



Department of Nursing Education

Nursing Student Handbook



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1.0 INTRODUCTION

The intent of this handbook is to familiarize nursing students with the policies and procedures specific to the Department of Nursing Education at Joliet Junior College (“JJC”).

The Associate Degree of Nursing (ADN) program at Joliet Junior College located in Joliet, Illinois is accredited by the Accreditation Commission for Education in Nursing (ACEN), please visit them at <http://www.acenursing.us/accreditedprograms/programSearch.htm>.*

In order to facilitate your nursing education, the faculty encourages you to familiarize yourself with the information found within JJC’s College Catalog, Student Handbook, and website: <http://catalog.jjc.edu/content.php?catoid=13&navoid=918>.*

**Additional information about college policies and services can be found in the sources listed above.*

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

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

1.1 JJC Department of Nursing Mission & Philosophy

Mission Statement

The mission of the JJC Nursing Program is to provide an affordable, accessible quality education towards a life-long career in the nursing profession to the diverse population that we serve within our community.

Philosophy*

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

- **Patient:** The patient is the focus of nursing practice. Patients include individuals, families, groups and communities throughout their lifespan. Elements that comprise a patient are physiological, psychological, socio-cultural, developmental, and spiritual.
- **Environment:** The environment includes internal and external physical, chemical, biological, sociocultural and spiritual factors, which support or threatens the person's ability to maintain homeostasis.
- **Health:** Health is a dynamic state in a person's lifecycle, involving varying degrees of independence and interdependence. It is conceived as a continuum that extends from optimal well-being at one end through illness to death at the opposite end.
- **Nursing:** The function of nursing is to help individuals gain and maintain optimal levels of health or to die with dignity. Where health is not attainable, the nurse provides support during the dying process. The scope of practice for any member of this discipline is determined by the legal and educational standards for the specific level of practice, including without limitation the American Nurses Association *Code of Ethics* and the Illinois Department of Professional and Financial Regulation (IDPFR) *Nurse Practice Act*. Faculty recognizes that nursing is an art and science. Nurses include those individuals who 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. Three major tenets are identified from which concepts, skills, and values of nursing practice are organized. These include *Maslow's Hierarchy of Needs*, *Levels of Prevention* and the *Nursing Process*:

- **Maslow's Hierarchy of Needs** is a process crucial to the establishment of nursing priorities in the care of individuals. Maslow identifies five levels of basic human needs: physiological needs, safety and security needs, love and belonging, self-esteem and self-actualization.
- **Levels of Prevention** allows the nurse and patient to select appropriate modalities of intervention related to health promotion, health maintenance, and health restoration as is the focus of current trends.
- **The Nursing Process** is the foundation to effective practice within the discipline of nursing. It allows for sound decision making and critical thinking when caring for those with potential and actual health care needs through assessment, diagnosis, planning, intervention and evaluation.

Nursing Education and Curriculum

Nursing Education and Curriculum is a systematic, dynamic process. The purpose of education is to promote the acquisition of thinking, feeling, and acting in the areas of nursing knowledge, skills, values and attitudes. The Joliet Junior College Nursing Program builds on a foundation of learning in the humanities, and the physical, behavioral, and social sciences. The program provides curricula and an educational climate conducive to the attainment of the concepts, skills and values needed for the competent practice of nursing. The curriculum incorporates the National League of Nursing's competencies for Graduates of Associate Degree Nursing. Student involvement in the critique and revision of curriculum is encouraged.

The faculty respects the diversity of nursing education and view different levels of preparation as essential to providing health care services to the community. A process for educational articulation is central to the program at Joliet Junior College to enable learners to pursue additional learning goals.

The faculty recognizes the importance of scholarship and defines it as: Scholarship encompasses the individual and collective talents of the faculty. It is 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.

**The Philosophy of JJC's Nursing Program was revised in 2010.*

1.2 Department of Nursing Educational Outcomes

Upon graduation the JJC nursing student will:

1. Advocate for their patient while respecting their autonomy and diversity in all healthcare settings.
2. Promote patient empowerment in all aspects of the healthcare continuum.
3. Utilize the nursing process and evidence-based practice in clinical decision making within a caring and patient centered environment.
4. Practice to promote health incorporating the three levels of prevention while providing safe and quality care in collaboration with other healthcare team members.
5. Value life-long learning and continually strive for nursing practice excellence within the realms of current ethical and legal parameters.
6. Effectively communicate utilizing multiple methods of communication with diverse patients and other healthcare members to advocate for healthcare equality.
7. Promote quality care for the patient by embracing evidenced based practice changes within their context and healthcare environment.
8. Continually question current nursing practices in the quest for continual quality improvement to enhance positive patient outcomes.
9. The JJC nursing graduate will embrace the importance of continued education to improve the nursing profession and patient outcomes.

2.0 STUDENT RIGHTS AND RESPONSIBILITIES

Nursing majors have several added rights and responsibilities due to the nature of the profession into which they are entering:

A. RIGHT: Entrance into the profession of nursing upon program completion.

RESPONSIBILITY: To adhere to the ANA Code of Ethics (See Appendix A), the Illinois Nurse Practice Act, JJC policies and procedures, and a well- developed personal code of ethics.

ACTION(s):

1. Cheating, plagiarism, unauthorized collaboration, falsification & fabrication, or facilitation of academic dishonesty is considered a violation of personal and professional integrity and will result in disciplinary action and may result in dismissal from the nursing program.
2. Inaccurate reporting or recording of patient care activities or theft from patients or fellow students will result in disciplinary action and may result in dismissal from the Nursing program.
3. Nursing students are responsible for collecting their own research and for preparing their own papers. Sources used in the preparation of any papers are to be fully documented.
4. Sanctions for misconduct will be determined by the instructor in collaboration with the Department Chairperson.
5. Nursing majors possessing, consuming, providing or selling recreational drugs or found under the influence of alcohol or drugs will be subject to disciplinary action including possible dismissal from the Nursing Program. As a nursing student, you are subject to Nursing students are required to follow the Illinois Nurse Practice Act and as such, are responsible for mandatory reporting of such action by other students to the Nursing Department Chairperson.

B. RIGHT: Access to clinical units.

RESPONSIBILITY: To be prepared, present and wear suitable attire when in the clinical setting. To report any unusual occurrence while in the clinical setting.

ACTION(S):

1. Nursing majors must adhere to the policies, procedures and student affiliation guidelines of the clinical agency.
2. Nursing majors must come to the clinical setting fully prepared to provide care for their assigned patient(s). This includes, being knowledgeable about all treatments and medications ordered for their patients.
3. Nursing majors are not to visit other patients or other units in the hospital to which they are not assigned during the time of their clinical rotation.
4. Nursing majors must design 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.

5. Nursing majors that demonstrate an action or lack of action which places a patient in physical, emotional, or professional jeopardy, grants the nursing instructor the right to dismiss the student from class or the clinical setting.
6. Nursing majors have a responsibility to be present for their assigned clinical days. Patient assignments are made the day before or the day of clinical and are made with the student's learning needs in mind.
7. Nursing majors must report any unusual occurrence and/or injury while in the clinical setting, including chemical and body-fluid exposure. Furthermore, the student will follow facility policy regarding the incident, consent to release results to appropriate facilities, and incur all related costs.

C. RIGHT: Access to assigned patient's records.

RESPONSIBILITY: To maintain confidentiality of patient records and information according to Health Insurance Portability and Accountability Act (HIPAA).

ACTION(S):

1. Nursing majors must not discuss any aspect of a patient's care outside the nursing classroom/clinical setting.
2. Nursing majors must not view or read any hospital records other than those of their assigned patients unless the instructor permits.
3. Nursing majors 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.
4. Nursing majors will not share computer access codes or print, copy or share a patient's chart.
5. Nursing majors 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.

D. RIGHT: Provision of direct care to assigned patients.

RESPONSIBILITY: To provide direct care to assigned patients with integrity competency.

ACTION(S):

1. Nursing majors have a responsibility to document fully and honestly the care they have given. Under no circumstances shall records be falsified, or inaccurate data be reported or documented.
2. Nursing majors involved in an accident and/or error have the responsibility to inform their clinical instructor of this occurrence and, if deemed necessary, complete an incident report.

2.1 Personal & Professional Integrity

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 his/her own behavior and is expected to maintain professional, ethical, and legal standards of nursing practice. The nursing student is also expected to conduct him/herself according to the legal and ethical standards of the community and society. He/she is 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 laboratory experiment

If a faculty member or college staff member suspects that there is a violation of one of the above standards, she/he 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.

2.2 Social Media Policy

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 maintain patient privacy and confidentiality at all times.
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 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 dismissed from the Nursing Program for Professional Jeopardy.

2.3 Health Requirements

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 the required information and/or documents no later than:

1. August 1st for fall semester courses
2. December 1st for spring semester courses

A complete list of requirements and associated documents is found in the table below. This is provided to students upon provisional acceptance into the RN, LPN, or LPN Transition programs. Students granted advanced placement standing or readmission to the nursing program must have an updated health form on file upon admission or return.

1. Criminal Background Check and 10-panel drug screen from a JJC-approved vendor.
2. Completed Student Health Form endorsed by the student and a licensed health care provider.
3. Complete record of immunization for tuberculosis*, hepatitis B, measles, mumps, rubella, varicella (“chicken pox”), TDAP, seasonal influenza, and COVID-19**.
4. Proof of health insurance coverage and a signed JJC Health Liability Waiver.
5. Proof of current American Heart Association (AHA) CPR Certification for Healthcare Providers*.

Required Immunizations for Nursing Students	
Tuberculosis	Lab results confirming negative QuantiFERON Gold or T-SPOT titers or negative Mantoux results for two (2) placements and two reads within a 7 – 21-day period.
Hepatitis B	Lab results confirming reactive/positive Hepatitis B surface antibody (anti-HBs/HBsAb) titer OR Proof of previous Hep B vaccinations (i.e., series of 3 vaccinations for children, or 2 for adults) and a signed JJC Hepatitis B Declination Waiver.

MMR Measles, Mumps and Rubella	Lab results confirming positive immunity titers to each disease OR Proof of at least two (2) previous (childhood) vaccinations for each disease.
Varicella	Lab results confirming positive immunity titers to each disease* OR Proof of at least two (2) previous (childhood) vaccinations for each disease. <i>*A history of varicella infection does not constitute immunity—a titer is required to confirm immunity.</i>
TDAP <i>Tetanus, Diphtheria, Pertussis</i>	Adults should receive a booster dose of either TDAP or TD** every 10 years. <i>**A different vaccine that protects against tetanus and diphtheria but not pertussis.</i>
Influenza	Seasonal influenza vaccinations are required by October 31 st each year.
COVID-19	All nursing students are required to complete and provide proof of a primary series of COVID-19 vaccinations as well as at least one (1) booster vaccination.

It is the student’s 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, (s)he 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 must submit documentation to the Office of Student Rights and Responsibilities (OSRR). Students may be required to obtain additional documentation from his/her 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 conditions potentially hazardous to the pregnancy. ***Pregnant students are strongly urged to consult with their healthcare provider prior to attending clinical rotations.***

Student Wellness Programs: JJC offers 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.

2.4 CPR Requirements

Nursing majors 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.

2.5 Other Requirements

Criminal Background Check: A criminal background check on file is required of all students entering the nursing program. Information and instruction on criminal background checks is made available to the student during registration. Failure to comply with this requirement will result in the student being removed from the nursing program. Certain offenses within a student’s criminal background check may result in the student being removed from the nursing program.

Drug Testing: All students are required to take a drug screening test. Information and instruction on drug screening tests is made available to the student during registration.* A positive drug screening test will result in the student being removed from the nursing program.

**Students already enrolled in the nursing sequence classes may be required to submit additional drug screening(s) as a condition set by clinical sites.*

2.6 Clinical Dress Code for Students

Because the nursing practicum courses are held in health care facilities, it is necessary to purchase and wear certain clothing and to adhere to certain policies that are not common for students in other majors. The following outlines the dress code that students are required to follow in order to comply with the regulations of health care facilities for practicum courses and reflects the professional nature of nursing.

Dress Code for Students:

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. A name tag with the student's first name and last name initial and "JJC Nursing Student" will be worn at all times in the clinical setting. Additionally, a JJC student ID with picture taken in ID services will also be required to be worn on the uniform. The name tag must be worn on the right side of the uniform jacket. 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 accessories, clips, 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 hidden by clothing. All tattoos must be covered unless covering 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 (nothing dangling or hanging below the ear), 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. 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. Ear protectors or ear savers may be worn but must be plain solid white, black, or clear.
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)
 - h. Instructors reserve the right to send any student home from the clinical setting who is not appropriately attired, groomed, or equipped. Students sent home will be considered a clinical absence.

Instructors reserve the right to send any student home from the clinical setting who is not appropriately attired, groomed, or equipped. Students sent home will be considered a clinical absence.

2.7 Student Records

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

3. Students may access their course schedule, bill 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.

4. Students may view his/her 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>.*

2.8 OSHA Compliance

All students entering the nursing program (NURS 150 & 170) 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.

2.9 Student Complaint Procedure

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 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 chairperson. A directory of Nursing Program faculty and staff can be found at the end of this handbook or by visiting <https://www.jjc.edu/choose-your-path/health-public-safety-human-services/nursing/nursing-faculty-and-staff>

- A. Forms are available in each department on campus and should be submitted within 30 calendar days of the complaint.

- B. Complaints will be investigated and resolved within 20 calendar days from the time the complaint is received, unless there are extenuating circumstances.
- C. Unresolved complaints or appeals of resolutions for non-academic matters shall be directed to the Office of Students' Rights and Responsibilities. Those of an academic nature shall be directed to the dean over the academic discipline. Cases involving complaints against either of these areas will be referred to the appropriate Vice-President.
- D. The final college official reviewing the complaint will respond formally and in writing to the complainant.
- E. For complaints involving grade appeals or sexual harassment, please see the College Catalog or Office of Student Rights and Responsibilities for proper procedures.
- F. Complaints involving matters of a criminal nature, such as theft, battery, etc., should be directed to the JJC Police Department.

3.0 GENERAL INFORMATION

Children on campus: 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.

3.1 Alcohol, Tobacco, and Illegal Substances

To maintain the highest standards of patient safety, alcohol or illegal drug use is strictly prohibited before attending clinical.

If impairment is suspected in a clinical setting, the student will be sent to the emergency department for drug and alcohol screening at his/her 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. 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.

Students are NOT allowed to smoke, vape, or use any tobacco products anywhere at their clinical site.

3.2 Equipment

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

- B. Training 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 will 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.
- C. All required nursing textbooks are available on reserve in the JJC Library. Use is subject to library policy.

3.3 Weather & Travel

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 at: <https://www.jjc.edu/about-jjc/college-leadership/administration/finance-administrative-services/police-safety/winter>.

3.4 Financial Aid

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

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

1. Nursing retention specialists: 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. The Nursing Skills Lab coordinators (located in U-3016) 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. Mental health education and support services including counseling through the Student Health and Wellness Program. Visit <https://www.jjc.edu/student-resources/health-and-wellness> for more information.
4. 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 is available to eligible students through these programs:

1. TRIO Programs/Project Achieve (A-1115) offers 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
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

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 his/her 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 and advance 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. The club's objectives include:

AAMN's objectives include:

- A. Encourage men of all ages to become nurses and join together with all nurses in strengthening and humanizing health care.
- B. 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.
- C. 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. 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

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

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 160.

A student granted the Associate 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 260.

The Nursing Department Chairperson will disseminate NCLEX-RN and NCLEX-PN application materials to all qualifying candidates at or near midterm while enrolled in NURS 160 and 260.

3.9 Legal Limitations for LPN/RN Licensure

Nursing Licensure Policy: RN and LPN education as well as licensure are governed by the Illinois Nurse Practice Act, 225 ILCS 65 et seq. (“the Act”). JJC’s nursing program operates in accordance with the Act. The 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

Syllabi for nursing courses are available on the iCampus (Canvas) course website. The student learning outcomes, information regarding points distribution, and criteria for final grade determination can be found in the course syllabus. JJC nursing courses use the following grading scale:

- A: 930 – 1000 points
- B: 860 – 929 points
- C: 800 – 859 points*
- D: 750 – 799 points
- F: 749 points and below

* 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”)

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.

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

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 80% **average (based on point accumulation per semester - please see individual courses syllabi for more information)** on exams and quizzes, he/she will fail the course. Paperwork and ATI will not be counted toward the final grade if the exam average is less than 80%.

Readmission: The student may be readmitted based on the Readmission Policy detailed in this Nursing Student Handbook.

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.

- A. Students must take the Drug/Dose Calculation assessment at the beginning of main nursing sequence course.
- B. 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%.
- C. 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.
- D. Students may not pass medications in the clinical area until successfully passing the Drug/Dose Calculation assessment in each course.
- E. Drug/dose calculation questions will typically be included in each course examination.

Nursing Department Testing Policy

- A. Students are required to take exams at the scheduled time and date.
- B. 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.
- C. Grades will be posted on the iCampus/Canvas Learning Management System within one week of the scheduled exam administration date.
- D. Nursing 140, Nursing 150 and Nursing 170 may allow the review of actual test questions for major tests. All other program courses may provide a conceptual exam review.

- E. 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 scheduling these meetings.
- F. Students will have one week from the date that exam scores are posted to request a review of concepts.
- G. There are no reviews of final exams.

Exams & Quizzes: Student Absences

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

- A. The instructor must be notified of the absence before the scheduled exam time.
- B. The student must submit an Excused Absence Request with supporting documentation to the Office of Student Rights and Responsibilities (OSRR). A make-up exam or quiz is permitted only if the OSRR approves the absence. The OSRR will communicate the approval or denial to the Nursing Department Chairperson and/or course faculty.
- C. If the absence is approved, the student must complete the make-up exam/quiz within one week of returning to class. Failure to do this will result in the student receiving a score of zero for that exam. Additional information, including the Excused Absence Request portal, is found at <https://jic.edu/campus-life/office-student-rights-responsibilities>.
- D. 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.
- E. If a student is absent from clinical on a scheduled exam day, he/she will not be permitted take the exam and is thus subject to the make-up policy as indicated above.
- F. Faculty reserve the right to administer an alternate version of the exam to students absent on the originally scheduled date.

Testing Procedures

- A. Students must present a valid picture ID (driver's license, state ID, or JJC Student ID) upon entry into the computer lab and be visibly displayed at the student's seat for the duration of the exam.
- B. Randomized assigned seating (when applicable) will be implemented in computer testing labs.
- C. All personal items must be placed in the front or rear of the room until the exam is completed.
- D. Smart watches must be removed and put away for the duration of the exam.
- E. Phones must be turned off—not silenced--and put away for the duration of the exam. If a student's phone rings or vibrates during the exam, that student will be required to immediately submit the exam/quiz and asked to leave. The exam will be graded as-is and the student will receive whatever score is earned at that point.
- F. 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 jackets or coats during exams.
- G. Exams may not be started until permitted to do so by the instructor or proctor.

- H. 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.
- I. Students may not consume food/beverages or chew gum during exams.
- J. Exams may not be started until permitted to do so by the instructor or proctor.

4.3 Attendance

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 personal well-being and the well-being of others. If a student is unable to attend clinical practicum for any reason, he/she 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

1. Students are required to attend clinical on their scheduled dates/times.
2. A student missing more than one clinical experience must meet with the Department Chair or Dean.
3. A student that misses more than one scheduled clinical experience per semester may not meet the course objectives and may need to withdraw from the course. Refer to individual course syllabi regarding what constitutes a clinical experience.
4. A clinical absence cannot be excused or made up unless the absence is authorized by the Office of Student Rights and Responsibilities (see below).
5. Clinical orientation is mandatory. If a student does not attend the scheduled clinical orientation, he/she will be withdrawn from the 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 the Dean of Students. All health-related information will be kept confidential within the Office of the Dean of Students. Instructors will receive verification that valid documentation has been submitted. Students are still required to make up the clinical time missed.

If extended absence (>15% of the clinical rotation) is anticipated or required, the student must discuss options for incomplete status or withdrawal in accordance with college policy.

Students must meet all course outcomes in order to successfully pass clinical and progress in the nursing sequence, regardless of reason for absence or documentation provided to the Dean of Students.

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

Tardy Policy: Clinical, Clinical Topics, Skills Days, Simulation, and Critical Thinking Labs

1. Students are expected to notify the clinical instructor in the event of a late arrival.
2. Students arriving 1 minute or more late to any clinical experience will be documented as being tardy.
3. 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 based on Professional Jeopardy. At minimum, the behavior will be documented and reflected in the course clinical evaluation
4. Students arriving 16 minutes or more late 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

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

5.0 WITHDRAWAL, READMISSION, APPEALS, & ADVANCED PLACEMENT

Students who earn a grade below “C” in a nursing course or fail the clinical component of a course are automatically withdrawn from the Nursing Program.

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

1. Students who withdraw from the nursing sequence will be recorded within the department as withdrawn passing or failing depending on their course grade at the time of withdrawal.
2. Students who wish to withdraw must notify the Department Chairperson.
3. Any student who accepts entry in either NURS 150 or NURS 170 and then drops for
4. whatever reason within three weeks prior to the first day of classes, MUST adhere to the following:
5. If a student intends to return, they must reapply to the nursing program in the semester following their withdrawal.
6. The student may not reapply to the program during the semester that they withdrew.

7. If a student withdraws from any nursing course prior to the first major exam (not including quizzes), this withdraw will count as a semester deferment for NURS 160/250/260. If the student is a NURS 150 or 170 level student, they will be required to reapply to the program for that course.

5.2 Readmission

1. A student in NURS 140 and/or NURS 150 or NURS-170 who withdraws failing or fails either course must reapply to the nursing program. A nursing student who fails NURS 140 and/or 150 and NURS- 170 may only reapply to the program one time. If a student is unsuccessful twice in NURS-140 and/or 150 or NURS-170- the student has a right to appeal to apply for a third admission- see appeal process.
2. A student in any subsequent semester of the nursing program (NURS 160, NURS 250, NURS 260) who withdraws failing or fails a nursing course may repeat that course one time only. There is only one opportunity for readmission throughout the nursing program. If the student is unsuccessful more than once during the nursing program, the student will be withdrawn from the nursing program. The student has a right to appeal- see appeal process.
3. A nursing student who is currently enrolled in NURS 150 or NURS-170 may not apply to the program during the application period. To be eligible to apply the nursing program, a student cannot be currently enrolled in NURS 150 or NURS-170.

Exceptions to this 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 issues, 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 to either NURS 150 or 170 (see readmission policy time limits).
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 dropped from the program because of physical, emotional, or professional jeopardy (see clinical evaluation tool for definition), even if this is the student’s first failure, the student must appeal to the nursing appeals committee for readmission.
4. When a nursing course is failed, that course must be repeated and successfully completed before enrolling in the next nursing course (see time limits on readmission below).
5. Time limits on readmission:
 - a. Students seeking readmission to the program either via withdrawal passing or per failure- must be readmitted within 1 year.

- b. Students seeking readmission that have been out of the program for more than one year must start from the beginning, unless, approved by the Department Chairperson, in the case of extenuating circumstances (i.e., active military duty or lack of openings within the courses).
6. In the event of major course or curriculum changes, a student may be required to start from the beginning, regardless of time lapse.

5.3 Readmission Procedures

1. Students seeking readmission into NURS 150 OR NURS 170 must reapply during the next application period. A nursing student who is currently enrolled in NURS 150 or NURS-170 may not apply to the program during the application period. To be eligible to apply the nursing program, a student cannot be currently enrolled in NURS 150 or NURS-170.
2. Students that were unsuccessful with their first attempt at completing Nursing 150/170 and who were granted guaranteed admission based on their composite TEAS score may be able to return the following semester pending available seats. Students will be randomly selected via lottery.
3. Students seeking readmission to the subsequent nursing sequence courses must request their intent to readmit in writing. The letter of intent (email is acceptable) is to be sent to the Chairperson of Department of Nursing. This letter should include reflection on the reason for the interruption as well as progress toward resolution.
4. Registration for readmission is dependent upon openings in the nursing sequence courses.
5. A student can decline readmission one time. If a student declines readmission for a second time, they will be removed from the readmission list and will need to start the nursing sequence from the beginning (or come through the LPN transition option if a licensed LPN). A student may remain on the readmission list for up to one year (unless in the military) or any other extenuating circumstance as determined by The Chair. A student will not be penalized for time out of the program if there are no available openings within their sequenced course.
6. A student who obtains their Certificate of Achievement in Practical Nursing and successfully completes NCLEX-PN but does not continue in the 200-level nursing courses must come into the 200-level courses through the option of N-170 (LPN Transition) as long as he or she meets the requirements, no matter how long it has been since the student completed the PN portion.
7. A student in NURS 140/NURS 150 or NURS-170 who withdraws failing or fails either course must reapply to the nursing program. A nursing student who fails NURS 140/150 and NURS-170 may only reapply to the program one time. If a student is unsuccessful twice in NURS-140/150 or NURS-170- the student has a right to appeal one time. – see appeal process.

8. If the student is unsuccessful more than once during the nursing program in any one semester (NURS 140/150, NURS 160, NURS 163, NURS 164, NURS 170, NURS 250, NURS 260) the student will be withdrawn from the nursing program. The student has a right to appeal one time (see appeal process).

5.4 Appeals Process

The JJC Department of Nursing Education has an appeal process for admitted nursing students wanting to continue within 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 that an appeal is being requested. The appeal request must be completed within 1 year of the last failure.
2. The Secretary of the Department of Nursing will provide the student with the appropriate paperwork.
3. The Appeals Committee will be comprised of 1 nursing faculty member from each level, the Program Coordinator and 1 alternate faculty member from any level.
4. The Department Chairperson will be a non-voting member of the committee except in the case of a tie vote.
5. The Appeals Committee will meet at least once per semester at a time designated by the Department Chairperson.
6. The student will be notified of the decision in writing within 5 business days.
7. The decision by the Appeals Committee is final.
8. 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

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 can be found at <https://www.jjc.edu/campus-life/student-rights-responsibilities/student-complaint-procedure>.

5.6 Advanced Placement Nursing Students

Students who have taken nursing courses at another regionally accredited institution within the last 2 years may qualify for placement into an upper-level nursing course.

The procedure for Advanced Placement admission is as follows:

1. If it has been more than 2 years since the last nursing course was successfully completed, advanced placement will not be an option.
2. The student must apply to the college and have all transcripts sent to Joliet Junior College for evaluation. Transcripts take approximately 6-8 weeks to be evaluated. The student must complete a Transcript Evaluation form found on the JJC website.
3. Once the non-nursing classes are evaluated and credit is received, the student must make an appointment with the Chairperson of the Department of Nursing and Allied Health for evaluation of the nursing classes.
4. The student must bring to the meeting all syllabi from previous nursing classes that have successfully been completed and an official transcript from the school where the nursing classes were completed.
5. After review of the syllabi and transcript, the chairperson will determine if the student is eligible to be placed into an upper level (NURS 160, NURS 250 or NURS 260) nursing course. Depending on the Chair's evaluation where the student should be placed, the student will be required to take one of the following ATI computerized tests: Fundamentals, PN Predictor or the RN Predictor to assist in determining optimal placement for the student. The student will be responsible for the fees to take these tests. Upon successful completion of any one of these tests, the student must also pass a skills test in the lab. The student will be given the skills to be tested prior to the actual skills test date.
6. Placement is based on space availability.
7. Students must have a completed physical form with appropriate titers, a criminal background check and drug screen, (information will be available from the JJC Nursing Department), a 2-step TB test, a current CPR card for Health Care Providers, and any other health care requirement by the first day of classes.
8. Students must provide a copy of their health insurance card as proof of health insurance prior to the start of classes.
9. If the student is granted advanced placement, he or she must attend NURS 240 the week prior to the start of classes.

**NURS 240 is a 0.5 credit hour course designed to familiarize the advanced placement student to JJC and the Nursing Program.*

5.7 Fresh Start Policy

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

1. 2-year waiting period from the time of the last nursing course taken to be eligible to reapply.
2. Mandatory meeting with the Nursing Department Chair and/or Dean to be approved for re-application.
3. Meet all current admission criteria.

**Readmission is not guaranteed.*

6.0 COURSES & SCHEDULING

1. Students will meet with a faculty nursing advisor who will assist the student in creating a program that will meet his/her individual needs.
2. Course descriptions, prerequisites, and specific course sequencing information can be found in the JJC Course Catalogue. 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. Some general education classes may be taken after the student has begun coursework in the nursing sequence. Specifics can be found in Section 6.1 in this handbook.
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 obtain an LPN license.
5. Successful completion of four semesters of nursing coursework is required for the conference of an Associate's Degree in Nursing and RN licensure eligibility.
6. NURS 140*, NURS 150, and NURS 163 must be taken concurrently.
**Students entering the Nursing Program without prior certification as a Certified Nursing Assistant (CNA) are required to take NURS 140.*
7. NURS 160- NURS 164 must be taken simultaneously
8. NURS 250 and NURS 260 must be taken in sequence for students continuing in the ADN portion of the program.

Additional information regarding the courses and their prerequisites can be found in the JJC Course Catalogue and in the Nursing Department section of the JJC website:

<https://www.jjc.edu/choose-your-path/health-public-safety-human-services/nursing>

6.1 Nursing Sequence Course Prerequisites

Course progression is dependent on the successful completion of all general education and nursing sequence courses.

The courses listed below are prerequisites to the 200-level nursing courses and must be completed with a final grade of “C” or better prior to registration and entry into NURS 250 or NURS 260. In addition, NURS 163 and NURS 164 must be completed with a final grade of “C” or better prior to registration and entry into NURS 250:

- Courses which must be taken prior to or concurrently with NURS 140, NURS 150, NURS 163: BIO 149 or BIO 151 Principles of Biology; BIO 250 Anatomy & Physiology I; ENG 101 Rhetoric; and PSYCH 101 General Psychology.
- Courses which must be taken prior to or concurrently with NURS 160 and NURS 164: BIO 251 Human Anatomy & Physiology II; HEAL 109 Nutrition; and PSYCH 125 Life Span: A Survey of Human Development.

The following courses must be completed for the student for conference of the Associates Degree in Nursing and eligibility to sit for the NCLEX and subsequent registered nurse (RN) licensure:

- Courses which must be taken prior to or concurrently with NURS 250: BIO 240 Microbiology; COMM 101 Principles of Speech.
- Courses which must be taken prior to or concurrently with NURS 260: SOC 290 Cultural Diversity in America.

7.0 NURSING FACULTY & STAFF DIRECTORY

DEAN OF NURSING, HEALTH, & PUBLIC SERVICES	Office	Extension
Dr. Jorie Kulczak	U-2003 L	X2847
NURSING CHAIRPERSON		
Gina Hulbert	U-2002 M	X6722
NURSING PROGRAM COORDINATOR		
Susan Batis	U-2003 B	X2747
NURSING FACULTY		
Tamara Baumgartner	U 2003 K	2819
Dr. Debbie Fitzgerald	U-2003 K	2857
Laura Jesionowski	U-2003 M	2723
Terry Kania	U-2003 E	2581
Lori Komorowski	U-2003 E	6704
Dr. Cheryl Luster-Klemp	U-2003 H	2858
Cassandra McNair-Stepney	U-2003 L	2438
Susan Rio (<i>Retention Specialist</i>)	U-2003 F	2589
Dr. Karen Roberson	U-3015 N	2849
Dr. Caroline Russo	U-2003 C	2845
Dr. Julio Santiago	U-2003 L	2458
Janet Sullivan-Stromberg	U-2003 D	2411
Michael Taylor	U-2003 M	2664
Dr. Kelly Tisdale	U-2003 G	2341
Dr. Jennifer Wills-Savoia	U-2003 D	2638
Brittany Valach	U-2003 G	6659
Dr. Sharon Valentino	U-2003 H	2517
Kimberly Vocu	U-2003 C	2605
CNA PROGRAM COORDINATOR		
Linda Saveas	U-1002 J	2796
NURSING SIMULATION COORDINATOR		
Dr. Karen Roberson	U-3015N	2849

NURSING LAB & SIMULATION SUPPORT SPECIALIST		
Cynthia Bochenek	U-3016	2469
NURSING SIMULATION LAB CLERK		
Rebecca Maticic	U-3016	6816
NURSING SIMULATION TECHNICIAN		
<i>vacant</i>		
NURSING SKILLS LAB COORDINATORS		
Colleen Dial	U3003	2806
Donna Litman	U3003	6631
Patricia Meslar	U3003	2558
NURSING COMPUTER LAB ASSISTANTS		
Jefferson Cherrington	U-2008 E	2605
Paul Schroeder	U-2008 E	2793
ADMINISTRATIVE ASSISTANT TO THE DEAN OF NURSING, HEALTH, AND PUBLIC SERVICES		
Sue Hinton	U-2002 J	2440
NURSING DEPARTMENT SECRETARY		
Christine Chierigatti	U-2002 J	2336
Tina McComb	U-2002 J	2462
NURSING DEPARTMENT CLERKS		
Mary Cisneros	U-2002	2224
Kathy Van Duyne	U-2002	2511

8.0 CONFIDENTIALITY & CONSENT TO VIDEO

Student Confidentiality Agreement Nursing Simulation Center

As a participant of the Nursing 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), Joliet Junior College (JJC) Student Code of Conduct, 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. I understand that this agreement I will remain in effect for as long as I am enrolled at JJC and for one year after my departure from JJC.

I agree to adhere to the following guidelines:

1. All CLIENT/PATIENT information is confidential and any inappropriate viewing, discussion, or disclosure of this information is a violation of JJC policy.
2. This information is privileged and confidential regardless of format: electronic, written, overheard or observed.
3. The Nursing Simulation Center is a learning environment. All scenarios, regardless of their outcome, should be treated in a professional manner. The students involved in the scenario should have everyone's respect and attention. Situations simulated in the lab are to be used as a learning tool and no discussion of the action(s) of fellow students should take place out of the lab. A debriefing session will be provided for all simulation experiences.
4. I may view, use, disclose, or copy information only as it relates to the performance of my educational responsibilities. Any inappropriate viewing, discussion, or disclosure of this information is a violation of JJC policy, the JJC Student Code of Conduct, and may be a violation of HIPAA and/or other state and federal laws.
5. I will be asked to fill out an evaluation form and will use this time to reflect on my experiences today and offer constructive feedback aimed toward improving the simulation experience for future participants.
6. The simulation mannequins are to be used with respect and be treated as if they were live patients.
7. Minimum Expectations for all simulations include and are not limited to:
 - a. Introduction of self to the "patient"
 - b. Proper hand hygiene before and during all simulation experiences
 - c. Demonstrate initial data collection skills (ABC's); active participation in case scenarios/simulation debriefing; no disclosure of scenarios to future participants
 - d. Communicate with the patient, faculty, family, and other team members; use the six rights of medication administration and standard patient identification procedure(s).

APPENDIX A

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*.

ACKNOWLEDGEMENT & UNDERSTANDING OF HANDBOOK RECEIPT AND CLINICAL REQUIREMENTS

The JJC Nursing Student Handbook Confidentiality Agreement, OSHA Compliance Education Material, and Permission to Record Performances in the Simulation Center

I, _____ have received and reviewed the JJC Department of Nursing
(Print Student Name)

Student Handbook, which includes, without limitation, the Nursing Program Confidentiality Policy. I have also viewed the OSHA Compliance education material as described in this handbook.

CONFIDENTIALITY AGREEMENT

The undersigned hereby agrees to abide by the confidentiality policy outlined in the Student Handbook Section 8.0 and understands that a breach of confidentiality is a violation of the JJC’s Academic Honor Code and will lead to consequences for the student, possibly resulting in failure to complete the JJC Nursing Program.

STATEMENT OF OSHA COMPLIANCE

The undersigned hereby affirms that, during the undersigned’s tenure in the JJC Nursing Program, the student:

- 1. Has a clear understanding of the professional role of a JJC nursing student, the confidentiality expectations as presented in the confidentiality agreement, and of OSHA compliance as presented in the OSHA Educational Material.
- 2. Will abide by those presented materials as well as the rules set forth by JJC and the JJC Nursing Program.

AUTHORIZATION FOR VIDEOTAPING, PHOTOGRAPHING, and GRADUATE STUDENT TEACHERS

As a required part of the JJC Nursing Program, the JJC Nursing faculty and/or administrators of the simulation lab, at times, will be videotaping the simulation experience.

- 1. The undersigned authorizes the JJC staff to video record my performance during simulated clinical experiences for educational purposes only.
- 2. The undersigned authorizes the Joliet Junior College staff to use video recording(s) or photographs for purposes that include, without limitation, debriefing, faculty review, educational, research, public relations, advertisement, promotional, and/or fund-raising activities.

Nursing program faculty may precept graduate students pursuing advanced degrees in nursing education.

- 1. The undersigned agrees to allow nursing graduate students working with faculty to be enrolled as a student in my Canvas courses. The student teacher will have no access to grades.

Participant Name (Print): _____ **Date:** _____

Participant Signature: _____

Address _____ **City** _____ **State:** _____ **Phone:** _____

The Nursing Student Handbook is updated biannually at the start of each semester. Students are required to follow the most current version of the Handbook including all updates and/or revisions from previous editions. This document will be maintained within your student file in the JJC Nursing Department while enrolled at JJC.