail basis. A student failing the clinical practicum will be withdrawn failing from that nursing course even if passing the theory portion.

Students are expected to analyze their own clinical performance including strengths and weaknesses as these relate to the course expectations. Clinical instructors will hold student evaluation conferences at the end of each clinical rotation. Both the student and the instructor sign the clinical evaluation tool during this meeting, indicating that the conference has been held. Students are expected to become familiar with clinical evaluation criteria specific to the nursing course in which they are enrolled.

#### 4.2 Testing Policies

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**80% Exam Average Policy:** The student’s success within the nursing program is based on the assimilation of nursing content throughout the curriculum; the student must obtain an 80% overall average on all quizzes, tests and the final exam in order to pass the course. If the student does not achieve the cumulative 80% average on exams and quizzes, they will fail the course (please refer to the syllabus for course-specific distribution of points). Other course assignments will not be counted toward the student’s final grade if the cumulative exam average is less than 80%.

##### **Math and Drug/Dose Calculations Policy and Guidelines**

Safe medication administration is essential to nursing practice. Therefore, all nursing students must demonstrate the ability to calculate medication dosages accurately.

**Guidelines:** Course syllabi will outline the policy and expectations for nursing drug- dose calculation competency. Proficiency testing is course-specific and may utilize online assessment methods, paper/pencil assessments, and/or designated ATI Drug Dose case studies and quizzes.

1. Students must take the Drug/Dose Calculation assessment at or near the start of the semester in main nursing sequence courses.
2. Students must pass the Drug/Dose Calculation assessment with a minimum score of 80% in order to progress in that course. Students will have three attempts to attain 80%.
3. Students who do not achieve 80% on the first attempt of the Drug/Dose Calculation assessment must meet with a full-time course faculty member and/or Nursing Retention Specialist and present a plan for remediation before attempting the assessment a second time.
4. Students may not pass medications in the clinical area until successfully passing the Drug/Dose Calculation assessment in each course.
5. Drug/dose calculation questions will typically be included in each course examination.

### **Nursing Department Testing Policy**

1. Students are required to take exams at the scheduled time and date.
2. Computerized tests will be patterned after NCLEX licensure exams with one question shown at a time and no backward navigation/returning to previously answered items.
3. Grades will be posted on the iCampus/Canvas Learning Management System within one week of the scheduled exam administration date.
4. NURS 112, 122, and NURS 170 may allow the review of actual test questions for major tests. All other program courses may provide a conceptual exam review.
5. Students scoring less than 80% on exams are encouraged to meet with course faculty and/or the Nursing Retention Specialist(s). Students are responsible for requesting these meetings.
6. Students will have one week from the date that exam scores are posted to request a review of concepts.
7. There are no reviews of final exams.

### **Exams & Quizzes: Student Absences**

Students missing a quiz, exam, or other assessment are eligible for a make-up only if the following conditions are met:

1. The instructor must be notified of the absence before the scheduled exam time.
2. A make-up exam/quiz may be available at the instructor's discretion and must be completed within 1 week of the originally scheduled exam date. Failure to do this will result in the student receiving a score of zero for that exam.
3. Faculty reserve the right to give a score of zero for a missed examination if the student fails to give notice of the absence in a timely manner.
4. Faculty reserve the right to administer an alternate version of the exam to students absent on the originally scheduled date.
5. Students absent from clinical are not permitted to take exams/quizzes on the day absent.

### **Testing Procedures**

1. Students must present a valid picture ID (driver's license, state ID, or JJC Student ID) upon entry into the computer lab.
2. Randomized assigned seating (when applicable) will be implemented when testing.
3. No personal items are allowed in the testing center, including mobile devices, backpacks, book bags, purses, or handbags.
4. Smart watches and smart glasses are prohibited in the testing center.
5. Cell phones are prohibited in the testing center. If a student is found in possession of a cell phone during an exam and the phone rings or vibrates during an exam, the student will be penalized with a 50% reduction in the exam score. If a student has a second occurrence, they will receive a zero for the exam.

6. With the exception of those worn for religious purposes, students may not wear hats, hoods, or other head coverings during the exam. In addition, students are prohibited from wearing garments with hoods, zippered jackets or coats during exams.
7. Exams may not be started until permitted to do so by the instructor or proctor.
8. Students may not leave the room for any reason, including restroom use, at any time while the exam is in session. Students should use the restroom as needed prior to the start of the exam.
9. Students may not consume food/beverages or chew gum during exams.
10. Students may only write on the provided white board and/or scratch paper.
11. Any information taken out of the testing center may be considered a violation of academic integrity. The student will receive a zero on the exam and may be dismissed from the program
12. Faculty will not answer any student questions during the exam; for example, asking for the definition of a word. Students may raise their hands and request assistance only for technology issues.

### **4.3 Attendance**

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In order for students to achieve success, attendance and promptness is strongly recommended for theory and required for clinical practicum and clinical topics. Students should exercise good judgment when ill so as not to endanger the well-being of themselves and others. If a student is unable to attend a clinical experience for any reason, they must notify the clinical instructor directly 1 hour or more prior to the start of the clinical day. If a student is unable to attend clinical topics for any reason, the instructor must be notified prior to the start time of the scheduled class.

#### **Clinical Attendance**

Attendance at all clinical experiences, as defined in nursing course syllabi, is required.

1. If a student must miss a scheduled clinical experience\* due to unforeseen and/or unavoidable circumstances they will be required to attend an alternate clinical experience on campus as determined by the faculty equal in length to the time missed (1 hour of lab/simulation/skills/etc. time per hour of missed clinical time).
  - a. Upon completion of the alternate clinical experience, the student will be eligible to earn  $\frac{1}{2}$  of any points allotted for that experience as indicated by the course syllabus.
2. A second clinical absence in one semester may result in the student being withdrawn from the course.
3. Failure to attend the faculty-determined alternate clinical experience constitutes a second clinical absence and may result in the student being withdrawn from the course.
4. Clinical orientation is mandatory. Failure to attend clinical orientation may result in the student being required to withdraw from the course.

*\*Lack of participation in assigned online clinical coursework will constitute a clinical absence.*

**Any student unable to meet the course outcomes as determined by the clinical evaluation tool(s) will fail clinical and the nursing course.**

### **Title IX Compliance**

If a student is unable to attend clinical for health-related reasons including pregnancy or disability, documentation must be provided to the Office of Student Rights and Responsibilities (OSRR). All health-related information is kept confidential within the OSRR. Instructors will receive verification that valid documentation has been submitted. Students are still required to make up the clinical time missed even if the absence is authorized or excused by the OSRR.

If extended absence is anticipated or required, the student must discuss options for incomplete status or course withdrawal in accordance with college policy. Students must meet all course outcomes in order to successfully pass the clinical practicum and progress in the nursing sequence, regardless of reason for absence or documentation provided to the Dean of Students. More information about Title IX can be found on the JJC website at <https://jjc.edu/title-ix>.

### **Tardy Policy: Clinical Experiences & Clinical Topics**

Students are expected to notify the clinical instructor in the event of a late arrival.

1. Students arriving 1 minute or more late to any clinical experience will be documented as being tardy.
2. Any combination of 3 tardy arrivals per semester to any clinical experience constitutes a pattern of unprofessional behavior. The student will be considered for clinical failure in accordance with the Professional Jeopardy policy. At minimum, the behavior will be documented and reflected on the student's course clinical evaluation.
3. Student late arrivals of 16 minutes or more will be considered a clinical absence. The clinical instructor will determine at that time if the student will be allowed to stay for the remainder of the clinical day.

### **No Call/No Show Policy**

Failing to notify the clinical instructor directly prior to a missed clinical experience may be considered professional jeopardy. Pending review, the student may be withdrawn failing from the nursing course. Returning to the Nursing Program will require a student appeal and re-admission is not guaranteed.

## **5.0 WITHDRAWAL, READMISSION, & APPEALS**

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Students who fail either the theory or clinical component of a nursing course are not permitted to progress in the nursing sequence and are subject to the readmission policies detailed below. All nursing sequence courses in a given semester must be completed with a grade of “C” or better to advance. As noted in section 4.0: *Grading* of this handbook, a final cumulative grade below 80% or a final grade below 80% in major tests and quizzes (as detailed in the course syllabus) in the theory portion of a course constitutes a failing grade.

Students who earn a grade below “C” in any general education course that is a prerequisite to the next nursing sequence course will not be allowed to continue in the nursing sequence until the prerequisite course is at least “C” level. Students must follow the readmission procedure below if out of the nursing sequence for one semester or longer.

### **5.1 Withdrawal**

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1. Students who withdraw from a nursing sequence course will be recorded within the department as having withdrawn passing or failing depending on their course grade at the time of withdrawal.
2. Students must notify the Department Chairperson of their intent to withdraw.
3. Any student who accepts entry into NURS 112, NURS 122 or NURS 170 then withdraws for any reason within three weeks prior to the first day of classes must adhere to the following process for readmission:
  - Students seeking readmission may do so only in the semester following the withdrawal or later. Students may not reapply to the program during the semester in which they withdraw.

### **5.2 Readmission Policies**

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1. A student in NURS 112, NURS 122, or NURS 170 who withdraws failing or fails the theory and/or clinical component of any of those courses must reapply for admission into the nursing program. Students may only reapply to the program once. If a student is unsuccessful twice in any of those courses, they have a right to appeal for permission to reapply to the program for a third admission. See the appeal process for further information.
2. A student in any subsequent course in the nursing program (NURS 132, NURS 142, NURS 212, NURS 222, NURS 232, or NURS 242) who withdraws failing or fails the theory and/or clinical component of the course may repeat that course one time only. All nursing courses in a given semester must be passed with a grade of “C” or better. If a student is unsuccessful in one course in a semester, they will not be permitted to continue in the nursing sequence and must return to complete the failed course the following semester (pending available seats). There is only one opportunity for readmission throughout the nursing sequence.

3. If the student is unsuccessful more than once during the nursing program, the student will be withdrawn but has the right to appeal for readmission. See the appeals process (section 5.4 of this handbook) for information.

**Exceptions to the readmission policy are limited to the following:**

1. A student who completes a nursing sequence course with grade of “C” or better and who decides to withdraw for a semester or longer (due to extenuating circumstances\* such as medical problems, pregnancy, financial issues, etc.) before continuing with the next nursing sequence course, will be allowed to do so, space permitting, as long as the absence is less than two semesters. If the time lapse is greater than 2 semesters the student must reapply for admission into NURS 112/NURS 122 or NURS 170 (see readmission policy time limits). Readmission is not guaranteed.  
*\*Students are permitted one medical withdrawal for the duration of the program. If a second withdrawal for medical reasons is required, the student must reapply for admission into NURS 112/NURS 122 or NURS 170. Readmission is not guaranteed.*
2. Students who withdraw passing (anytime during the semester) from their nursing courses must follow the readmission procedure below. Withdrawal passing does not constitute a failure.
3. If a student is withdrawn from the nursing program under the professional jeopardy policy, they must submit an appeal for readmission even if it is the student’s first failure. Readmission is not guaranteed.
4. Time limits on readmission:
  - a. Students seeking readmission to the program for any reason must be readmitted within 1 year.
  - b. Students seeking readmission that have been out of the program for more than one year must restart in NURS 112/NURS 122 or NURS 170 unless approved by the Department Chairperson and the Office of Student Rights and Responsibilities (OSRR) due to extenuating circumstances (i.e., active military duty or lack of openings within the courses).

### **5.3 Readmission Procedures**

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1. Students seeking readmission into NURS 112/NURS 122 or NURS 170 must reapply during the next available application period. A nursing student may not re-apply to the program during the application period while actively enrolled in those courses.
2. Students that were unsuccessful in their first attempt at completing NURS 112/122 or NURS 170 and who were granted guaranteed admission based on their composite TEAS score *may* be able to return the following semester pending available seats. Students are required to email the department chairperson prior to 4:00 pm on the Thursday of final exam week for the semester they were unsuccessful. Section placement is not guaranteed, and a lottery system will be used as needed to fill openings. Students offered a spot can decline and then reapply to the program.



3. Students unsuccessful in subsequent nursing sequence courses and seeking readmission must notify the Nursing Department Chairperson in writing (email is acceptable). This letter should include the students' reflection on the reason(s) for being unsuccessful as well as an action plan for future academic success.
4. Once readmitted, registration is dependent upon available seats in the needed nursing course(s).
5. A student can decline readmission one time. If readmission is declined a second time, the student must reapply to restart the nursing program in NURS 112/NURS 122 or NURS 170 based on the time limits for readmission outlined in section 5.2 of this handbook. A student will not be penalized for deferrals due to a lack of available openings within the needed nursing sequence course.

#### **5.4 Appeals Process**

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The JJC Department of Nursing Education has an appeal process for admitted nursing students wanting to continue in the program after failing a second course. A student who has exhausted all opportunities for automatic readmission to the nursing program has the right to appeal for reinstatement.

The appeals process is as follows:

1. The student must notify the Department Chairperson in writing (email is acceptable) that an appeal is being requested. The appeal request must be completed within 1 year of the last failure. Upon notification, the student will be provided with the necessary paperwork.
2. The Appeals Committee will be comprised of 1 nursing faculty member from each level, the Program Coordinator, the Nursing Retention Specialist(s), and 1 alternate faculty member from any level.
3. The Nursing Department Chairperson will be a non-voting member of the committee except in the case of a tie vote.
4. The Appeals Committee will meet at least once per semester at a time designated by the Department Chairperson.
5. The student will be notified of the committee's decision in writing or via email within 5 business days. The committee's decision is final.
6. An appeal granted or denied constitutes the final opportunity for a student to complete the Nursing Program. If a student is unsuccessful in any nursing course following an appeal, there is no other option for re-admission.

## **5.5 Final Grade Appeal**

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Nursing students who are appealing a final course grade must adhere to the college policy as stated by the Office of Student rights and Responsibilities (OSRR). Additional information on Academic Grade Appeals can be found on the JJC website at <https://www.jjc.edu/campus-life/student-rights-responsibilities/student-complaint-procedure>.

## **5.6 Fresh Start Policy**

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The Fresh Start Program is intended for JJC nursing students that have been unsuccessful in the nursing program and have exhausted all means of readmission. The Fresh Start reapplication process is as follows:

1. The student must complete a 2-year waiting period from the time of the last nursing course taken before being eligible to reapply.
2. The student is required to meet with the Nursing Department Chairperson and/or Dean to be approved for re-application.
3. The student must meet all current admission criteria. Readmission is not guaranteed.

## **6.0 COURSES & SCHEDULING**

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1. Students will meet with a faculty nursing advisor who will assist the student in creating a program that will meet their individual needs.
2. Course descriptions, prerequisites, and specific course sequencing information can be found in the JJC Course Catalog. Students may obtain this information from a faculty nursing advisor or by attending a Nursing Program Informational Session. Dates, times, and location of these sessions can be found on the JJC Nursing Department website.
3. General education requirements must be completed with a grade of “C” or better prior to applying to the Nursing Program.
4. Students successfully completing the first year (two semesters) of nursing sequence courses meet the certification requirements needed for Licensed Practical Nursing (LPN) licensure eligibility. Students are not required to sit for the LPN licensure exam (PN-CLEX) or to obtain an LPN license.
5. Successful completion of four semesters of nursing coursework is required for the conference of the Associate’s Degree in Nursing and RN licensure eligibility.
6. The JJC Nursing Program does not accept or give credit for nursing courses taken at other institutions.

## 6.1 General Education Requirements

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General education requirements must include the following (28 semester hours). All general education courses must be completed with a grade of “C” or better prior to submitting an application to the Nursing Program.

General Education Courses	Prerequisites
BIO 250 Human Anatomy & Physiology I (4 credits)	Refer to course for specific prerequisite guidelines
BIO 251 Human Anatomy & Physiology II (4 credits)	BIO 250
BIO 240 Microbiology (4 credits)	Refer to course for specific prerequisite guidelines
COMM 101* Principles of Communication (3 credits)	Placement in ENG 101
ENG 101* Rhetoric (3 credits)	Placement in ENG 021/ENG 099
HEAL 109 Principles of Normal Nutrition (2 credits)	None (BIO 250 recommended)
NURS 100 Introduction to Nursing (1 credit)	None
PSYC 101* General Psychology (3 credits)	None
Elective Course Requirement (4 credits): <i>must be completed prior to graduation but not for application into the nursing program.</i>	Refer to course for specific prerequisite guidelines

\*Dual credit courses offered at many high schools

## 6.2 Nursing Sequence Courses: Traditional Pathway

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NURS 112: Concepts of Nursing Fundamentals (4 credits) <i>taken concurrently with</i>	
NURS 122: Concepts of Nursing I (5 credits)	
NURS 132: Concepts of Nursing II (5 credits) <i>taken concurrently with</i>	
NURS 142: Concepts of Maternal/Child Nursing (5 credits)	
NURS 212: Concepts of Nursing III (5 credits) <i>taken concurrently with</i>	
NURS 222: Concepts of Behavioral Health Nursing (3 credits)	
NURS 232: Concepts of Nursing IV (4 credits) <i>taken concurrently with</i>	
NURS 242: Concepts of Nursing Leadership (4 credits)	

### 6.3 Nursing Sequence Courses: LPN to RN Completion Pathway

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NURS 170: LPN to ADN Transition	(6 credits)
NURS 212: Concepts of Nursing III <i>taken concurrently with</i>	(5 credits)
NURS 222: Concepts of Behavioral Health Nursing	(3 credits)
NURS 232: Concepts of Nursing IV <i>taken concurrently with</i>	(4 credits)
NURS 242: Concepts of Nursing Leadership	(4 credits)

## 7.0 NURSING FACULTY AND STAFF DIRECTORY

DEAN OF NURSING, HEALTH, & PUBLIC SERVICES	Office	Extension
Dr. Jorie Kulczak	U-2003 L	2847
<b>NURSING CHAIRPERSON</b>		
Dr. Gina Hulbert	U-2002 M	6722
<b>NURSING PROGRAM COORDINATOR</b>		
Dr. Jennifer Wills-Savoia	U-2003 B	2638
<b>NURSING FACULTY</b>		
Dr. Susan Batis	U-2003 H	2747
Colleen Dial	U-2003 C	2806
Ashley Hasselbring	U-2003 H	2858
Laura Jesionowski	U-2003 M	2723
Terry Kania	U-2003 E	2581
Melinda Kuzmicki	U-2003 C	6704
Melissa McGovern	U-2003 K	2857
Cassandra McNair-Stepney	U-2003 L	2438
Emily Pacholski	U-2003 E	2517
Sue Rio ( <i>Retention Specialist</i> )	U-2003 F	2589
Dr. Karen Roberson	U-2003 D	2849
Dr. Caroline Russo	U-2003 D	2845
Dr. Julio Santiago	U-2003 L	2458
Michael Taylor	U-2003 M	2664
Dr. Kelly Tisdale	U-2003 G	2341
Brittany Valach	U-2003 G	6659
Dr. Sharon Valentino	U-2003 H	2517
Kimberly Vocu	U-2003 K	2605
Dr. Jennifer Wills-Savoia	U-2003 D	2638
<b>CERTIFIED NURSING ASSISTANT (CNA) PROGRAM</b>		
<b>Coordinator:</b> Linda Saveas	U-2002 N	2796
<b>Faculty:</b> Sara Martinez	U-1002 L	2318

<b>NURSING FACULTY/SIMULATION COORDINATOR</b>		
Melissa Ericson	U-3015 N	2819
<b>NURSING LAB &amp; SIMULATION SUPPORT SPECIALIST</b>		
Tanya Stevens	U-3016	2469
<b>NURSING SIMULATION LAB CLERK</b>		
Rebecca Maticic	U-3016	6816
<b>NURSING SIMULATION TECHNICIAN</b>		
Jennifer Ruiz	U-3016	
<b>NURSING SKILLS LAB COORDINATORS</b>		
Donna Litman	U3003	6631
Barbi Ruffato	U3003	2558
<b>NURSING COMPUTER LAB ASSISTANTS</b>		
Paul Schroeder	U-2008 E	2793
Vincent Orszula	U-2008 E	2793
<b>ADMINISTRATIVE ASSISTANT TO THE DEAN OF NURSING, HEALTH, AND PUBLIC SERVICES</b>		
Sue Hinton	U-2002 J	2440
<b>NURSING &amp; CNA DEPARTMENT SUPPORT STAFF</b>		
Christine Chierigatti	U-2002 J	2336
Mary Cisneros	U-2002 J	2224
Sue Hinton	U-2002 J	2462
Tina McComb	U-2002 J	2462

## APPENDIX A

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### American Nurses Association Code of Ethics for Nurses

1. The nurse practices with compassion and respect for the inherent dignity, worth, and unique attributes of every person.
2. The nurse's primary commitment is to the patient, whether an individual, family, group, community or population.
3. The nurse promotes, advocates for and protects the rights health and safety of the patient.
4. The nurse has authority, accountability, and responsibility for nursing practice; makes decision; and takes action consistent with the obligation to promote health and to provide optimal care.
5. The nurse owes the same duties to self as to others, including the responsibility to promote health and safety, preserve wholeness of character and integrity, maintain competence, and continue personal and professional growth.
6. The nurse, through individual and collective effort, establishes, maintains, and improves the ethical environment of the work setting and conditions of employment that are conducive to safe and quality health care.
7. The nurse in all roles and settings, advances the profession through research and scholarly inquiry, professional standards development, and the generation of both nursing and health policy.
8. The nurse collaborates with other health professionals and the public to protect human rights, promote health diplomacy, and reduce health disparities.
9. The profession of nursing, collectively through its professional organizations, must articulate nursing values, maintain the integrity of the profession and integrate principles of social justice into nursing and health policy.

American Nurses Association (2015). Guide to the Code of Ethics for Nurses with Interpretive Statements, (2nd ed.), *Nursing World*.