



Department of Nursing Education

Nursing Student Handbook



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Table of Contents

1.0	Introduction	4
1.1	JJC Department of Nursing Mission & Philosophy	4
1.2	Department of Nursing Educational Outcomes	7
2.0	Student Rights & Responsibilities	8
2.1	Personal & Professional Integrity	11
2.2	Social Media Policy	12
2.3	Health Requirements	13
2.4	CPR Requirements	15
2.5	Physical Capabilities for Nursing Students	15
2.6	Procedure for Routine Drug/Alcohol Screening	16
2.7	Procedure for Reasonable Suspicion Drug/Alcohol Screening	16
2.8	Clinical Dress Code for Students	18
2.9	Student Records	20
2.10	OSHA Requirements	20
2.11	Student Complaint Procedure	20
3.0	General Information	21
3.1	Alcohol, Tobacco, and Illegal Substances	21
3.2	Equipment	21
3.3	Weather and Travel	21
3.4	Financial Aid	22
3.5	Academic Support Services	22
3.6	Nursing Student Organizations	23
3.7	Application for Graduation	24
3.8	NCLEX Information	24
3.9	Legal Limitations for LPN/RN Licensure	24
4.0	Grading	25
4.1	Nursing Practicum	25
4.2	Testing Policies	25
4.3	Attendance	28
5.0	Withdrawal, Readmission, & Appeals	29
5.1	Withdrawal	29
5.2	Readmission Policies	30
5.3	Readmission Procedures	31
5.4	Appeals Process	32
5.5	Final Grade Appeal	32
5.6	Fresh Start Policy	32

6.0	Courses & Scheduling	33
6.1	Nursing Sequence Prerequisites	33
7.0	Nursing Faculty & Staff Directory	35
8.0	Confidentiality & Consent to Video	37
	Appendix A	38
	Acknowledgement & Authorization Form	39

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 <https://www.acenursing.org/>*

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 (APG) 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 JJC Nursing Program builds on a foundation of learning in the humanities as well as 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.

JJC 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.
- Nursing 150 lab experiences are 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

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 and the Office of Student Rights and Responsibilities: <https://jjc.edu/campus-life/office-student-rights-responsibilities>.
5. Nursing majors 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>.

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, but is not limited to, being

- knowledgeable about all diagnoses, conditions, and treatments (pharmacologic and other) ordered for their patients.
3. Nursing majors or prospective nursing majors are not to contact clinical site personnel or staff. All communication must go through a representative of the Joliet Junior College Nursing Program. Nursing majors may not 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 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.

6. Nursing majors have a responsibility to be present 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.
7. Nursing majors 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 and release results to appropriate facilities, and incur all related costs as necessary.

C. RIGHT: Access to assigned patient's health information.

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 and competency.

ACTION(S):

1. Nursing majors have a responsibility to document fully and honestly the care they have given. Under no circumstances shall inaccurate data be reported or documented, or records falsified.
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, report the incident according to the policy and procedure of the clinical site.

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 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 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.

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 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

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.

Compliance Requirements for Nursing Students	
Physical Examination	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.
Criminal Background Check	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>
10-Panel Drug Screen	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>
Proof of Health Insurance	Students must provide a copy of the front and back of their insurance card showing their name as the policyholder or a covered dependent and sign and submit JJC’s <i>Health Liability Waiver</i> .

CPR Certification	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 proof of compliance is submitted.
Tuberculosis	Options include negative Quantiferon Gold or T-SPOT blood titer results <u>or</u> two (2) negative <i>Mantoux</i> 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 positive , a subsequent chest x-ray report is required in addition to the positive lab results and the student must complete and submit JJC’s <u><i>TB Questionnaire</i></u> .
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, Varicella, & TDAP: tetanus, diphtheria, pertussis	Lab results confirming positive immunity titers to each disease OR Proof of at least two (2) previous (childhood) vaccinations for each disease. Adults are recommended to receive a TDAP or TD (tetanus/diphtheria) booster every 10 years. <i>*A history of varicella infection does not constitute immunity—a titer is required to confirm immunity.</i>
Influenza	Seasonal influenza vaccinations are required by October 31 st 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.

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.

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 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.

2.6 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. If cleared by the MRO, no notification of the Department of Nursing will be made.

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.

Failure of a second drug screen during admission, re-admission, or annual testing will result in immediate dismissal without opportunity to return to the program.

2.7 Procedure for Reasonable Suspicion Drug/Alcohol Screening

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.*

2.8 Clinical Dress Code for Students

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 comply with safety standards, clinical practicum healthcare facility regulations, and to maintain a professional appearance.

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 or 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 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 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)

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.

2.9 Student Records

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>.

2.10 OSHA Compliance

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.

2.11 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 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

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 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. 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:

- **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.
- **The 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.
- **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.
- **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.
- **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 is 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://jic.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.jic.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 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:

- 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.
- D. 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'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 260. The Nursing Department 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 Licensing 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 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

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 points distribution). Other course assignments including ATI 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.

- A. Students must take the Drug/Dose Calculation assessment at or near the start of the semester in main nursing sequence courses.
- 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 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, 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. 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.
- C. 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.
- D. Faculty reserve the right to administer an alternate version of the exam to students absent on the originally scheduled date.
- E. Students absent from clinical are not permitted to take exams/quizzes on the day absent.

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 when testing.
- 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 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.

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 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 will result in the student being withdrawn from the course.
3. Failure to attend the faculty-determined alternate clinical experience equates to a second clinical absence and will 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.

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. 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

Failing to notify the clinical instructor directly prior to a missed clinical experience is 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

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 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 150 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 withdrew.

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

5.2 Readmission Policies

1. A student in NURS 150 or NURS 170 who withdraws failing or fails 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 NURS 150 or NURS 170, 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 160, NURS 250, NURS 260) who withdraws failing or fails may repeat that course one time only. There is only one opportunity for readmission throughout the nursing sequence. 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 appeal process for information.
3. A nursing student may not re-apply to the program during the application period while actively enrolled in NURS 150 or NURS 170.

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 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 NURS 150 or NURS 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. A student failing a nursing course must repeat and successfully complete that course before enrolling in the next class in the nursing sequence (see time limits on readmission below).
4. If a student is withdrawn from the nursing program under the physical, emotional, or professional jeopardy policy, they must submit an appeal for readmission even if this is the student’s first failure. Readmission is not guaranteed.

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 restart the nursing program in NURS 150 or NURS 170, regardless of the amount of time lapsed.

5.3 Readmission Procedures

1. Students seeking readmission into NURS 150 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 NURS 150 or NURS 170.
2. Students that were unsuccessful with their first attempt at completing Nursing 150 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 chair 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 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 submit their intent to readmit in writing. The letter of intent (email is acceptable) is sent to the Nursing Department Chairperson. This letter should include the students' reflection on the reason for the interruption 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 for a second time, they will be removed from the readmission list and will require re-application and readmission to restart the nursing sequence in NURS 150 or NURS 170. Students may remain on the readmission list for up to one year (unless in the military) based on extenuating circumstances as determined by the Nursing Department Chairperson and the Office of Student Rights and Responsibilities. 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

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 Fresh Start Policy

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 Chair 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

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 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 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. Courses which must be taken prior to or concurrently with NURS 150, and 163: BIO 149 or BIO 151: Principles of Biology; BIO 250: Anatomy & Physiology I.
**Students cannot take BIO 149 and BIO 250 concurrently. BIO 149 is a pre-req of BIO 250*
7. NURS 150 and NURS 163 must be taken concurrently.
8. NURS 160 & NURS 164 must be taken concurrently.
9. NURS 250 and NURS 260 must be taken in sequence for students pursuing the Associate's Degree in Nursing 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 150 and 163:

- BIO 149 or BIO 151: Principles of Biology
- BIO 250: Anatomy & Physiology I.

**Students cannot take BIO 149 and BIO 250 concurrently. BIO 149 is a pre-req of BIO 250*

Courses which must be taken prior to or concurrently with NURS 160 and NURS 164:

- BIO 251: Human Anatomy & Physiology II
- HEAL 109: Nutrition
- 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:
 - a. BIO 240: Microbiology
 - b. COMM 101: Principles of Speech.
- Courses which must be taken prior to or concurrently with NURS 260:
 - a. 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	2847
NURSING CHAIRPERSON		
Dr. Gina Hulbert	U-2002 M	6722
NURSING PROGRAM COORDINATORS		
Dr. Susan Batis	U-2003 B	2747
Dr. Jennifer Wills-Savoia	U-2003 D	2638
NURSING FACULTY		
Dr. Susan Batis	U-2003 B	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
Sue Rio (<i>Retention Specialist</i>)	U-2003 F	2589
Dr. Karen Roberson	U-3015 N	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
CERTIFIED NURSING ASSISTANT (CNA) PROGRAM		
Coordinator: Linda Saveas	U-2002 N	2796

Faculty: Sara Martinez		
NURSING SIMULATION COORDINATOR		
Dr. Karen Roberson	U-3015N	2849
NURSING SIMULATION FACULTY		
Melissa Ericson	U-3015N	2819
NURSING LAB & SIMULATION SUPPORT SPECIALIST		
Tanya Stevens	U-3016	2469
NURSING SIMULATION LAB CLERK		
Rebecca Maticic	U-3016	6816
NURSING SIMULATION TECHNICIAN		
Juan Valois	U-3016	
NURSING SKILLS LAB COORDINATORS		
Donna Litman	U3003	6631
Barbi Ruffato	U3003	2558
NURSING COMPUTER LAB ASSISTANTS		
Paul Schroeder	U-2008 E	2793
Simeon Ngalamou	U-2008 E	2793
ADMINISTRATIVE ASSISTANT TO THE DEAN OF NURSING, HEALTH, AND PUBLIC SERVICES		
Sue Hinton	U-2002 J	2440
NURSING & CNA DEPARTMENT SUPPORT STAFF		
Christine Chierigatti	U-2002 J	2336
Mary Cisneros	U-2002 J	2224
Sue Hinton	U-2002 J	2462
Tina McComb	U-2002 J	2462

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 the student file in the JJC Nursing Department while enrolled at JJC.