2023- 2024

Nursing Student Handbook

4800 EAST HURON RIVER DRIVE

ANN ARBOR, MI 48105-4800

Nursing Department

Technical & Industrial (TI) Building

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Faculty Document Support (ONLY)	nursingadmin@wccnet.edu	Faculty use this to turn in documents related to students.
Orientation Support	nursingorientation@wccnet.edu	Students use this ***during orientation***, prior to the start of NUR classes.

Nursing Lab and Classroom Locations:	TI 101 Skills/Simulation Lab	734-249-5668
	TI 106 Health Sciences	734-677-5381
	TI 110 Simulation Suite	734-249-5654
	TI 112 NUR Classroom	734-249-5660
	TI 114 NUR Classroom	734-249-5603
	TI 116 NUR Classroom	734-249-5669
	TI 118 NUR Classroom	734-249-5662
	TI 203 Skills Lab	734-477-8783
	TI 205 Skills Lab	734-249-5252
	TI 209 Skills/Simulation Lab	734-249-5489
	TI 211B Conference Room	734-973-3626
	TI 245 Computer Lab	734-249-5652
Fax	Located in TI 122 Workroom	734-677-5458

WELCOME TO NURSING at Washtenaw Community College (WCC)

It is our pleasure to welcome you to Nursing at WCC! This handbook is designed with you, the student, in mind. You will find helpful information about your rights and responsibilities as a participant in the nursing program. The policies set forth in this handbook are consistent with WCC policies; additional guidelines related to nursing professional standards, clinical agency requirements, and accreditation expectations are included. this handbook.

The Nursing Program Chair, faculty, and Nursing Program Quality Manager are available to clarify any policy or procedures outlined in this handbook. This handbook is to be used in conjunction with WCC policies.

The WCC Nursing Program reserves the right to change, without notice, statements in this handbook concerning, but not limited to, rules, policies, curricula, and courses. Such changes shall be effective whenever determined by the faculty and administrative bodies, and these changes will govern both current and future students. Any change that is made will be communicated to the students in writing before it is implemented.

Students are required to sign an agreement stating they have read and understand the handbook in its entirety and agree to comply with the policies and procedures of the WCC Nursing Program.

There are two tracks to nursing at WCC. Both tracks lead the student to an *Associate in Applied Science (AAS): Nursing* degree and all graduates are eligible to take the National Council Licensure Exam - RN (NCLEX-RN).

1. ***Associate in Applied Science: Nursing*** **Program (APNURS-track) - Traditional**
   The APNURS prepares students for the NCLEX-RN. Individuals will also earn credits that will apply towards Bachelor of Nursing (BSN) completion programs. Learning opportunities are in the classroom, simulation lab, clinical setting, and community. Students are empowered to succeed in a changing healthcare environment.

2. ***Associate in Applied Science: Nursing*** **Program (APNURS-track) - EMU/WCC Collaborative (through 12/2024)**
   Students start the associate degree nursing program at WCC after applying to EMU's BSN program. Through transfer credit and coursework, the Collaborative student meets program eligibility requirements. The student finishes the AAS degree at WCC and is eligible to take the NCLEX-RN. With one more semester of study at EMU, the student then finishes the BSN degree requirement.

3. ***Associate in Applied Science: LPN to RN*** **Program (APNURL track)**
   Students who are licensed LPNs (Licensed Practical Nurse) meet eligibility requirements through work experience, previous coursework, and LPN licensure. Students are admitted to a transition course then mainstream into the final two clinical courses. Upon completion, the student is eligible to take the NCLEX-RN.

CURRICULUM

The nurse program at Washtenaw Community College is a concept-based curriculum (CBC) based on national trends in nursing education. The CBC covers 38 nursing concepts applicable across the lifespan to a variety of patient conditions and patient care settings. Courses are 15 weeks in length. All clinical courses are mixed mode, meaning there is an online component, an on- campus component, and a clinical (off-campus) component.

ACCREDITATION

Institutional Accreditation
Washtenaw Community College is accredited by:
The Higher Learning Commission Association
230 South LaSalle Street, Suite 7-500
Chicago, IL 60604-1413
(800) 621-7440
Higher Learning Commission - www.ncahlc.org
Contact: 734-973-3300 for information about Washtenaw Community College

Nursing Program Accreditation and Approvals
The Washtenaw Community College Nursing Program has the approval of the Michigan Department of Licensing and Regulatory Affairs (LARA) and has been accredited through the National League for Nursing Accrediting Commission (NLNAC) since 1996. Effective May 6, 2013, the NLNAC changed its name and is now the Accreditation Commission for Education in Nursing (ACEN).

Michigan Department of Licensing and Regulatory Affairs
Bureau of Health Services
Bureau of Health Professions Licensing Division
Board of Nursing
P.O. Box 30670
Lansing, MI 48909
(517) 335-0918

Accreditation Commission for Education in Nursing (ACEN)
3343 Peachtree Rd. NE, Suite 850
Atlanta, GA 30326
(404) 975-5000
Fax: (404) 975-5020

Graduates of the APNURS and APNURL nursing programs are eligible to take the NCLEX-RN and obtain licensure as a Registered Nurse (RN) through the Michigan Board of Nursing. The WCC School Code is US09408300.

WCC MISSION

WCC strives to make a positive difference in people's lives through accessible and

excellent educational programs and services.

- We provide a caring, open-door teaching and learning environment.
- We provide excellent teaching, counseling, and support services.
- We reach out to people who have limited income or other barriers to success.
- We enable people to progress in their academic and career pursuits.
- We work in partnership with the communities we serve.

The missions of the College and Nursing Department are congruent in their focus on empowering students to realize their goals of improving their own lives, as well as the lives of others.

WCC POLICIES

The Nursing Department follows WCC policies including the WCC Student Rights, Responsibilities, and Conduct Code (SRRCC) Trustees Policies 4095. Nursing students are expected to become familiar with and follow these policies. Students Rights and Responsibilities Each semester, the course syllabi and/or Blackboard shell will contain information and this link to the Board policies and other information useful to students.

WCC DISCIPLINARY PROCESS

The student will be notified of unacceptable behavior(s), infractions of this handbook, or violations of the WCC SRRCC by either the program faculty or appointed College staff (depending on the nature and severity of the situation). The student will have the opportunity to respond to any allegations. See above for the link to the SRRCC.

WCC ESSENTIAL SYSTEM REQUIREMENTS

Students require equipment meeting certain system specifications to be successful in the mixed mode teaching/learning used throughout the nursing program. To be successful in the nursing program, the student will spend a considerable amount of study time online. Furthermore, in the event of campus closure for any reason, even lab and possibly clinical will be held online. For your online time to be successful, the following system requirements are necessary:

1. Windows PC (7 or higher) OR Macintosh OS X (10.12 or higher)
2. 4GB RAM (8GB RAM or more highly recommended)
3. 20GB of available hard-drive space
4. Screen resolution set to 1280 X 1024
5. Broadband/high-speed internet access speed of 2.0 Mbps download, 750 Kbps upload
6. Webcam, microphone and speakers (a wearable headset is highly recommended)

Note: Smartphones and/or Chromebook will not meet the needs. Please refer to the above list when making purchase decisions.

Note: Exams will/may be proctored by Proctorio, Examplify/ExamSoft®, in-person, and/or your faculty as you take your exams online in *front of a webcam and with your microphone on*.

For the very latest updates, see Computer Requirements and Skills at https://www.wccnet.edu/learn/class-types/online/

WCC Nursing Department Philosophy, Mission, and Organizing Framework

The faculty of the Nursing Department share a *philosophy* that incorporates the WCC mission and professional nursing values, as well as a model for nursing practice. These principles serve as guidelines in the design and delivery of our nursing curriculum. The concepts of QSEN (Quality and Safety Education in Nursing, www.qsen.org) are threaded throughout the program's organizing framework (see below).

The *mission* of the WCC Nursing faculty is to prepare WCC students to practice as exemplary and respected registered nurses in the community. This mission promotes the holistic development of each student into a nurse who practices as a professional: competently, ethically, safely, and compassionately for the good of the patient, family, and community. As life-long learners, WCC-educated nurses will take active roles in this dynamic profession.

Nursing is an art and science that identifies, mobilizes, and develops the strengths of the patient through acquired skill, professionalism, knowledge, attitudes, and competence. Professional nurses use critical thinking and methods of scientific inquiry to gather and analyze data, recognize patterns and cues, establish priorities, and execute evidence-based practice.

Nursing education is an interactive teaching-learning process. Education encompasses critical thinking and inquiry, caring, communication, creativity, collaboration, cultural awareness, and professional competence. Student-centered teaching includes assessing, advising, guiding, facilitating, sharing knowledge, and evaluating. Learning is a lifelong, self-directed process of change that begins with basic concepts and progresses to complex knowledge and critical thinking skills.

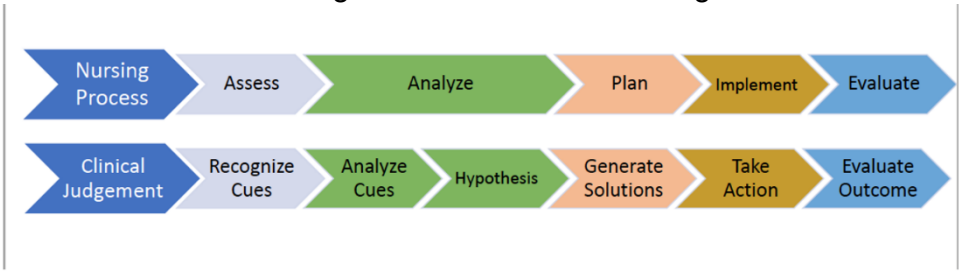
The Associate Degree Nurse (ADN) graduate nurse is prepared to work in a variety of healthcare settings to assist individuals to meet their health goals. The focus is on providing safe care that is patient-centered, culturally aware, respectful, reflective, and based on nursing knowledge. ADN graduates utilize the nursing process, technology, critical thinking, sound clinical judgment and effective communication skills in all aspects of care. This care is individualized and comprehensive. ADN graduates use these same skills to manage a group of patients and to provide leadership to other healthcare team members.

Model for Practice: Nursing Process and Clinical Judgement Model

The *Nursing Process* model is currently used by practicing nurses at all levels of professional preparation and consists of five components: assessment, analyze problem identification (nursing diagnosis), outcome identification/planning, implementation, and evaluation. Details of this model are explained in the American Nurses Association's Nursing: Scope and Standards of Practice (2021). The *Clinical Judgement Model* reflects the way practicing nurses think to deliver safe, competent patient-centered care through the recognizing of cues, analyzing of cues, hypothesis prioritization, generation of solutions, taking actions, and evaluating outcomes. Details of this model are explained by the National Council State Boards of Nursing (2022). The Nursing Process and Clinical Judgement Model is used throughout the WCC nursing program courses and clinical experiences and

provides an overarching structure for learning nursing-related knowledge and skills in conjunction with the QSEN Competencies. Students are consistently exposed to this model in all NUR courses, so they are prepared to implement it once they begin their careers. Also emphasized is the *Clinical Judgment Measurement Model w*hich is used as a method for measuring and deriving valid inferences around nursing clinical judgement and decision-making ability (NCSBN, 2023).

The Nursing Process and Clinical Judgment



**Note: Judgement can be spelled with "e" or without an "e" to be Judgment*

Organizing Framework

An organizing framework provides a scaffold for the nursing curriculum that encompasses the nursing knowledge, skills, and attitudes needed by registered nurses. The WCC framework, modeled after QSEN and conceptually oriented, is composed of six core components:

1. **Professionalism/Leadership** is behavior within ethical and legal guidelines as defined by the nurse practice act to achieve safe, quality patient-centered care. Leadership is the ability to influence others to work together in pursuit of a shared goal.
2. **Patient-Centered Care** characterizes the patient's values, preferences, goals, and needs as the central focus of safe, competent, culturally aware nursing care.
3. **Teamwork and Collaboration** is the ability of the nurse to function effectively within interprofessional teams to foster open communication, mutual respect, and shared decision-making to achieve quality patient care.
4. **Clinical Judgment/Evidence-Based Practice** is the practice of nursing in which the nurse makes clinical decisions based on the best available current research evidence, the nurse's expertise and, the needs and preferences of the patient using various tools such as the nursing process, critical thinking and, clinical judgment principles.
5. **Safety and Quality Improvement** includes minimizing risk of harm to patients and providers and using data to monitor outcomes of care processes through improvement methods to maximize the quality of patient care.
6. **Informatics and Technology** involve using methods and tools to communicate, manage knowledge, reduce error, and/or support decision-making.

Adapted from www.QSEN.org

WCC NURSING END-OF-PROGRAM STUDENT LEARNING OUTCOMES (EOPSLOs)

The core components in the organizing framework take the form of general competencies for the program and are derived from QSEN Competencies in conjunction with

operationalization of the Nursing Process/Clinical Judgement Model for entry-level nursing practice. Students are expected to achieve the listed outcomes at the completion of the Associate Degree Nursing program.

1. Provide **patient-centered care** across the lifespan in a variety of healthcare settings.
2. **Collaborate and communicate** effectively with the patient, family, and healthcare team.
3. Provide **safe** patient care and participate in processes that maximize the **quality** of patient outcomes.
4. Utilize **informatics and technology** to increase communication, decision-making, knowledge management, and error reduction.
5. Use **evidence-based** clinical judgment when providing care to patients/families throughout the lifespan.
6. Demonstrate **professionalism** expected of registered nurses adhering to the current standards of practice and exhibiting beginning leadership skills.

ASSESSMENT OF END-OF-PROGRAM SLOs

The nursing program offers learning experiences to assist students in becoming beginning registered nurses who can provide patient care accurately, competently, and safely. The extent to which students achieve the end-of-program student learning outcomes are assessed by the following measures:

- Proctored ATI RN Comprehensive Predictor (or equivalent)
- NUR 288 Clinical Evaluation Tool based on the six program student learning outcomes.

PROGRAM OUTCOMES

1. NCLEX-RN® Success – Based on first time test taker pass rate.
2. Job Placement – Based on post-graduation survey results.
3. Program Completion – Based on graduation/program completion in allotted time.

NURSING PROGRAM COURSES AND END-OF-PROGRAM SLO COMPETENCY STATEMENTS

Specific and leveled competency statements have been identified for each end-of-program student learning outcome. These statements provide direction for a logical progression in the development of critical skills. Students develop their skills in these competencies through a sequenced set of courses and clinical experiences, over a four-semester period. Tables 1 and 2 below show the course sequencing and the competencies. The Clinical Evaluation Tool (CET) for each clinical course (not included within this handbook) lists the competencies developed in that course.

The development of specific lab skills is distributed throughout the program. Each skill is linked to a particular course and is introduced in that course; then reinforced in other courses. Assessment measures for each skill have been identified and take the following forms: quizzes for knowledge and processes, and Laboratory Skills Checklists for rating student performance of new skills and for validating previously learned skills.

Table 1. Required Courses with Descriptions by Semester

Semester 1 (Pre-Requisite Courses)	Semester 2 (APNURS Admission)	Semester 3 (APNURL Admission)	Semester 4	Semester 5
ENG 111: English Composition I	**NUR 108: Nursing Concepts I:** students will apply foundational nursing concepts across the lifespan with an emphasis on late adulthood. The organizing framework for the nursing practice will be introduced including patient-centered care, teamwork and collaboration, safety and quality improvement, informatics and technology, evidence-based practice, and professionalism. Basic psychomotor and psychosocial concepts and skills will be practiced through clinical, lab and simulation.	**NUR 128: Nursing Concepts II:** Students will apply the nursing process to provide safe, quality nursing care for patients with common acute and chronic health problems across the lifespan, including care of the family during the uncomplicated childbearing experience. This course also includes clinical, lab and simulation in a variety of settings where students will apply informatics and technology for effective communication **PSY 206: Life Span Developmental Psychology:** Students are provided with an overview of the biological, cognitive, social, and affective domains of human growth and development from the prenatal period until death. The course emphasizes the relationship of growth and development to behavior through the lifespan. Major theories of human development, as well as research methods, are reviewed and contrasted. The course is especially constructed and taught to be of value to those entering the fields of social work, elementary or secondary education, or nursing and various allied health fields. **OR PSY 100 plus HSC 147**	**NUR 138: Nursing Concepts III:** Students will use clinical judgment based on evidence and informatics to prioritize safe, quality care for patients with complex physical and mental health problems across the lifespan. Students will begin using delegation and leadership skills in managing their patient care assignments through clinical and simulation experiences in a variety of settings. Students will demonstrate professional conduct within current legal and ethical standards of practice.	**NUR 288:** Nursing Concepts IV: Students will demonstrate clinical judgment in collaboration with the interprofessional team to prioritize safe, quality care for patients with multi-system and emergent health problems, including the high-risk childbearing experience. Students will expand their use of delegation and leadership skills in managing their patient care assignments through clinical and simulation experiences in a variety of settings. Students will expand their knowledge of psychomotor, affective, cognitive skills in managing their patient assignments through clinical and simulation experiences in a variety of settings. Students will synthesize knowledge of nursing principles and concepts and begin to refine their professional nursing roles. Emphasis is placed on clinical reasoning and clinical judgment in the integration of care management for multiple, complex patients. Students prepare NCLEX-RN.

Semester 1	Semester 2	Semester 3	Semester 4	Semester 5
COM 101 OR 10 2 OR 200: Communication Elective	**NUR 115: Pharmacology** *(Can be completed prior to start of program/NUR 108 for APNURS admission only):* students learn basic principles of pharmacology with a strong emphasis on medication safety along with drug dosage calculations. Pharmacodynamics, pharmacokinetics, and pharmaco- therapeutics of major drug classifications are discussed using a pathophysiological approach and then applied to patient situations. Drug contraindications, drug interactions, adverse effects, nursing management, and patient education are also discussed and then applied to patient situations. Anatomy and Physiology is a course prerequisite.	**OR, for APNURL:** **NUR 134: LPN to RN Transitions:** This course facilitates the licensed practical nurses (LPN) transition into a new role as an associate degree nursing (ADN) student, with the ultimate goal of becoming a registered nurse (RN). Emphasis is placed on roles/responsibilities of the RN, the nursing process and critical thinking/clinical judgment and focuses on adult clients experiencing selected health alterations. The course orients the student to the philosophy, major concepts, and program outcomes of the ADN program.	**PHL 244: Ethical and Legal Issues in Healthcare:** Students are introduced to issues arising from the application of philosophical ethics or moral theory to the health care context. Different models of ethical decision-making will be used to examine current issues in healthcare. The course also provides an overview of legal theory and responsibility as it applies to the health care context with an emphasis placed on professional negligence. Topics to be discussed may include patients' rights, informed consent, confidentiality, medical research or experimentation, genetics, treatment of impaired newborns, end of life care, HIV/AIDS, and moral/legal responsibilities toward colleagues.	
MTH 160 or MTH 176 or a Math course number 176 or higher	**BIO 212: Pathophysiology** *(Can be completed prior to start of program/NUR 108 for APNURS admission only):* Alterations in Structure and Function: The focus of this course is the application of the concepts of normal anatomy and physiology to the study of disease processes in humans. The course includes identification of the etiology and pathogenesis of disease, alteration in normal body function, and the reaction and adaptation of the body to disease.			

BIO 111: Anatomy and Physiology- Normal Structure and Function	**BIO 147: Hospital Microbiology (***Can be completed prior to start of program/NUR 108 for APNURS admission only):* This course is a brief introduction to topics in microbiology involving human health and disease. The biological characteristics of bacteria and viruses are described, and selected pathogens are discussed. The innate and adaptive defenses of the human body against microbial pathogens are described. The course also discusses the appropriate use of anti-microbes. Public health efforts to control pathogens are also discussed, including vaccination and infection control. **(OR BIO 237 Microbiology)**			
***NUR 165: Success Strategies for Nursing Students:** In this course, nursing students will develop skills and identify habits that enhance academic success. Topics include learning styles; study, reading and writing strategies; note-taking, test- taking, learning, memory and time-management techniques; and organizational skills in the context of nursing content and clinical judgment (application). ***This course is **not limited** to 1st semester only and is a 1 credit required course for nursing students who are unsuccessful (receive a failing grade of "C" or lower or withdraw from the class) in a NUR course**.	I			

Table 2. Alignment of End-of-Program SLOs with Nursing Course Outcomes (taken from master syllabi), by Semester and Course

To be aligned with the requirements and standards of the Curriculum and Assessment Committee at WCC, Student Learning Outcomes in each course are equivalent to end of course outcomes/objectives a student will achieve at the end of the nursing (NUR) course. These build into the EOPSLOs that all nursing students will achieve by the end of the nursing program.

*Courses identified with an asterisk have additional information in course number and name.

Student Learning Outcomes by Course	EOPSLO 1	EOPSLO 2	EOPSLO 3	EOPSLO 4	EOPSLO 5	EOPSLO 6
NUR 108 - *Nursing Concepts I*						
1. Utilize a contemporary organizing framework in the development of the professional nurse's responsibilities of practice within a patient care setting	X					X
2. Identify the impact that evidence-based practice and informatics/technology has on clinical judgment to promote wellness in patient-centered care settings.				X	X	
3. Apply concepts of communication and collaboration to promote patient-centered nursing care with emphasis on late adulthood.		X				
4. Demonstrate principles of ethically safe nursing care that promotes quality patient outcomes.			X	X		
***NUR 115** – *Pharmacology* (Able to complete prior to APNURS Program track entry and/or while in program during 1st semester)						
1. Recognize drug classifications and related prototypes using a pathophysiological approach to provide safe patient care.			X			
2. Interpret the pharmacodynamics, pharmacokinetics, and pharmacotherapeutics of each prototype to impact patient-centered care and associated quality patient outcomes.	X		X			
3. Apply principles of effective nursing collaboration and communication to promote safety, evidence-based clinical judgement, and error reduction in the pharmacological management	X	X	X		X	

of patients.						
4. Evaluate the professional nurse's role in adhering to standards of practice when using pharmacodynamics, pharmacokinetics, and pharmacotherapeutics of each prototype to patient situations.					**X**	
NUR 128 – *Nursing Concepts II*						
1. Apply the nursing process to provide safe patient-centered care for adult patients with acute and chronic health problems and childbearing experience.	**X**					
2. Apply the nursing process and critical thinking concepts/clinical judgement to provide safe patient-centered care for mother/baby couplets and their families during the childbearing experience.	**X**		**X**		**X**	
3. Apply the nursing process and critical thinking concepts/clinical judgement to provide safe patient-centered care for patients and their families across the lifespan.	**X**		**X**		**X**	
4. Apply concepts of growth and development to plan safe family-centered care for children of all ages with acute/chronic pediatric conditions.	**X**		**X**			
5. Apply concepts of growth and development to plan safe family-centered care across the lifespan for patients with acute and chronic conditions including the childbearing family.	**X**		**X**			
6. Employ concepts of communication to promote collaboration and teamwork within the multidisciplinary health care-team to impact patient outcomes across the lifespan.	**X**	**X**				
7. Demonstrate professional conduct within current legal and ethical standards of practice across the lifespan.						**X**
8. Interpret and utilize technology (informatics) across the lifespan to deliver quality, safe nursing care.			**X**	**X**		

***NUR 134** – *LPN to RN Transition* (APNURL Program track only)						
1. Utilize concepts of critical thinking/clinical judgement and the nursing process to provide safe, quality care that impacts patient outcomes across the lifespan.	**X**		**X**			**X**
2. Analyze effective communication using technology, written documentation, and verbal expression that impacts teamwork and collaboration.		**X**		**X**		
3. Examine the impact evidence-based practice and informatics/technology has on care delivery to promote diversity, equity, and inclusion (DEI) while reducing health disparity and promoting wellness in patient-centered care across the lifespan.	**X**			**X**	**X**	
4. Differentiate the scope of practice and standards of care for the professional nurse to promote health and wellness across the lifespan.	**X**	**X**	**X**			**X**
5. Evaluate the professional nurse's roles and responsibilities that impact patient outcomes, communication and collaboration, and safety and quality of care delivery across the lifespan.		**X**	**X**			**X**
NUR 138 - *Nursing Concepts III*						
1. Apply clinical judgement to prioritize safe, quality care for patients with complex physical and mental health psychosocial problems across the lifespan.	**X**		**X**			
2. Analyze the theoretical concepts of leadership, management, prioritization, and collaboration in care delivery to impact patient centered care across the lifespan.	**X**	**X**				
3. Utilize professional conduct within current legal and ethical standards of practice across the lifespan.						**X**
4. Appraise the impact of evidence-based practice and informatics/technology has on care delivery to promote diversity,	**X**			**X**	**X**	

equity, and inclusion (DEI) while reducing health disparity and promoting wellness in patient-centered care.						
NUR 288 - *Nursing Concepts IV*						
1. Apply learned concepts to provide accurate, safe, and evidence-based nursing care for patients with multi-system and emergent health problems across the lifespan	**X**		**X**		**X**	
2. Analyze the outcome of nursing interventions and modify, if needed, the plan of care to ensure safe nursing practice and quality of care.	**X**		**X**			**X**
3. Synthesize professional and leadership learned concepts to communicate and delegate as a professional nurse.		**X**				**X**
4. Analyze the professional nurse's role to impact safety and quality outcomes related to patients and nursing initiatives through use of evidence-based practice				**X**		**X**
5. Differentiate components of the clinical decision-making model to inform nursing care that is patient-centered across the lifespan.	**X**				**X**	
6. Use professional nursing standards of care and ethical principles to impact the nurse's role in patient- centered care delivery, practice, safety, and teamwork and collaboration.		**X**	**X**			**X**
***NUR 165 –** Nursing Strategies for Success (Required completion for program progression after 1st NUR course failure)						
1. Analyze and evaluate current beliefs, attitudes, behaviors, and skills that relate to academic success.						**X**
2. Design and implement an academic success plan.						**X**

Concepts threaded throughout WCC Nursing Curriculum with Leveling

Table Legend I – Introduction R – Reinforced M – Mastery NCC- Not Covered Completely (for reporting purposes) ***Nursing Process** **+WCC EOPSLOs**		**NUR 108** Concepts I	**NUR 115** Pharmacology	**NUR 128** Concepts II	**NUR 134** (LPN Only)	**NUR 138** Concepts III	**NUR 288** Concepts IV
1	**+Professionalism**	I	I	R	R/M	M	R/M
2	**+Patient-centered Care**	I	I	R	R/M	M	R/M
3	**+Collaboration and Communication**	I	I	R	R/M	M	R/M
4	**+Evidence-based Practice/Clinical Judgment (Nursing Process)***	I	I	R	R/M	R	R/M
5	**+Safety/Quality**	I	I	R	R/M	M	R/M
6	**+Informatics**	I	I	R	R/M	M	R/M
7	Development	I Older adult	I	R I - Newborn	R/M	R/M I - Pediatrics R- older adult	M- Adult R- Older adult, newborn & pediatrics
8	Family Dynamics	I	I	R	R	R	R/M
9	Culture	I	I	R	R	R	R/M
10	Spirituality	I	I	R	R	R	R/M
11	Fluid & Electrolyte Balance	I	I	R	R	R	R/M
12	Acid-Base Balance	NCC	I	I	I	R	R/M
13	Thermoregulation	NCC	I	I	R	R	R/M
14	Cellular Regulation	NCC	I	NCC	NCC	I	R/M
15	Intracranial Regulation	NCC	I	NCC	NCC	I	R/M
16	Metabolism (Hormonal Regulation)	NCC	I	I	I	R	R/M
17	Nutrition	I	I	R	R	R	R
18	Elimination	I	I	R	R	R	R/M

19	Perfusion	I	I	R	R	R	R/M
20	Oxygenation	I	I	R	R	R	R/M
21	Clotting	NCC	I	I	R	R	R/M
22	Reproduction	NCC	I	I	R	R	R
23	Sexuality	NCC	I	I	R	R	R
24	Immunity	I	I	R	R	R	R/M
25	Infection	I	I	R	R	R	R/M
26	Inflammation	I	I	R	R	R	R/M
27	Mobility	I	I	R	R	R	R/M
28	Tissue Integrity	I	I	R	R	R	R/M
29	Sensory Perception	I	I	R	R	R	R/M
30	Cognition	I	I	R	R	R	R/M
31	Comfort	I	I	R	R	R	R/M
32	Stress & Coping	I	I	R	R	R	R/M
33	Trauma	NCC	NCC	I	R	R	R/M
34	Addiction	NCC	NCC	NCC	NCC	I	R
35	Mood & Affect	I	I	R	R	R	R/M
36	Self	NCC	NCC	NCC	I	I	R/M
37	Perioperative Care	I	I	I	NCC	R	R/M

NURSING PROGRAM POLICIES

Nursing Department Student Policies are in place to support the program's student learning outcomes, program outcomes, and affiliating agency requirements. Students are expected to follow the policies listed below.

A. NURSING ACADEMIC ADVISORS

Each student is assigned a nursing faculty academic advisor. Academic advisors serve as a resource to facilitate the academic progression of a student through the nursing program. Academic advisors direct students to available student support services as needed. Students can identify their nursing faculty academic advisor by logging into Degree Works. Once a student has identified who their advisor is, refer to the nursing faculty directory (earlier within this handbook) for contact information. The student will retain the same nursing faculty advisor throughout their time in the nursing program, under normal circumstances.

B. TESTING

The faculty follow educational best practices in testing. Rigor in testing is increased with progression in the nursing program. Item analysis and content validity reviews are performed by faculty for each theory exam/quiz to ensure fairness in testing. Details regarding testing and evaluation in each course are available within each course syllabus and from the faculty. ***Procedures related to exams are identified under the WCC Nursing Student Exam Procedures.***

WCC Nursing Student Exam Procedures

Adapted from the NCSBN Examination Candidate Rules (2022)

Exam Statement related to Academic Integrity

"I agree to adhere to Academic Standards per the WCC Nursing Student Handbook and fully understand that academic dishonesty jeopardizes a student's theoretical foundation for safe practice, and therefore any academic dishonesty is unacceptable. I will:

1. Avoiding cheating on any exam (study notes, collaboration, securing an unauthorized copy of exam or exam key, unauthorized use of the internet, etc.). and 2. Refusing to assist another in any form of academic dishonesty.

Entering this exam serves as an acknowledgment of these expectations and confirms the understanding of the school policies concerning academic integrity detailed above and in both the WCC Conduct Code and the WCC Nursing Program Student Handbook."

Personal Belongings

If in violation per faculty/proctor, Course Faculty reserves the right to not allow testing.

Backpacks, bags, etc. are to be stored in the testing room away from students.

The wearing of coats, hats, scarves/gloves, hoodies, shirt with hoodie, zip up hoodie/jacket is not able to be worn during testing. *You must plan to dress accordingly on these days.*

Personal use of food, drink, gum/candy, lip balm, lotion, hand sanitizers, etc. is not permitted during testing.

Scrap paper, pencils, etc.

If in violation per faculty/proctor, Course Faculty reserves the right to not allow testing.

Materials such as scrap paper, white boards with markers, pencils, etc. will be provided to students for testing purposes only. Scrap paper, if used or not, is to be returned to Course Faculty and not removed from testing room. Removal of paper, whether used or not, is a direct violation of Academic Standards.

Assigned Seating
If in violation per faculty/proctor, Course Faculty reserves the right to not allow testing.
Faculty reserves the right to assign seating and spacing of students per exam and course.

Electronic Devices
If in violation per faculty/proctor, Course Faculty reserves the right to not allow testing.
All electronic devices (cell/mobile/smart phones, smart watches, MP3 players, fitness bands, jump drives, cameras, Bluetooth headphones, etc.) are not allowed during testing.

Examination Confidentiality
Disclosure of examination items before, during, or after the examination is prohibited and clarification of consequences of this action is outlined in the Nursing Student Handbook and Course Syllabi.

Break Procedures
Breaks are not permitted during a 60-minute (1-hour) exam time or less. If needing a restroom break at 61 minutes (1-hour and 1-minute), faculty reserves the right to have student escorted to restroom, and only one student at a time. *No phones or personal items are to be accessed during this time.* Time for exam will continue to run (ie. Time left for examination). If breaking for an exam that is greater than 6 minutes, Proctor/Course Faculty reserves the right to not allow continued testing/completion of exam by student.

Scheduling ATI Exams with Nursing Proctoring Center – Procedures and Guidelines

1. Students are responsible for scheduling ALL required ATI exams with the Proctoring Center. Scheduling instructions to be provided early Fall 2023.
2. Exam proctoring is available throughout the year including Spring/Summer with hours being posted on Community Blackboard site.
3. Failure to show/be on time for scheduled exam(s) will result in a missed exam (ie. Score of "0"/Zero) and an inability to reschedule the exam.
4. If the student will be unable to attend an exam as scheduled, the student must contact the course faculty a minimum of 2 (two) hours before the exam. *Rescheduling a missed exam up is at the discretion of the course faculty and availability of the Proctoring Center/scheduling.*
5. Failure to contact course faculty at a minimum of 2 (two) hours prior to the scheduled exam can result in a missed exam with a result of "0" (zero) score and inability to makeup the missed exam.
6. The student is responsible for bringing proper ID (unexpired photo) to the scheduled exam and must adhere to the WCC Nursing Student Exam Procedures.
7. Failure to adhere to the WCC Nursing Student Exam Procedures will result in dismissal from the Proctoring Center with an exam score of "0"/zero and an inability to reschedule the exam.
8. Required ATI remediation and meeting of course requirements related to completion is the responsibility of the student as defined in the course syllabus.
9. Students must wait a minimum of 5 consecutive days between Content Mastery Series (CMS) and Retake CMS (Level 1 or less) to allow time to remediate if required to do so.
10. Students refer to their course syllabus for grading criteria for exams and remediation if related to a course grade.
11. The Dosage Calculations Exam, Nutrition Exam, Community Health Exam, Leadership Exam, and completion of all required ATI learning modules is noted in above ATI Exam Guide Across Program and ATI Learning Modules Across Program with required deadlines for APNURL and APNURS track starting in Fall 2023. *These students are required to complete the ATI Student Achievement Portfolio (SAP) and load to the cohort Learning Management Site (LMS) site as assigned for graduation.*
12. All APNURL and APNURS students that began the Nursing Program prior to Fall 2023 are strongly encouraged to complete the Dosage Calculations Exam, Nutrition Exam, Community Health Exam, Leadership Exam, and required ATI learning modules with the noted deadlines/prior to program

completion to enhance success on NCLEX-RN®. *These students are not required to complete the ATI Student Achievement Portfolio (SAP) but are encouraged to track progress and success on the ATI exams and modules.*

ATI Student Achievement Portfolio

To ensure full preparation and utilization of resources for NCLEX-RN® planning, all students are required to complete an ATI Student Achievement Portfolio (SAP) prior to graduation (end of program) starting in Fall 2023 (incoming cohort APNURS students only). The portfolio work is intended to afford students additional resources and opportunities to prepare for NCLEX-RN® outside of scheduled nursing course time and in addition to learned concepts and content across the WCC Nursing Program.

- The resources utilized are part of the ATI package purchased each semester in the program and will fulfill the requirements of full portfolio completion.
- Students can schedule proctoring of defined Content Mastery Series (CMS) exams (below) and modules (below) on their time and is not part of course time.
- All graduating APNURS (Nursing, Registered) and APNURL (Nursing, LPN to RN) track students are required to have the portfolio completed by the end of the program (ie. NUR 288).
    - The ATI SAP is to be completed by Week 12 of the final semester (ie. NUR 288) and submitted via Blackboard in the Cohort Nursing Graduates site as assigned.
    - Failure to complete the portfolio by this deadline can result in delay of certificate completion at the end of the program for NCLEX-RN® testing authorization by the WCC Nursing Program.
    - Please reach out the Nursing Department Chair and/or Nursing Program Quality (NPQM) Manager for further questions/clarifications.

C. NURSING COURSE PASSING STANDARD AND GRADING PROCEDURES

It is important to understand the passing standard in the nursing program is **78% (C+)**. For each NUR course the student must achieve all the following to pass:

1. *Pass the lab/clinical component*, if applicable (NUR 115 has no lab/clinical). Note: If the student fails lab or clinical, the exams and other assignments will not apply, and the student will earn an F in the course.
    a. *Nursing clinical evaluation* is based on student achievement of course objectives. The grading scale for the clinical aspect of NUR courses is Pass (P) or No Pass (NP). Note: A numerical tool may be used by the clinical instructor to determine the achievement of Pass(P) or No Pass (NP) in core components/competencies. See your course- specific syllabus and CET for details.
    b. *Clinical Evaluation Tools (CETs)* will be used to record the clinical instructor's observation of a student's clinical performance. Students will see the tool at the start of the course and will understand the criteria by which their performance is measured. Formative (midterm) and summative (final) grading is completed by the instructor.
    c. *Critical components* in the CET are required to have a Pass by the summative (final) to successfully pass the clinical experience/rotation.
    d. *NUR 128, NUR 138, and NUR 288* CETs have specific grading criteria and requirements for successful grade of Pass for the clinical day experience and overall clinical experience/rotation. Refer to course syllabi and/or CET for grading criteria and requirements.
    e. *Ongoing open communication* between the clinical instructor, the faculty course leader, and student will provide the student with information about

progress toward the achievement of course objectives. It also allows for discussion of areas that need improvement.

f. *Attendance* could affect the student's grade. Attendance is discussed below, in detail.

2. *Achieve a 78%* or greater exam average. Note: If clinical is passed, but less than 78% is achieved on the exam average, the exam average becomes the final grade in the course.
3. Course Grading
    a. 60% of the course grade is composed of course exams whereas exam average of 78% or greater is required.
    b. 30% of the course grade is composed of non-exam grades whereas the non-exam assignments are applied after the achievement of the 78% or greater exam average. Note: This can impact grade in course after application where a non-passing grade of the required **78% (C+)** for the course can be earned.
    c. 10% of the course grade is composed of ATI® CMS and remediation exams except for the ATI® Comprehensive Predictor in NUR 288.
    d. NUR 288 ATI® Comprehensive Predictor taken twice at 5% each (total of 10%) for course grade. Refer to NUR 288 course syllabi.
    e. Successful "Pass" of laboratory and/or clinical experience as applicable to course. NUR 115 is 60% course exams and 40% non-exam grades.
4. *Achieve a 78%* overall within the course after all other course points are added.

Additional grading practices:

- Individual tests/assignments will receive no more than 100%.
- Extra credit assignments/points are not available. Exception: When group tests following exams are conducted, points may be earned. See faculty and course syllabi for each course.
- ATI proctored exams will be worth no more than 10% of the overall course grade. Note: NUR 288 counts a portion of the ATI Comprehensive Exam into the course exam points; see NUR 288 syllabus for details.
- Nursing grades are not rounded.
- Nursing courses are not graded on a curve.

Grading is based on the following WCC grading/percentage scale:

A	94 - 100%	C	75 - 77.9%
A-	90 - 93.99%	C-	70 - 74.99%
B+	87 - 89.99%	D+	67 - 69.99%
B	84 - 86.99%	D	64 - 66.99%
B-	80 - 83.99%	D-	60 - 63.99%
C+	**78 - 79.99%**	F	< 60%
C+ is the minimum grade needed to pass NUR courses		W	Withdraw: Equal to a failing grade for NUR courses; does not affect overall WCC GPA
		I	Incomplete

D. COURSE FAILURE/PROGRAM DISMISSAL

Students who fail (defined as a C or lower for the nursing program) a NUR course usually fail for one of two reasons: 1) clinical safety reasons or 2) academic reasons. Students who fail due to clinical safety violations will be dismissed from the nursing program, even if the failure is a first NUR course failure. Refer to course syllabi, course clinical evaluation tool (CET), and **D. EXAMPLES OF UNSAFE OR UNSATISFACTORY PRACTICE, BY SLO (Nursing Student Handbook, p. 32).** These students are not eligible to reapply to the nursing program. For failures due to academics, the first NUR course failure will require a repeat of the failed or withdrawn course along with successful completion of NUR 165 Success Strategies for Nursing Students one-credit course. When available, the course may be taken prior to the repeated course (e.g.: failed Winter course, takes study skills course in summer before repeating NUR course in Fall) or in conjunction with the failed course. If a second NUR course failure occurs, the student will be dismissed from the nursing program. Two (2) NUR course failures and/or withdrawals result in automatic dismissal from the program. The student may not reapply if they have two (2)

NUR course failures. Any student who is dismissed from the nursing program is not eligible for reapplication or reentry.

1. If a student fails (C or below) a NUR course:
    a. Meet with the course faculty leader to complete a Course Failure/Program Progression form (found on the Faculty Blackboard site). Failure of the student to follow the Course Failure/Program Progression form will result in program dismissal.
    b. The student is required to schedule and meet with the Dean of Health Sciences to complete an Exit Interview when being dismissed from the program.
    c. If eligible to retake the course, continuation in the nursing program will be on a space-available basis and may not be immediate. In the event of more students needing a course than seats available in the course, selection will take place by lottery.
    d. The student will be required to take a remediation course such as NUR 165 (one credit), before or concurrently with the repeated course if able to continue in the program.
    e. If a student fails (C or below) a NUR course the student will receive a *Target X Program Status Update* Letter stating their current status in the program due to the failure of their first NUR course.
    f. If a student is dismissed from the program, a certified letter will be sent to the student's mailing address on file with WCC.
2. In the event of a NUR course failure (C or below) and/or withdrawal, the student also has the following options, if applicable to the situation:
    a. Submit a Final Grade appeal per *WCC Procedure for Student Final Grade Appeal*: Grade Appeal

    Website: http://www.wccnet.edu/studentconnection/grades/appeal-and-%20complaints/

    b. Apply for a Refund Exception: Refund Exception

    Website: http://www.wccnet.edu/studentconnection/payingtuition/refundexception/

    c. Refer to the specific WCC web hyper-links for a more detailed description of these options.

E. COMPLAINTS/GRIEVANCE PROCEDURES

Concerns related to laboratory/clinical should be addressed first with the laboratory/clinical instructor/faculty and then followed-up with the course faculty if no resolution.

Concerns related to course content, policies, grading criteria, and/or procedures should first be addressed to the course faculty leader.

If issues are not resolved, whether laboratory/clinical or course, contact the Nursing Department Chair next (see the directory at the front of this document).

The student can meet at any time with the Nursing Program Quality Manager (NPQM) to discuss their concerns and/or seek clarification (see the directory at the front of this document).

Prior to completing a complaint/grievance, the student is encouraged to speak with all parties above. In the event there is no resolution, the below link provides more information regarding WCC's policy on filing a complaint/grievance:

Consumer Information Complaint Procedure

F. Student RESOURCES

1. WCC Student Resources
    a. Student Resource Center (SRC) – Helps with admissions, financial aid, student records, and resource directory.
    b. WCC Afford Your Education – Assisting with finding funds to include grants and scholarships for school, paying tuition, and work study programs.
    c. Learning Support Services (LSS) – Tutoring services and support for individual needs of accommodations.
    d. Student Resource Center (SRC) – Helps with tuition, books, transportation issues, on- and off-campus childcare, emergency food pantry, etc. for financial and emergency needs.
    e. Academic Advising and Career Guidance Center – Short-term personal counseling and connections to community resources to include Success Coach.
    f. Wadham's Veterans Center – Veterans center on campus for all former and current active-duty military l, spouses, and dependents of veterans and student students of the National Guard or Reserves.
    g. English as a Second Language (ESL) – Support for students where English is there second language.
    h. Math Resource Center -Tutoring for math related topics.
    i. Student Parents at WCC – Resources for parents who are current students.
    j. Writing Center – Assistance with writing.
    k. Information Technologies – Information Technologies help and support.
    l. Personal Counseling – Personal support for solution-focused counseling for current students.
2. Student Nurse Program Resources
    a. Scrub Hub – Email to Nursing Admin (nursingadmin@wccnet.edu) for donating or acquiring used WCC Student Nurse scrubs.
    b. WCC Foundation – Email to Nursing Admin (nursingadmin@wccnet.edu) for fiscal assistance through the nursing scholarship foundation.
    c. Peer Tutoring – Assistance by nursing student peers for study and tutoring time. *Availability of tutor can vary semester to semester. Please check course and cohort Blackboard sites for specific information.*
    d. Refresh and Learns – Faculty supported, guided learning sessions related to identified topics and/or preferences. *Availability of sessions can vary semester to semester to include in-person and/or online delivery. Please check course and cohort Blackboard sites for specific information to include potential listing of topics.*
    e. Town Hall Meetings – Semester offered student-centered town hall forum for students to be updated on the Nursing Program and participate in an open forum with Nursing Administration and Faculty. *This is optional and students are highly encouraged to attend. Meeting schedule for each semester will be sent to students via the cohort Blackboard site with meeting minutes posted on site for review.*

G. PROGRAM RE-ENTRY vs. READMISSION POLICY

Re-entry into the Nursing Program is possible only when a student interrupts their progression while in good standing (passing). Reasons may include but are not limited to deployment with the military, medical or extenuating personal reasons, or temporary leave of absence. Students who wish to take advantage of this policy must:

1. Schedule an appointment with their Nursing Academic Advisor to complete the Nursing Course Failure/Program Progression Form and attach any required documentation (physician or therapist recommendation, military orders, etc.). The

advisor will submit this to the Department Chair.

2. Return within 1 calendar year (and complete the program within 4 calendar years of originally starting APNURS track OR 2 calendar years of originally starting APNURL track. Example: Start in Fall 2020, program must be completed by Fall 2024 for APNURS track; Start in Summer 2020, program must be completed by Fall 2022 for APNURL track.
3. Approval for breaks in program progression/change in academic plan must be approved by nursing department chair. Failure to receive approval for academic plan changes will result in immediate dismissal from nursing program.
4. Arrange for the successful completion of nursing refresher course prior to program re-entry if applicable.
5. Follow the current Health Requirement policies for updating health credentials, upon return.
6. The Department Chair will arrange for registration pending availability of classroom or clinical space.

Re-application: Students who fail two (2) NUR courses are dismissed from the program and not eligible to reapply. Students who exit in good standing (see above) before completing the program must re-enter so they can complete within the four-year requirement (see below). If more than four years have elapsed since the original admission date, a student who has exited in good standing may start over by reapplying to the program through the usual means. Be advised, program requirements may have changed, necessitating a student to take additional support courses.

H. PROGRAM COMPLETION: TIME REQUIREMENTS

It is important the student understands the Nursing Program must be completed within four (4) years of the original admission date. Failure to complete the program within this time limit will result in dismissal from the WCC Nursing Program.

I. GRADUATION REQUIREMENTS

The following graduation requirements apply to the Associate in Applied Science for WCC's APNURS and APNURL program students:

1. Complete all NUR courses specified as required for the AAS: Nursing Program with a minimum grade of 'C+' or the equivalent
2. Complete all other required support courses (general education, HSC) with a minimum of C, except BIO 111 A&P which is B-.
3. Meet all WCC general education requirements in effect at the time the student enrolled in the nursing program.
4. Maintain an overall GPA of 2.0, per WCC policy.
5. Complete an Application for Graduation (preferably, in the semester preceding the student's anticipated date of program completion).

Certification of Program Completion will be sent to the Michigan Board of Nursing after the student does **all** the following:

1. Completes all AAS-Nursing degree requirements, and this has been verified by the Student Records Department through DegreeWorks - must show 100% completion.
2. Completes the Final Program Evaluation for the Nursing Program on the WCC

Blackboard site.

3. Provides post-graduation contact information, through the Graduate Blackboard site.
4. Fulfills all financial obligations to WCC.
5. Returns student nursing badge to nursing office (TI 122 U).

PROFESSIONAL BASICS

A. Communication

1. Students are required to use their **WCC email** account for receiving course/departmental updates. It is expected that the e-mail account will be checked *daily* while enrolled in a class and at least weekly over breaks and spring/summer. *Faculty and nursing administration reserve the right to not respond to emails from a non-WCC account.*
2. There is also an expectation that students will become proficient in the use of Blackboard or college designated learning management system (LMS) since course and program information are housed in the LMS. Information about available Blackboard training and other technological support can be found in Student Support Resources, and on the WCC website.
3. Often, students and faculty must fill in and sign documents electronically. The student is expected to download the **free Adobe Acrobat Reader software** and create a digital signature. The student must be able to fill and digitally sign documents for upload to any number of websites. This would be necessary for many reasons including course assignments, clinical requirements, graduation forms, lab referrals, written counseling-PIP forms, etc.
4. **Emergency Closing Procedures** - When WCC is closed or classes are canceled on WCC's main campus, all extension center classes are canceled as well. This includes clinical sites and other practicum sites, except when the agreement with the clinical site specifies the clinical must be held. Note: If there is more than one (1) canceled clinical in a semester, provisions will be made for scheduling a make-up week/day after the end of the semester. This make-up week will be identified at the start of the semester, so students can plan accordingly. The course faculty leader will determine how the clinical time will be made up. Information will be provided in your course syllabus.
5. Detailed **closing information** will be placed on:
    - School Closing Information line at 734-677-5288
    - WCC home page at http://www.wccnet.edu
    - WCC Alert which is the College Emergency Notification Service at: Clergy Act (public safety)

B. Social Media/Networking

1. Professional Boundaries

Maintaining professional boundaries can be a challenge for students and faculty in the information technology age. **To ensure professionalism (a nursing program student learning outcome)**, it is imperative to set clear boundaries for both nurse-client and faculty-student communications and relationships. This policy establishes guidelines for these relationships and for professional behaviors related to communications which utilize **information technology (a nursing program student learning outcome**), including email, texts, and social networking sites. Violations of these guidelines may be considered unprofessional behavior and may be the basis for disciplinary action up to and including dismissal

from the nursing program.

- Faculty-Student Communications
  I. The appropriate use of information technology between faculty and students is the utilization of the college email, not personal email.
  II. Social networking sites are not appropriate for communications between faculty and students (nor patients and students, see below). Students who are found to be in violation may be subject to disciplinary action per WCC Board policy 4095. See also the National Council of State Boards of Nursing (NCSBN) Nurse's Guide to Use of Social Media (NCSBN).
- Nurse-Client/Patient Communications
  I. Do not become a 'friend' on a client/patient's social networking site or allow clients/patients to become a 'friend' on your site.
  II. Do not reveal the personal health information of individuals you access in your professional role. **This is considered a Health Information Portability and Accountability Act (HIPAA) violation.**
  III. Do not use WCC or clinical facilities' computers for personal business. These resources are monitored and are provided for either academic or clinically related business.
  IV. Do not engage in photographing yourself or anything else in the clinical unit with a personal phone/camera.

2. Professional Behaviors Related to Social Networking

a. Do not report private academic information of other students on social media sites.
b. When using social networking sites, always present yourself in a mature and professional manner. Be aware future employers review these network sites when considering potential candidates for employment.
c. Refrain from the following actions on social networking sites:
   i. Display of vulgar language or known abbreviations for such.
   ii. Posting of derogatory comments about an instructor, faculty or staff as a group, an individual student or group of students, clinical facility, or staff of such.
   iii. Display of language or photographs that are disrespectful of any individual or group secondary to age, race, gender, ethnicity, political affiliation, faith, or sexual orientation.
   iv. Posting of personal photographs or photographs of others that may be interpreted as condoning irresponsible use of alcohol or firearms, substance abuse, or sexual promiscuity.
   v. Posting potentially inflammatory or unflattering material on another's website (e.g., on the page of that person's social media site).
   vi. Maintain professional conduct between colleagues on social networks.
d. NCSBN has produced additional social media guidelines including the *White Paper: A Nurse's Guidelines to Social Media.* Please consult the NCSBN website for more information: NCSBN.

C. Health Information Portability and Accountability Act (HIPAA) violation.

1. The HIPAA Privacy Rule establishes national standards to protect individuals' medical records and other individually identifiable health information and applies to all health care interactions. This Rule requires appropriate safeguards to protect the privacy of protected health information (HHS, 2023).
2. Many HIPAA violations occur when accessing or sharing patients' protected health information (PHI) which can include but not limited to:
    a. In-person discussion about a patient when not related to healthcare treatment
    b. Copying of medica records when not authorized to do so
    c. Social sharing of patients, care providers, and the healthcare community when not authorized to do so
    d. Sharing of log-in to computer/medical record access
3. Suspected violations of HIPAA will be reviewed and mitigated by the Nursing Program Administration at WCC.
4. A student with a HIPAA violation will be dismissed from the Nursing Program.

LAB/SIMULATION/CLINICAL REQUIREMENTS

A. SKILLS/SIM LAB

1. Philosophy

The Nursing labs offer supervised, 'hands-on' practice for basic and advanced nursing skills, clinical decision-making activities, and procedures, as well as building confidence with effective communications skills. Lab experiences provide an opportunity for students to ask questions and apply theory learned in the online portion of the course and lab presentations. Students have the opportunity to organize and perform procedures and to practice their approach before doing so with an actual hospitalized patient.

2. Student Responsibilities

The Nursing Skills/Sim Lab is an extension of your clinical and academic programs. **Therefore, all the same requirements for maintaining professional behaviors in both clinical and academic settings apply to the lab/sim setting.**

a) **Appropriate dress** is required for the lab and should match the expectations required in the clinical setting, following the current dress code requirements of the WCC Nursing Program (explained below).

b) All students are responsible for **cleaning and putting away** the equipment used during the lab time, as well as cleaning the unit or station. It is expected that students will use laboratory and WCC supplies appropriately and economically.

c) Students must adhere to the following:
- **No children** are allowed in the lab (practice OR check-off).
- **Cell phones** must be silenced and not used for recording or photography except as directed by faculty for purposes of completing an assignment.
- Professional HIPAA standards

d) Students must purchase the prescribed lab kit prior to the start of the semester. Information for purchasing the appropriate course-associated **lab kit** will be provided on the Blackboard Community site. To avoid a late charge from the vendor, students must purchase by the specified deadline.

3. Open Lab

a) It is the goal of the nursing department to provide open lab hours during the week, for student practice. In the meantime, students may use their lab kits to practice skills outside of scheduled class time and attend their faculty's office hours for guidance. When possible, campus open lab time will be established and posted by the Lab Coordinator.

b) When open lab hours are posted, students are required to sign up for supervised practice or repeat checkoffs, as appropriate.

i) Make-up check-off requirements are determined by the course syllabus.

ii) Supervised practice will be conducted by faculty according to the schedule as posted. Students and faculty will work together to arrange a repeat check off time.

iii) Signing in and out will be required for use of all open lab time.

4. Lab Referrals

Students may be given a written 'Student Referral for On-Campus Lab' form (See Appendices at end of Handbook). This is a formal referral to working on a particular skill(s) in the lab during supervised practice/open lab time. Students must sign up for a time slot with an instructor during supervised practice time/open lab. The supervising practice instructor must sign the form and the student will return it to their instructor demonstrating successful completion of the skill(s).

B. Human Patient Simulations

Simulation is an evolving method of teaching and learning in nursing. Simulation allows students to become familiar with patient care situations in the safety of the academic environment.

1. Simulation Summary

Human Patient Simulation (HPS) is the use of interactive patient substitutes in realistic environments using evidence-based scenarios to improve participant comprehension of key patient care concepts at levels appropriate to the participants' education, experience, and scope of practice.

2. Simulation Mission

To expand, enhance, and validate the educational and skill-set capacity of nursing students and practicing nurses in Washtenaw and surrounding counties, as well as offer state-of-the-art facilities for certification/recertification of other health professionals through human patient simulation.

3. Simulation Team

The Simulation Team includes the nursing Lab Coordinator and representatives from faculty, who possess the understanding of the capabilities and limitations of the patient simulators, and the expertise in the simulation development process and use of simulation in health education. They are responsible for reviewing, approving, and executing simulations for the nursing program and other outside partners. Simulation conditions are subject to change based on laboratory conditions, availability of resources, and the clinical judgment of the Simulation Team based on evidence-based literature.

4. Simulation Laboratory Use

The Human Patient Simulations Laboratory (HPSL) consists of the clinical area

and the simulation control area. The clinical area consists of HPS, patient care sections, nursing stations, medication distribution unit, and the associated equipment and supplies that can be used to simulate a variety of health care facilities.

a) The HPSL is a dedicated-use facility whose primary purpose is human patient simulations for the Nursing and Allied Health programs, and CPR/AED training at WCC. It may be used by other departments within WCC as well as other community partners. The use of the lab by these partners is described in the document HPSL Outside Use Request, available from the Nursing Lab Coordinator.
b) Maintenance of the HPSL is the responsibility of the Nursing Lab Coordinator and the part-time simulation faculty.
c) Use of the HPSL for purposes other than those listed above must be requested and approved in writing and in advance ty the Simulation Team.
d) No food or drink of any kind is permitted in the HPSL clinical area, except for use as part of a simulation or simulator-related activity.
e) Photography, video, and audio recording in the HPSL by persons other than the simulator faculty are strictly prohibited, unless with the expressed, written, and advanced permission of the Simulation Team.
f) HPS are sensitive medical devices. They are not to be used for any purposes other than patient simulation. HPS cannot be adjusted, posed, moved, inspected, or in any other way used without the permission of, and supervision by, the Simulation Team.
g) Any misuse of mishandling of the HPS will result in immediate removal from the HPSL and appropriate disciplinary actions will be taken.

5. Student Role in Simulation

The HPSL is a clinical unit as defined by the WCC Nursing Program Student Handbook. As such, students' behavior and performance are expected to adhere to all HPSL rules for laboratory use, as well as the professional behaviors clinical rules, and safe practices explained throughout the Handbook.

a) Students are held to the same standards for evaluation when a scenario is in progress (i.e., clinical course objectives) as if performed in the clinical setting.
b) Students observed to be exceeding their scope of practice, or acting in an inappropriate or unsafe manner, are subject to counseling (e.g., verbal, written, lab referral) by their faculty leader or Simulation Team.
c) As in the clinical setting, repeated incidents of unsafe practice during simulation assignments will result in a grade of 'No Pass' for the clinical course.
d) Simulation scenarios are protected patient data, and students are required to maintain the privacy and integrity of all simulations.
e) Make-up time for missed patient simulations will be done at the discretion of the course faculty leader and Simulation Team.

C. CLINICAL/CLASS RULES/ATTENDANCE

1. General Expectations

Each student is expected to behave in a professional manner in all settings (bookstore, email, Zoom, classroom, lab, simulation, clinical, social media, etc.). This is especially true when wearing the WCC nursing student uniform in public.

The conduct of each student reflects on the college, the department, and the nursing profession. An optional, but highly recommended, resource for all nursing students is the American Nurses Association's *Nursing: Scope and Standards of Practice*, 4th ed. The standards of professional practice and professional performance are woven throughout the WCC nursing program and expected of all faculty and students.

2. Introductory Clinical Information

a) The student's clinical eligibility is the heart of nursing program participation and success.
b) To remain eligible for clinical, the student must meet all health requirements and deadlines as stated in this Handbook, in ACEMAPP (explained below), in Blackboard, etc. Do not wait until the deadline to ask for help. Students who do not meet deadlines must drop or withdraw from the course. A second withdrawal or failure will result in dismissal from the program.
c) Transportation to the affiliating health agency (clinical) is the student's responsibility. There is no reimbursement by WCC for transportation costs.
d) WCC cannot guarantee specific agency placement to any student. Clinical schedules (days, shift, unit) are determined by our affiliating health agencies.
e) Clinical or class time may be between the hours of 5:30 a.m. and 12 midnight, Monday through Sunday.

3. Clinical Site Assignments

a) Student assignments are created and assigned by the nursing department after clinical rotation requests have been granted by the agencies.
b) The student assignments are announced to students through the Blackboard Community site, usually within one month of the start of the semester.
c) It is the student's responsibility to stay up-to-date on clinical site assignments and notifications prior to the semester start date.
d) Upon announcement of student assignments via Blackboard, special accommodations may be considered for extenuating circumstances on an individual basis with *no guarantee* of switching.
e) Once students are placed in their ACEMAPP roster, their rotations are locked, and accommodations can no longer be considered.
f) Every effort is made to provide students with one month's notice of their specific clinical assignment (<u>although it is not guaranteed</u>); due to the ACEMAPP process which WCC must follow, more notice than 1 month is rare.

4. Attendance (Clinical, Lab, Simulation, and Lecture)

Students are expected to be reliable and dependable. Punctual attendance for the entire scheduled class, Zoom (or other online), laboratory, simulation, and clinical sessions <u>is required for all nursing students</u> and is tracked by faculty for verification purposes to our accreditors and the State of Michigan. ANY missed time (absence or tardy) is called a *Student Occurrence*. Student Occurrences are measured in time missed, are documented by course or laboratory/clinical faculty, and

forwarded to the department secretary for tracking. The following are guidelines by which WCC Nursing Program enforces attendance:

a) Prior to any unavoidable miss, the student is expected to contact the instructor and the course faculty leader, as a first step. This is done via WCC email.
b) An absence without prior instructor notification (no call-no show) could result in failure of the course and dismissal from the program.
c) The student should not report for lab/clinical day if experiencing fever (temperature equal to or greater than 100.4°F), are under evaluation for COVID 19 (awaiting test results) or have COVID 19 and not yet cleared to discontinue isolation (CDC Covid in the Workplace). Also, see WCC's Covid 19 reporting system.
d) Students who experience illness or injury still must meet course outcomes to receive a passing grade. For students who miss for some unforeseen extenuating circumstance, the following guidelines apply:
    i) Missed lab/clinical time requires documentation of the extenuating circumstance (e.g., summons, ticket, obituary, doctor's note, positive Covid test, etc.).
    ii) All course experiences are intentionally chosen and tied to course outcomes. It may be that a student is not able to meet course outcomes due to a missed experience (e.g., orientation, presentation, seminar, etc.). In some cases, a student absence can result in a course incomplete or failure due to not meeting course outcomes as outlined in the course syllabi.
    iii) Repeating a course may be required to achieve the outcomes. Repeating courses will be on a space-available basis. No student will receive a passing grade who misses greater than 27 lab/clinical hours in a semester (or 9 lab hours in NUR 134), regardless of circumstances. For students who miss greater than 27 lab/clinical hours due to devastating life circumstances, contact your nursing academic advisor for guidance.
    iv) All lab/clinical hour content/learning is tied to course outcomes. Alternate assignments will be assigned by clinical/course faculty to approximate the missed experience/hours and demonstrate to the faculty the student has achieved course outcomes associated with the missed experience(s). These alternate assignments are *not optional*, and they ***do not*** *replenish missed hours*.
    v) Each clinical course has 135 hours of time on task through lab/clinical. Replacement/alternate assignment work does not restore the hours missed. Replacement work helps a student to achieve course outcomes when accident or illness prevents them from attending the originally intended and optimal means of meeting the course outcomes.
    vi) Lab and clinical hours completion and missing hours are tracked throughout the program. A student who repeatedly misses lab/clinical required hours is at risk for not meeting program expectations (refer to the End of Program Student Learning Outcomes) and can jeopardize ability to graduate from the nursing program. In this instance, faculty and/or Chair will work with the

student on a performance improvement plan (see Written Counseling Form-Appendixes end of Handbook) to meet program outcomes, however, program progression and/or meeting of EOPSLOs is not guaranteed by either the faculty and/or Chair.

vii) The policy in this section addresses missed lab/clinical/simulation. For missed exams, contact the course faculty leader, and consult the course syllabus.

5. Other Clinical Considerations

Below are some additional WCC policies applicable to lab/simulation/clinical:

a) The clinical instructor will supervise all procedures performed by the student until the student is evaluated as competent.
b) An instructor may ask a student to leave clinical unit or lab area if there is a concern about the student's ability to render patient care. Reasons may include (but are not limited to) illness, excessive fatigue, emotional instability, combativeness, offensive body odor (could include strong fragrances), or behaviors suggestive of intoxication or drug use.
c) During the clinical experience, the student will remain in the agency for breaks and meals.
d) Facility phones on clinical units may not be used for personal calls.
e) Use of personal cell phones in the clinical setting for any reason (e.g., phone call, look up medications, camera, calculator, etc.) is strictly prohibited.
f) Students are required to notify the clinical/laboratory instructor/faculty immediately should they receive an injury in the learning setting. A nursing program Incident Report will be completed, in addition to the agency's requirements. The WCC Incident Report is on the Blackboard site for Faculty.

D. EXAMPLES OF UNSAFE OR UNSATISFACTORY PRACTICE, BY SLO

The statements under each SLO (STUDENT LEARNING OUTCOMES) are to be used in conjunction with the evaluation of course objectives for all clinical nursing courses. Refer to specific course Clinical Evaluation Tools (CETs). The student is in jeopardy of failing the clinical course and/or being dismissed from the nursing program when the following areas are compromised. A Written Counseling/Performance Improvement Plan (PIP) form will be completed by the clinical instructor/faculty, which identifies the unsafe or unsatisfactory practice area and a plan for improvement. The student is expected to sign the form, indicating receipt of the form, and may add comments as desired. These examples are not all-inclusive.

1. Patient-Centered Care

a) Repeatedly unable to manage patient care assignments within the constraints of the assigned clinical time.
b) Fails to respond appropriately to impromptu patient situations.
c) Repeatedly wasteful with organizational resources.
d) Violates ethical, legal, and regulatory frameworks of nursing:
    i) Consistently shows disrespect for patients and/or significant support persons.
    ii) Violates patient confidentiality (e.g., invasion of privacy,

discussion of patient's condition inappropriately).

iii) Shows a lack of integrity by being untruthful with faculty, clinical staff, etc.

iv) Fails to seek assistance and supervision when performing procedures for the first time or as directed by the clinical instructor (i.e., attempting to function beyond the level of preparation).

e) Does not report unsafe practices of healthcare providers.

f) Does not demonstrate accountability for assigned nursing care

A) General Attitude

i) Fails to recognize errors and to assume responsibility for own actions and/or mistakes.

ii) Unable to maintain composure during nursing care, whereby tenseness and anxiety interferes or inhibits the person to function in clinical settings.

iii) Fails to separate professional and personal responsibilities and set patient's needs above those of self while in the clinical setting.

iv) Attends clinical in a state of health where one's judgment is impaired (e.g., drug intoxication, emotional stress, sleep deprivation).

v) Fails to follow through on instructions from clinical instructor, hospital staff and physician.

B) Clinical Preparation

i) Fails to use sufficient time to assess patients prior to assigned clinical time, whereby assigned paperwork is incomplete.

ii) Unable to answer pertinent questions regarding the patient's medical condition posed by the clinical instructor on repeated occasions.

C) Dependability/Reliability

i) Unable to maintain appropriate professional boundaries (e.g., gives out phone numbers to patient and/or significant support persons, accepts money and/or gifts, etc.)

ii) Attends clinical in a state of health that may endanger the patient.

2. Teamwork and Collaboration

a) Lacks the ability to communicate essential information to other staff or instructors verbally and promptly.

b) Fails to report significant changes in patient's physical and/or psychological condition.

c) Fails to recognize the effect of one's own behavior on patients and how patients' behavior might affect a student's response.

d) Lacks the ability to relay pertinent patient information through documentation.

3. Safety and Quality Improvement

a) Fails to report to peer(s), unit staff, and clinical instructor when

leaving the unit.

b) Fails to follow-through with instructions given by a co-nurse.
c) Fails to cooperate with unit staff by helping when time is available (does not function as a team player).
d) Fails to ensure safe clinical practice.
e) Repeatedly performs nursing treatments or procedures incorrectly or inaccurately.
f) Fails to recognize and implement independent nursing functions, i.e., turning and positioning bedridden patients every 2 hours, handwashing, etc.
g) Fails to initiate appropriate nursing interventions based on priority needs
h) Fails to administer medications following agency guidelines.
i) Performs dependent functions without a health care provider's order.

4. Information and Technology

a) Fails to document patient assessment and intervention details in a complete, accurate manner.
b) ails to use given information (provider orders, nursing notes, MAR) to provide care properly and safely during clinical/lab.
c) Fails to ensure accurate, up-to-date, safe care is given to the patients.

5. Clinical Judgment/Evidence-Based Practice

a) a. Fails to make sound appropriate clinical judgments due to inadequate knowledge of:
    i) Individual disease conditions and related pathophysiology
    ii) Diagnostic tests
    iii) Medications:
        1) Relation to diagnosis
        2) Necessary precautions
        3) Evaluation of therapeutic effect
        4) Side effects and adverse reactions
        5) Safe dose
        6) Inability to compute dosages accurately
    iv) Treatments and procedures relating to diagnosis and pathology
b) Fails to recognize significant or reportable patient findings.
c) Fails to determine priority areas of nursing care, including an appropriate plan of action with rationales.
d) Fails to evaluate nursing care appropriately by not identifying pertinent patient data from carrying out the care plan.

6. Professionalism/Leadership

a) Does not practice within ethical, legal, and regulatory frameworks of nursing:
    i) Violates patient confidentiality (e.g., invasion of privacy, discussion of patient's condition inappropriately)
    ii) Shows a lack of integrity by being untruthful with faculty,

clinical staff, etc.

iii) Fails to seek assistance and supervision when performing procedures for the first time or as directed by the clinical instructor (i.e., attempting to function beyond the level of preparation).

b) Demonstrates incivility by showing aggression and/or disrespect for patients and/or significant support persons, peers, faculty.

E. VIRTUAL CLASSROOM ETIQUETTE FOR STUDENTS

In a virtual classroom, appropriate classroom behavior is expected. To ensure a successful virtual classroom meeting and a productive learning environment, please keep the following 'dos and don'ts' in mind:

Do:

- Find a clean, quiet space and dress appropriately (i.e., scrubs).
- Camera must be on.
- Let all household members know when and where you will be in class and ask them not to disturb you.
- Make sure your full name shows up appropriately.
- Be aware of your background, lighting, and noise.
- Mute until you are required to talk. Use the platform functions to communicate if needed (chat, raise your hand, answer yes/no, etc.).
- Use an appropriate background.
- Turn off/silence your cell phone and close other windows on your computer.
- Be on time for class. Communicate with course faculty leader (via their preferred communication method listed on the syllabus) if you will be late or you lose your connection during class.
- Pay attention. Maintain eye contact with the speaker on the screen.
- Be prepared to take notes (on your computer or in a designated notebook) or to access course materials.

Do not:

- Enter a virtual meeting you were not invited to, share an access code for your class with others, or enter under a different name.
- Take screenshots, cell phone pictures, or otherwise record the meeting, your classmates, or your instructor/faculty without express permission to do so. The Family Educational Right to Privacy Act (FERPA), intellectual property rights, and federal law prohibits saving, copying, electronically capturing, or sharing of student and teacher images and recordings without pre-requested written consent. If permission is granted by all parties, the recording or image may only be used for personal use, such as note taking, and not disseminated. Failure to abide by these rules may result in expulsion from the college and criminal prosecution.
- Change your name or change your background during the meeting (unless asked to do so as part of the exercises in class).
- Walk around during the virtual class meeting.
- Use the chat for side social conversations with classmates.
- Sit in front of a window or bright light; this will make your face too dark to see.
- Have conversations with household members off camera.
- Allow household members to walk around behind you during the meeting.

- Engage in texting, social media, work from other classes, or other distractions while in class.
- Tune into class while driving or shopping, for example.

Adapted from 'Zoom Etiquette for Students,' University of Scranton

F. DRUG FREE ENVIRONMENT

The WCC Nursing program has zero tolerance for illicit drug and substance abuse or misuse in the practice lab, classroom, and clinical locations. Being under the influence of a drug or alcohol is strictly prohibited and may result in dismissal from the program. Refer to Board of Trustees Policy 4095: http://www.wccnet.edu/trustees/policies/4095/

1) **Upon Admission**
   All accepted and alternate applicants must purchase an initial criminal background check and ten (10) panel urine drug screen using a WCC approved outside vendor (contact information to be provided). Any student who has a positive drug screen without medical documentation will not be admitted into the nursing program. A medical marijuana card is not an acceptable form of documentation, due to federal regulations.

   If you have been convicted of a crime, it is your responsibility to determine if your history will prohibit you from being licensed as a registered nurse. The Michigan Department of Community Health (MDCH) will not evaluate a conviction for a nursing school student. The MDCH will only review the conviction at the time of application for licensure. You must admit on the application for licensure any misdemeanor or felony. Failure to admit will affect your eligibility for licensure. A student's criminal record may prevent them from clinical placement, preventing them from nursing program participation. If you need assistance with this statute, contact legal counsel; WCC staff/counselors are not able to provide legal advice.

2) **Random 'For Cause' Drug Screens**
At any time during classroom, lab, or clinical portions of the nursing program, if a student is suspected of being under the influence of drugs or alcohol, the program faculty or clinical facility personnel may require the student to be assessed for drugs and/or alcohol at the student's expense. If the clinical facility has the capability of doing the screen on site, the facility may use that service. If a student must be dismissed from the clinical facility during a clinical assignment to undergo testing and/or for inappropriate behavior due to drug or alcohol influence, the student will be responsible for providing contact information for someone to provide transportation for the student to be taken away from the site and, as necessary, to the college-designated testing agency. Failure by the student to comply with this policy is grounds for dismissal from the nursing program. A positive drug or alcohol test is also grounds for dismissal from the nursing program.

G. DRESS CODE REQUIREMENTS (UNIFORM)

The term 'uniform' signifies similarity, consistency, and singleness of purpose. Listed within the table is what is meant by 'complete uniform' at WCC; and when, where, and how the uniform is worn.

Element	Description
Uniform:	The uniform consists of an appropriate shirt and pants of the current accepted color. The acceptable brands for WCC nursing student uniforms are Cherokee®, Beyond Scrubs®, Med Couture®, and Dickies® in olive green color. The TI 122 Scrub Hub has a limited stock of Cherokee®. No exception for alternate brands and/or color will be granted. All shirt sleeves (both outer and under clothing) should not exceed three- quarter in length (must be pushed up to this length if long-sleeved) to facilitate proper hand washing. Jeans or denim, and sweatshirts are not acceptable substitutes for the uniform. Excessively tight uniforms are not permitted. If you are in doubt, check with your clinical instructor/faculty leader. Any exceptions to the use of the current accepted color are facility/patient population specific.
Program Embroidery:	A WCC Nursing Program Logo is optional. If the logo is desired, the logo must be stitched by Scrubs and Beyond on Washtenaw Ave, Ann Arbor, MI. Embroidery displaying logos other than WCC Nursing is not permitted.

Scrub Jackets:	Students may choose to wear a scrub jacket as an accessory to their uniform. To maintain consistency, students must choose the currently accepted color. A black fleece and/or scrub jacket or cotton zip jacket with no hood is allowed but must either be plain or have the WCC logo stitched by Scrubs and Beyond on Washtenaw Ave. in Ann Arbor.
Underclothing:	Appropriate white or skin-colored underpants and bra or undershirt should be worn under the uniform. Complimentary socks can be seen above the shoe (no footies) are required. White t- shirts (long or short-sleeved) or white turtlenecks may also be worn under the uniform for warmth or to cover tattoos.
Solid Color Nursing Shoes in Dark or White:	Clean, dark, or white nursing shoes are required. Shoes worn in clinical and laboratory environments are required to be OSHA compliant and offer protection from fluid spills and sharp objects falling or crushing under foot. No exceptions for compliance with the required shoe type will be granted for students. Infection control standards are to be always adhered to include the wearing and usage of shoes worn in the clinical and laboratory environments: Shoes are to be clean to avoid contaminating the nursing facility and in good repair for safety reasons. We strongly encourage students to have a dedicated pair of nursing shoes for clinical and laboratory learning experiences. Shoes must meet the following requirements without exception: • These may be oxford or slip-on styles, flat or with an appropriate walking heel (the shoe must fit completely over the heel). • No sandals, mules, clogs, open toes or heels, or casual shoes may be worn. Completely dark leather athletic shoes are acceptable. • Canvas or mesh athletic shoes (i.e., 'Chuck Taylors') nor Crocs are allowed. • Shoes must be a solid non-faddish color (i.e. No pinks, purples, etc. allowed; dark brown, black, or grey is acceptable), no patterns allowed.

Photo ID Badges and Badge Buddy:	Students are expected to wear Student Nurse Photo ID cards for ALL lab and clinical experiences, as these identify you as an active nursing student at WCC. These cards will be over and above the standard WCC picture ID, which is needed for the Testing Center and the LRC. 1. Wear ID at upper chest level with the picture side facing out. 2. Information to be included on the card: ● Student's first initial or full first name, and complete last name ● Student Nurse title ● Expiration date - photo ID cards will have an expiration date of 2 years after the start of NUR 108. 3. The student will be responsible for obtaining a replacement card. ● Contact the Nursing Secretary (see Directory at front of this handbook) for a Lost ID Card Replacement form. Fillable form available on Blackboard Community site under Forms. ● Take the form to the Cashier's office (in SRC) and pay the $10 replacement fee. ● Return the payment receipt to the Nursing Secretary (scan and email) to place the order. ● Students will be notified by SCC email with instructions for pick up. ● Student Nurse Photo ID cards must be turned in to the Nursing Office at the time the student exits the nursing program. 4. Required Badge Buddies (to attach to your ID card) will be handed out to all students.

Hygiene:	One of the special aspects of nursing is the close relationship with patients. Students will be working closely with many people; therefore, a neat, clean professional appearance is expected, as follows: 1. Daily bathing and use of an effective deodorant are imperative. The body must be odor-free and as fragrance-free as possible, including odors from cigarette smoke and food odors. 2. Hair must be arranged in a style that eliminates excessive length, which may bring the hair in contact with the patient, aseptic field, linen, instrument, etc. ● The hair must be secured away from the face and off the collar. The hair must be secured in such a way that eliminates the need for touching the face regularly to remove the hair from dangling. This is an important infection control point for both student nurse and patient. ● Frequent shampooing is a necessity. ● Style and color should be controlled and non-distracting. ● Facial hair must be neatly trimmed and clean. May be asked to cover, i.e., agency policy. If facial hair interferes with the fit of necessary masks, the student must be prepared to do what it takes to achieve safe practices per the agency policy. Reassignment of clinical because of such matters is not possible. ● Religious, cultural, or medical head coverings for men and women are subject to agency policy. 3. Nails, per Association of perioperative Nurses (AORN) Guidelines ● Must be kept clean and no longer than ¼ inch. ● Must not wear artificial nails, nail gel, or polish. ● Must be trimmed, filed, and maintained so the edges and surfaces are clean and not rough. 4. Makeup should be only used in moderation and be fragrance-free.

Jewelry:	*The **only acceptable** jewelry:* 1. A plain wedding band may be worn. 2. Students with pierced ears may wear one pair of plain metal 'post' earrings. The post may not have any type of decoration suspended from it or attached to it. 3. A simple watch. ***Unacceptable:*** 1. Decorative hair accessories are prohibited. (Plain clips or bands may be necessary to achieve the above stated objective of keeping the hair out of the face and off the neck.) 2. No visible body piercings other than the ears.
Tattoos or Body Art:	If exposed, tattoos/body art must not be offensive to patients, visitors, employees, clinical instructors, or faculty leader. You may be required to cover these areas during the clinical time.
Classroom Attire:	Students must wear appropriate, modest attire when on campus. For lab and simulation, the nursing uniform is appropriate.
Nursing Lab Attire:	Students must wear complete uniform as stated for clinical and for all lab sessions (whether in person or virtual). Name badges must be current, and the other requirements must be met (hygiene, jewelry, gum chewing, smoking, etc.). Students are expected to carry all equipment needed for each nursing laboratory session.
Other:	1. Gum chewing is not permitted in the laboratory, simulation, or clinical areas. 2. Tobacco or any related product including smoking is not allowed in the classroom, laboratory, or clinical areas. This includes any alternative smoking device that emits vapor, dust, or mist. Non-tobacco herbal cigarettes are also prohibited. All students and faculty must follow the college policy. Specifics can be located on the WCC website. 3. All healthcare sites are smoke-free. 4. Students are required to notify the laboratory/simulation/clinical

	instructor immediately should they receive an injury in the learning setting. A nursing program Incident Report will be completed, in addition to the agency's requirements. The WCC Incident Report is on the Blackboard site for Faculty.
Equipment to Carry when in Uniform	1. Black ball-point pen. 2. Small pad of paper. 3. 5 ½ inch bandage scissors. 4. Watch that can indicate seconds. 5. Penlight 6. Stethoscope 7. Pocket calculator. Other supplies may be required for a specific course.
Note: If appearance and uniform do not meet these standards, the student may be asked to leave, receive deduction of attendance hours via a Student Occurrence form and will be required to do an alternate assignment to achieve course outcomes.	

CLINICAL ROTATION READINESS

ACEMAPP

The 'ACEMAPP' system, managed by the Alliance for Clinical Experience, is a secure online system used for students and faculty to complete annual HIPAA, OSHA, and Blood borne Pathogens courses and assessments, as well as specific courses and assessments for a student's assigned clinical rotation. Additionally, this system tracks faculty and student health requirements for the clinical sites.

Thanks to our partnership with ACEMAPP, WCC is able to participate with many organizations to secure meaningful clinical placements for our students. All nursing students are required to participate in ACEMAPP and are responsible for paying a $50 annual (you will pay it twice while with WCC) membership fee.

Failure to pay by the deadline or complete the yearly required modules will result in loss of a clinical placement and possible program dismissal.

NOTE: Clinical agencies reserve the right to amend clinical health and professional requirements for the WCC Nursing Program for the continuation of clinical learning experiences.

Additional Clinical Forms

Students will be notified when their clinical rotation is posted to Blackboard each semester. After checking Blackboard, each student must then proceed to the Blackboard link labeled 'Clinical Paperwork' and follow the instructions for their assigned location. Failure to meet the deadlines will delay processing for your entire section. For the entire section to meet the clinical agency's deadlines, it may become necessary to remove a student from the rotation due to incomplete requirements. If this occurs, a student will be without placement and unable to meet course requirements. Dismissal from the course will be the consequence. If it is a second dismissal/failure, the student will be dismissed from the program.

Participation Requirements

Our clinical partners allow guests (faculty and students) into their facility only with proper health clearances to assure their patients remain protected. Certain requirements are mandated by these agencies based on current State and Federal Public Health regulations, are non-negotiable, and are subject to change. Students are not permitted to attend clinical practice unless all requirements are met. Students will be notified should any of these regulations change. Students who are not willing to comply with changes that may occur during their time in the nursing program are not guaranteed clinical placement. At the student's expense, compliance with and documentation of many things are required.

1. **Health Clearance**

   Note at the start: The forms and instructions needed for the requirements below are included in the New Student Orientation Blackboard site, and in the Blackboard Community site.

At the time of admission to the nursing program, students are required to submit a Health Clearance, which includes two components: 1) Report of Medical History, and 2) Nursing Abilities Statement (based on a physical examination) demonstrating good physical health, without restrictions.

a) Report of Medical History form: This is a questionnaire which documents the student's medical history. It requires the provider's signature.
b) Nursing Abilities Statement: This is a checklist of physical and cognitive abilities required of all nursing students to perform safely in patient-care settings. The provider performs a physical exam first. After the provider reviews the Medical History and performs the physical exam, the provider completes and signs the Nursing Abilities Statement. The student then signs the Nursing Abilities Statement and submits it to WCC.
c) Additional notes: If the student is inactive for more than two (2) core semesters, OR if the student experiences a significant change in health status (e.g., injury, surgery, etc.) the Nursing Abilities Statement will require re-affirmation by the healthcare provider and student.

2. Immunizations

a) MMR immunization, two doses, unless born before 1957. Positive titers or antibody tests for Rubella and Rubeola will be accepted.
b) Varicella zoster immunization, two doses; or written statement by student's healthcare provider (HCP) stating that the student has had the disease, along with the date of the disease. Positive antibody titers with lab reports will be accepted.
c) Heptavax, three doses, or waiver signed by student and HSP, or positive Hepatitis B antibody titer with lab reports.
d) Tetanus, diphtheria, and pertussis immunization (T-dap) with booster every ten years.
e) Covid Vaccination, two doses of Moderna or Pfizer vaccines, or one dose of Johnson and Johnson.
f) Influenza immunization is required annually by October 1 or the next business day in the event October 1 falls on a weekend or holiday. Failure to show proof of influenza immunization (or any other required documentation) by the deadline will result in loss of a clinical placement and possible program dismissal.

3. Tuberculosis (TB) Requirements

Students are required to submit documentation, repeated annually, showing they are negative for TB. Documentation may be ONE of the following:

a) QuantiFERON Gold Blood Test (WCC's preferred method)
b) Negative 2-step TB skin test (Mantoux) upon initial entry, and then 1-step TB skin test no more than 364 days after administration of the second TB skin test.
c) Negative Chest X-Ray and signed TB Evaluation form
d) T-Spot TB Blood Test

4. **Certification of Basic Life Support (BLS) FOR PROVIDERS**
   BLS Certification must be taken through the American Heart Association (AHA). Recertification is required prior to expiration and within the renewal window required by the nursing program (see Continuing Eligibility section). *No exceptions.*

5. **Insurance: Health and Liability**
   Health: All students must provide proof of healthcare insurance coverage to attend clinical. The student is responsible for paying the cost of any medical care that might be necessary if the student is injured or becomes ill because of clinical practice activities. The college does not provide insurance coverage for such situations; the student is responsible for maintaining current health insurance coverage throughout the time in the nursing program. Insurance information may be accessed in TI 122.

   Liability: All students are covered for liability by the college's 'blanket policy.'

6. **Professional License**
   Students must meet the following requirements without exception: complete a Foundations of Caregiving/Nurse Aide/Nurse Assistant course or copy of current or expired Certified Nurse Aide/Assistant license.

7. **Putting It All Together**
   The student is expected to maintain a satisfactory level of mental and physical stability to function safely and competently in the clinical area. The student demonstrates preparedness by maintaining current health records with the nursing department via a secure third-party system, where documents are stored and reviewed (this is explained fully in orientation).

A. Final Acceptance Requirements (New Students):

i. The foregoing Participation Requirements are required by the due date announced at Orientation to include successful completion/fulfillment of all mandatory orientation/on-boarding Nursing Program requirements.
ii. Any changes in health occurring during the academic year must be reported to the nursing department.
iii. The student must submit copies of their health documentation to the secure third-party as instructed at Orientation.
iv. Failure to complete by the deadline will result in loss of clinical placement and possible program dismissal.
v. Failure to submit requested documentation as outlined above by the deadline given at Orientation will result in closure of your student file for admission into the nursing program. For the Fall influenza deadline, failure to submit documentation as stated above will result in course failure due to not being able to attend clinical.

B. Continuing Eligibility (Continuing Students):

Annual program requirement renewals and updates after program admission are due **by July 14th every calendar year**. **Failure to complete and submit the requirements below can result in program dismissal.**

i. These requirements include:

a. Annual documentation of negative TB test (must be completed between May 15 and July 14, regardless of expiration date). This is due July 14th of the calendar year without exception.

b. Documentation of BLS Provider certification is due July 14th of the calendar year if renewed without exception.

- Recertification is every two years and certification cannot expire between July and April of the calendar year.) Put another way, the expiration date must be between **(end of May, June, or July).**

c. BLS renewal, when indicated., is to be done in either May, June, or the beginning of July to meet requirements for the upcoming academic year. BLS renewal is due July 14th of the calendar year without exception when indicated. Proof of up-to-date TDaP (Tetanus, Diphtheria & Pertussis) Vaccination (cannot expire between July 14 and May 15 of the school year).

d. Yearly influenza vaccination.

ii. Deadlines:

All updates must be submitted by July 14th of the calendar year. *Exception:* Influenza vaccination update will be due October 1 or the next business day in the case of weekend or holiday. Any updates done outside this time limit will not be accepted and may result in loss of clinical placement or program dismissal.

iii. Consequences:

Failure to submit health documentation by July 14th of the calendar year will result in delayed progression which can result in program dismissal.

C. Provisional Registration

Students are granted provisional registration, which means that although students can register online, they may be removed from the course if they have not fulfilled their health requirement by the deadlines.

Please note: Registration in any NUR course is NOT final until all participation requirements have been received, reviewed, and approved.

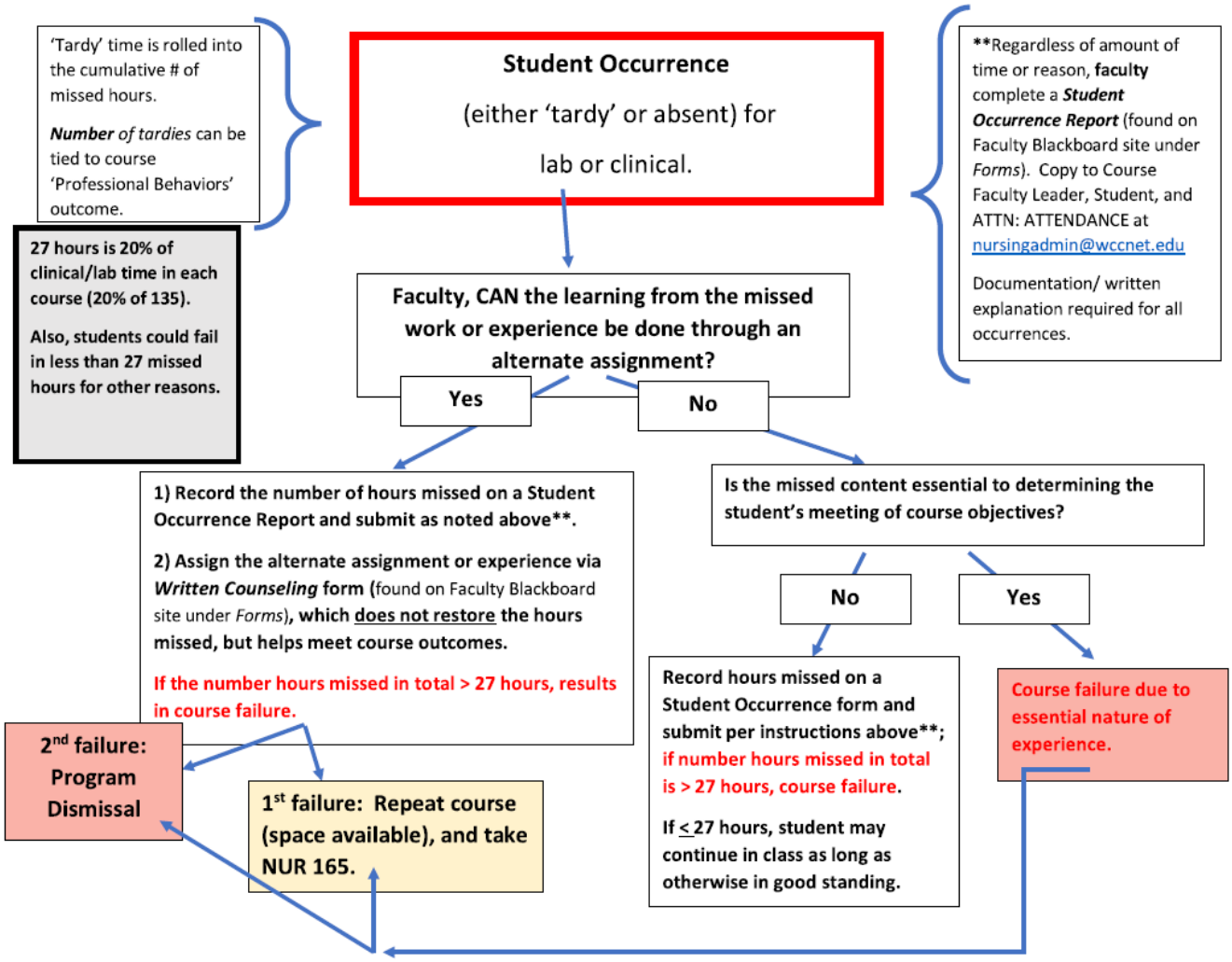
Recommendations for clinical experience restrictions

a. Recommendations for clinical experience restrictions usually apply to temporary conditions that a student may experience during clinical courses. It is expected that the student informs the instructor whenever such situations exist.

b. Nursing program advisors can advise you of the additional guidelines available for pregnant students and nursing mothers in class and in clinical rotations.

i. Please refer to The WCC Pregnant Student Rights web page: Students Rights

ii. Please refer to services for nursing mothers: Lactation Room


'Tardy' time is rolled into the cumulative # of missed hours.
Number of tardies can be tied to course 'Professional Behaviors' outcome.
27 hours is 20% of clinical/lab time in each course (20% of 135).
Also, students could fail in less than 27 missed hours for other reasons.
Student Occurrence
(either 'tardy' or absent) for
lab or clinical.
**Regardless of amount of time or reason, faculty complete a *Student Occurrence Report* (found on Faculty Blackboard site under *Forms*). Copy to Course Faculty Leader, Student, and ATTN: ATTENDANCE at nursingadmin@wccnet.edu
Documentation/ written explanation required for all occurrences.
Faculty, CAN the learning from the missed work or experience be done through an alternate assignment?
Yes
No
1) Record the number of hours missed on a Student Occurrence Report and submit as noted above**.
2) Assign the alternate assignment or experience via *Written Counseling* form (found on Faculty Blackboard site under *Forms*), which does not restore the hours missed, but helps meet course outcomes.
If the number hours missed in total > 27 hours, results in course failure.
Is the missed content essential to determining the student's meeting of course objectives?
No
Yes
Record hours missed on a Student Occurrence form and submit per instructions above**; if number hours missed in total is > 27 hours, course failure.
If ≤ 27 hours, student may continue in class as long as otherwise in good standing.
Course failure due to essential nature of experience.
2nd failure: Program Dismissal
1st failure: Repeat course (space available), and take NUR 165.

APPENDIX A: APNURS PROGRAM TRACK

Washtenaw Community College
Associate in Applied Science: RN Program (APNURS)

Semester 1		**Semester 2**		**Semester 3**	
ENG 111 – English Composition I	4	***NUR 108 –** Nursing Concepts I	8	***NUR 128** – Nursing Concepts II	8
COM 101 OR 102 OR 200 – Communications Elective (only one required)	3	**NUR 115 -** Pharmacology	3	**PSY 206** – Lifespan Developmental Psychology	4
MTH 160 – Basic Statistics **OR MTH 176** - College Algebra or higher.	4	**BIO 147** – Hospital Microbiology **OR** **BIO 237** - Microbiology	1-4		
BIO 111 – Anatomy & Physiology	5	**BIO 212** - Pathophysiology	4		
Total Semester Credits	**16**	**Total Semester Credits**	**16-18**	**Total Semester Credits**	**12**
Semester 4		**Semester 5**			
***NUR 138 –** Nursing Concepts III	8	***NUR 288** – Nursing Concepts IV	8		
PHL 244 – Ethical and Legal Issues	3				
Total Semester Credits	**11**	**Total Semester Credits**	**8**		
Total Program Credits: 63-65 credit hours		**Total Program Combined Clinical/Laboratory/Simulation Hours: 540 (325 Clinical and 215 Lab/Simulation)**			

Indicates clinical and/or laboratory course experiences.
NUR 165 is required for first time NUR course failure (C or lower) to progress.

APPENDIX B: APNURL PROGRAM TRACK

Washtenaw Community College
Associate in Applied Science: RN Program (APNURL)

Semester 1		**Semester 2**		**Semester 3**	
ENG 111 – English Composition I	4	***NUR 134 – LPN to RN Transition Course**	3	***NUR 138 –** Nursing Concepts III	8
COM 101 OR 102 OR 200 – Communications Elective (only one required)	3	**BIO 212** - Pathophysiology	4	**PHL 244 –** Ethical and Legal Issues	3
MTH 160 – Basic Statistics **OR** **MTH 176** - College Algebra or higher.	4	**PSY 206** – Lifespan Developmental Psychology	4		
BIO 111 – Anatomy & Physiology	5				
Total Semester Credits	**16**	**Total Semester Credits**	**11**	**Total Semester Credits**	**11**
Semester 4		**Semester 5**			
***NUR 288** – Nursing Concepts IV	8				
LPN unrestricted license and experiential	14				
Total Semester Credits	**22**				
Total Program Credits: 60 credit hours		**Total Program Combined Clinical/Laboratory/Simulation Hours: 300 (180 Clinical and 120 Lab/Simulation)**			

Indicates clinical and/or laboratory course experiences.
NUR 165 is required for first time NUR course failure (C or lower) to progress

APPENDIX C: Bureau of Occupational and Professional Regulation

Michigan Public Code
Act 368 of 1978
Article 15. Occupations
Part 172. Nursing

Michigan Legislature

Section 17201. (1) As used in this part:

a) "Practice of nursing" means the systematic application of substantial specialized knowledge and skill, derived from the biological, physical, and behavioral sciences to the care, treatment, counsel, and health teaching of individuals who are experiencing changes in the normal health processes or who require assistance in maintenance of health and the prevention or management of illness, injury, or disability.

b) "Practice of nursing as a licensed practical nurse" or "L.P.N." means the practice of nursing based on less comprehensive knowledge and skill than required of a registered professional nurse and performed under the supervision of a registered professional nurse, physician, or dentist.

c) "Registered professional nurse" or "R.N." means an individual licensed under this article to engage in the practice of nursing which scope of practice includes the teaching, direction, and supervision of less skilled personnel in the performance of delegated nursing activities.

APPENDIX D: Michigan Right to Know Law

The Michigan Right to Know Law is designed to provide information to employers and employees exposed to hazardous chemicals in their workplace. Contracted clinical agencies have provided this information for their employees and our students have access to this information.

Information on hazardous chemicals used at Washtenaw Community College can be obtained from the Office of Campus Safety and Security. This includes chemicals in the biology and chemistry labs.

For further assistance or questions regarding the Michigan Right to Know Law, call, or visit:

Michigan Department of Labor
Safety Education and Training Division
P.O. Box 30015
Lansing, MI 48909
(517) 322-1809

Michigan Department of Public Health
Division of Occupational Health
P.O. Box 30035
Lansing, MI 48909
(517) 335-8250

APPENDIX E: NURSING PROGRAM CODE OF CONDUCT

Nurses traditionally have been trusted and respected by the public they serve. The nursing profession has attempted to protect this trust and respect by requiring its members to adhere to the American Code of Ethics for Nurses (2015):

The ANA Code of Ethics (2015)

1. The nurse, in all professional relationships, practices with compassion and respect for the inherent dignity, worth, and uniqueness of every individual, unrestricted by considerations of social or economic status, personal attributes, or the nature of health problems.
2. The nurse's primary commitment is the patient, whether an individual, family, group, or community.
3. The nurse promotes, advocates for, and strives to protect the health, safety, and rights of the patient.
4. The nurse is responsible and accountable for individual nursing practice and determines the appropriate delegation of tasks consistent with the nurse's obligation to provide optimum patient care.
5. The nurse owes the same duties to oneself as to others, including the responsibility to preserve integrity and safety, to maintain competence, and to continue personal professional growth.
6. The nurse participates in establishing, maintaining, and improving health care environments and conditions of employment conducive to the provision of quality health care and consistent with the values of the profession through individual and collective action.
7. The nurse participates in the advancement of the profession through contributions to practice, education, administration, and knowledge development.
8. The nurse collaborates with other health professionals and the public in promoting community, national, and international efforts to meet health needs.
9. The profession of nursing, as represented by associations and their members, is responsible for articulating nursing values, for maintaining the integrity of the profession and its practice, and for shaping social policy.

American Nurses Association, (2015). Code of Ethics for Nurses with Interpretive Statements, retrieved from: Code of Ethics

In addition, nurses are expected to be honest, responsible citizens in all aspects of their lives: professional, academic, and personal. Since entering the WCC Nursing Program is a first step toward entering the nursing profession, students are expected to uphold all standards referred to above.

Professional Expectations

The ANA code of Ethics is the foundation for professional behavior. General clinical guidelines and rules are listed in a separate section of this handbook. Specific practice guidelines will be presented during each nursing course and must be followed to ensure safe client care and nursing practice. Honesty, civility, and responsible behavior are expected in all areas.

Academic Expectations

Students are expected to put forth their best effort in the classroom as well as in the clinical setting; without a solid understanding of theory, clinical practice will never be all it should be.

Academic achievement requires consistent study and effort to learn complex material. Some students are tempted to lapse into academic dishonesty (cheating, collusion, fabrication, plagiarism, etc.) when other pressures limit their time or ability to study. The faculty, however, believe academic dishonesty jeopardizes a student's theoretical foundation for safe practice, and therefore any academic dishonesty is unacceptable.

Students are expected to uphold the following academic standards. Failure to adhere to academic standards will result in program dismissal.

1. Submit only your own work (papers, homework, computer assignments, test answers).
2. When using other sources in preparing a paper or a discussion post, always provide correct citations and quotation marks as required (avoid plagiarism).
3. Provide accurate data without falsification or fabrication.
4. No cheating on any exam (crib notes, collaboration, securing unauthorized copy of exam or exam key, unauthorized use of calculators, etc.).
5. Refuse to assist another in any form of academic dishonesty.
6. Report to the faculty leader any observed dishonesty.
7. Respond to an exam or assignment, if requested to do so by the faculty leader, "I have neither given nor received aid on this exam" and add a signature.

In summary, upholding this Code of Conduct will support the integrity of the nursing profession. In addition, such behavior will foster trust and respect between faculty and students, further enhancing the learning environment. Failure to adhere to the academic standards set forth in this handbook will result in immediate program dismal.

Artificial Intelligence (AI) Policy

While we recognize the benefits of artificial intelligence (AI) in many areas of research and development, we have decided that its use in completing assignments is not appropriate.

The WCC Nursing Program is committed to fostering an environment that encourages critical thinking, creativity, and personal growth through independent learning. Using AI to complete assignments undermines this goal by removing the opportunity for students to engage with the material and develop their own ideas and insights.

Effective immediately, the use of AI tools to complete assignments is prohibited in all courses within the nursing program. This includes, but is not limited to, the use of AI-generated text, automated essay writers, and machine learning algorithms.

We expect all students to uphold the highest standards of academic integrity and to complete all assignments using only their own ideas and efforts. Any student found to be using AI to complete an assignment will be subject to disciplinary action, up to and including dismissal from the nursing program, for Academic Standards violation(s).

Credit: MCNEA (2023)

Consequences
The WCC Student Rights, Responsibilities, and Conduct Code (SRRCC) has defined student responsibilities that are consistent with the institution's core values. It also describes behaviors that are considered inappropriate for the College community and in opposition to those core values. These behaviors are listed in Board Policy 4095 at http://www.wccnet.edu/trustees/policies/4095

Sanctions may include but are not limited to: zero on assignment, failing course grade, loss of privileges, behavioral requirement, expulsion, removal from the academic program, probation, suspension, and others. See the policy at the link for more information.

APPENDIX F: LICENSURE INFORMATION

Graduates of the program will be eligible to take the licensing examination for Registered Nurses (NCLEX-RN). Fees in total, as of May 2023 are approximately $500, which includes application for license, testing, and fingerprints. Students interested in more information regarding NCLEX-RN may review the Candidate's Bulletin found at www.NCSBN.org/1213.htm

Application for the RN license is made to the state from which you wish to be licensed. IF NOT MICHIGAN, contact that state's Board of Nursing for their procedure. States' boards of nursing contact information can be found at www.ncsbn.org

In the final semester, students will be provided with up-to-date information regarding licensure and testing.

APPENDIX G - Technical Standards-Nursing

Technical Standards for Health Science Programs at Washtenaw Community College (WCC): Nursing (APNURL and APNURS)

The purpose of the technical standards is to inform students choosing to enter into a Health Sciences Certificate and Degree Programs at WCC with the basic minimal technical standard requirements which must be met in order to complete all course work objectives and student outcomes. The listed standards encompass what is minimally required to perform the tasks necessary, with a few associated examples provided. This list is not exhaustive, and can be modified as the College deems necessary at any time. Students enrolled in a Health Science program at WCC must provide care that is safe and effective. These technical standards apply to any student enrolling in any one of the health sciences programs. The student must be able to demonstrate sufficient cognitive, emotional, professional, motor (physical), sensory, and other abilities, with or without accommodation, to meet program technical standards.

Students with documented disabilities, or who believe that they may have a protected disability, can request accommodations which may assist with meeting the technical standards for Health Science Programs at WCC. Please contact the WCC Learning Support@wccnet.edu LSS Office at 734-973-3342 to schedule an appointment with a LSS Counselor.

DISCLAIMER: EXAMPLES PROVIDED ARE NOT AN EXHAUSTIVE LIST OF ASSOCIATED TASKS TO MEET PROGRAM TECHNICAL STANDARDS

Requirements	Standard	Examples
Critical Thinking, Emotional, and Cognitive Competencies	Sufficient critical thinking and cognitive abilities in classroom and clinical settings	Make safe, immediate, well-reasoned clinical judgments. Identify cause/effect relationships in all clinical situations and respond appropriately. Utilize the scientific method and current standards of evidence-based medicine/practice (EBM) to plan, prioritize, and implement patient care. Evaluate effectiveness of health-related interventions. Accurately follow course syllabi, assignments, directions, academic and facility patient protocols, and any action plan(s) developed by the dean, faculty, administration, or healthcare institution. Measure, calculate, reason, analyze and/or synthesize data as it applies to patient care and medication administration. Show emotional resilience and exercise autonomous judgement and discretion to safeguard patient well-being.
Professionalism	Interpersonal skills sufficient for professional interaction with a diverse population of individuals, families and groups	Establish effective, professional, relationships with clients, families, staff and colleagues with varied socioeconomic, emotional, cultural, and intellectual backgrounds. Capacity to comply with all ethical and legal standards, including those of the healthcare profession and the corresponding policies of the College and Clinical Placements Facilities. Respond appropriately to constructive criticism. Displays attributes of professionalism such as: integrity, honesty, responsibility, accountability, altruism, compassion, empathy, trust, tolerance, and unbiased attitudes. Ability to maintain patient confidentiality.
Communication	Communication sufficient for professional interactions	Explanation of treatment, procedure, initiation of health teaching (e.g., teach-back or show-me method). Accurately obtain information from clients, family members/significant others, health team members, and/or faculty. Documentation and interpretation of health-related interventions and client responses. Read, write, interpret, comprehend, and legibly document in multiple formats using standard English. Speak clearly in order to communicate with patients, families, healthcare team members, peers, and faculty.
Mobility	Physical abilities sufficient for movement from room to room and in small spaces	Functional movement about patient's room, workspaces, and treatment areas. Administer rescue procedures such as cardiopulmonary resuscitation. The physical ability to transition quickly to accommodate patient needs and to maneuver easily in urgent situations for client safety.
Motor Skills	Gross and fine motor abilities which are sufficiently effective and safe for providing Health Care	Ability to effectively calibrate and use equipment. Strength to carry out patient care procedures, such as assisting in the turning and lifting/transferring of patients. Perform and/or assist with expected procedures, treatments, and medication administration using appropriate sterile or clean technique (for example, medication administration, CPR, insertion of catheters). Physical endurance sufficient to complete all required tasks during the assigned period of clinical practice.
Sensory	Auditory and visual ability sufficient for observing, monitoring and assessing health needs	Ability to detect monitoring device alarm and other emergency signals. Ability to discern sounds and cries for help. Ability to observe client's condition and responses to treatments. Ability to collect information through listening, seeing, smelling, and observation and respond appropriately. Ability to detect foul odors, smoke, changes in skin temperature, skin texture, edema, and other anatomical abnormalities and assess patient's needs.
Observation	Ability to sufficiently make observations in a health care environment, consistent with program competencies	Accurate interpretation of information obtained from digital, analog, and waveform diagnostic tools such as temperatures, blood pressures, and cardiac rhythms as well as diagnostic tools. Observation and interpretation of the following: client heart and body sounds, body language; color of wounds, drainage, urine, feces, expectoration; sensitivity to heat, cold, pain and pressure; and signs and symptoms of disease, pain, and infection. Initiate proper emergency care protocols, including CPR.
Tactile Sense	Tactile ability sufficient for physical assessment	Ability to palpate in physical examinations and various therapeutic interventions to detect temperature changes, and feel vibrations (pulses) and palpate veins for cannulation. Possess tactile and hearing senses sufficient to identify patient vital signs.

Version 11/16/23

APPENDIX H: Student Referral for On-Campus Lab

STUDENT REFERRAL FOR ON-CAMPUS LAB

Student: _____ Date of Referral: _____

Course/Instructor: _____ Date for Completion: _____

Reason for Referral (be specific): _____

Student's Plan of Action: _____

Student Signature: _____ Date: _____

Return This Form to Referring Faculty After Completion.

Date Referral Received: _____

Date Student Was Seen: _____

Action Taken: _____

Instructor/Faculty Signature and Date _____

APPENDIX I: WRITTEN COUNSELING/PERFORMANCE IMPROVEMENT PLAN

The Written Counseling form is intended to assist students on a performance improvement plan in the Nursing Program and is not intended to be punitive in nature. The Form is to be completed in its entirety by faculty and/or clinical instructors and the student. After completion, the Form will be returned to the Nursing Secretary at nursingadmin@wccnet.edu and filed in the student's record. The form can be initiated by faculty, clinical faculty, and/or students at any time. Students who are not meeting passing standards at the midterm of a semester will be provided with the Written Counseling Form to outline plans for improvement.

The Written Counseling form is intended to assist students on a performance improvement plan in the Nursing Program and is not intended to be punitive in nature. The Form is to be completed in its entirety by faculty and/or clinical instructors and the student. After completion, the Form will be returned to the Nursing Secretary at nursingadmin@wccnet.edu and filed in the student's record. The form can be initiated by faculty, clinical faculty, and/or students at any time. Students who are not meeting passing standards at the midterm of a semester will be provided with the Written Counseling Form to outline plans for improvement.

WASHTENAW COMMUNITY COLLEGE
Nursing Program
Written Counseling / Performance Improvement Plan (PIP)

Student's Name:_____ Date:_____

Concern or Problem:_____

ALL STUDENTS RECEIVE INFORMATION REGARDING RESOURCES (attached)

Recommendations/Plan for Improvement:_____

Student Comments:_____

Student's Signature and Date

Lead Course Instructor's Signature and Date

Student's Print Name

Clinical or Lab Instructor's Signature and Date

APPENDIX J: WCC Nursing Program Transportation Waiver of Liability

APPENDIX J

WCC NURSING PROGRAM
TRANSPORTATION WAIVER
OF LIABILITY

I understand that I have been advised to provide my own transportation for a community-based clinical experience in connection with the Washtenaw Community College Nursing Program. I understand that I may, of my own choice, accept transportation from an agency staff person in his/her private vehicle or in an agency vehicle, but that such acceptance is not required by the College nor is it in any way a part of the course requirements.

If I choose to accompany the agency staff person in a private or agency vehicle, I understand and agree that the choice is mine, in my sole discretion, and is completely voluntary on my part.

IN THECASE OF INCIDENT, ACCIDENT, ORINJURY OF ANY KIND, I UNDERSTAND THAT WASHTENAW COMMUNITY COLLEGE AND ANY AND ALL PERSONS OFFICIALLY CONNECTED WITH THE COLLEGE ARE NOT RESPONSIBLE FOR ANY AND ALL INJURIES OR DAMAGES SUSTAINED OR HEALTH CARE COSTS INCURRED. I HEREBY FULLY RELEASE WASHTENAW COMMUNITY COLLEGE, ITS FACULTY, STAFF, EMPLOYEES, TRUSTEES, REPRESENTATIVES, AND AGENTS AND ANY OTHER PERSON ACTING ON BEHALF OF THE COLLEGE FROM ANY AND ALL LIABILITY ARISING OUT OF MY TRANSPORTATION IN THE AGENCY STAFF PERSON'S VEHICLE.

STUDENT'S NAME (print neatly):

STUDENT'S SIGNATURE:

DATE:

APPENDIX K: Covid-19 Addendum

This addendum is designed to provide information regarding what we commonly call COVID- 19, and the Washtenaw Community College accommodations for this disease.

1. The official names are:
Disease: Coronavirus disease or COVID-19
Virus (causative agent): Severe Acute Respiratory Syndrome Coronavirus
2 SARS-CoV-2

2. Because COVID-19 is a very contagious and potentially deadly disease, strict social distancing and hygiene/sanitization protocols are implemented for any/all who go to campus for any reason. As the US (United States) moves toward 'herd immunity,' requirements will be adjusted. As healthcare providers and educators of healthcare providers, the nursing department may have requirements that vary from the general WCC population. Students will be informed via the Blackboard Community site.

a. Social distancing/mask wearing/use of campus: Clinical site rules apply to all faculty and students at the various clinical sites. Health facility rules may be more stringent than rules for the public. WCC faculty and students will comply with the facility requirements. As of May 3, 2022, masks are encouraged but not required on campus. Updates provided as needed via the Bb Community.

b. Regarding WCC campus, the information is available through the college website. Because it changes often, it is not specified here except to include the college website for updates: https://www.wccnet.edu/announcements/coronavirus.php

c. Close contact and Covid illness are currently required to be reported via WCC's reporting form: https://www.wccnet.edu/announcements/covid19/report-exposure.php

3. Should access to campus be restricted, it may become necessary to transition quickly to remote learning environments. To provide as seamless an educational experience as possible, WCC and the Nursing Department have identified supplies and system requirements necessary for students and faculty to succeed, regardless of where they find themselves teaching/learning.

a. Supplies: In the event of remote or virtual lab…

· Lab kit order guide/deadline will be posted on the Community Blackboard site for course-specific ordering. Each student will be responsible for ordering by a specified deadline to avoid late fees from the supplier and to have the supplies available for use in class.

· The Washtenaw Community College Nursing Department Waiver of Liability/Hold Harmless Agreement (Safe Use of Nursing Supplies) is required of each student and is a part of this handbook.

· The Food and Drug Administration (FDA) offers the following resource for collection and disposal of sharps. It summarizes that rules vary between communities, but suggests calling 1-800-643-1643, emailing info@safeneedledisposal.org, or going to https://safeneedledisposal.org/ for state specific information.

· First-aid in the event of an accidental needle stick injury:
Wash needle sticks and cuts with soap and water.

o Do not squeeze the area of a needle stick or cut. And do not wash the area with antiseptics or bleach.
o Ensure tetanus has been updated in the past 10 years (5 years if cut by an object contaminated with dirt, soil, or saliva).
o Please consult the linked CDC needlestick first aid information in the event of accidental injury: https://www.cdc.gov.niosh/topics/bbp/emergnedl.html

b. System Requirements: To be successful in the nursing program, then students will spend a considerable amount of study time online. Furthermore, in the event of campus closure for any reason, even lab and possibly clinical will be held online. For your online time to be successful, the system requirements outlined on page 9 are required.
· Note: Exams proctored online will require a webcam and a microphone to be enabled throughout the testing session.

4. Link of Interest:
CDC: Healthcare Workers Information

5. Definitions:
a. Synchronous: Activities where all participants are engaging in the activity together at the same time.
b. Asynchronous: Activities that a group of people participate in, however, at different times.
c. Remote: Happening off campus or away from a practice setting.
d. Virtual: An event that is happening online rather than in a face-to-face setting.
e. Mixed-mode: A course that has more than one type of learning built into it, such as online theory and site-based clinical.
f. Distance learning: A course that includes no synchronous component and happens with all participants in differing locations.
g. Simulation: Patient/student encounters that are not clinical, planned to meet course outcomes, and available to all students.
- Virtual simulation: Computer programs or case studies that allow all students to participate in patient care without a face-to-face encounter with an actual patient
- On-campus simulation: Physical presence of manikin or simulated patient in a lab on campus, along with students and other participants working through a faculty designed encounter.

h. Clinical Coordinator: WCC employee who makes clinical requests to our partnering agencies via ACEMAPP, email or phone, as appropriate for the site.
i. Health Data Coordinator: WCC employee who manages student participation requirement compliance.

APPENDIX L: Waiver of Liability/Hold Harmless

WASHTENAW COMMUNITY COLLEGE NURSING DEPARTMENT

WAIVER OF LIABILITY / HOLD HARMLESS AGREEMENT

Safe Use of Nursing Supplies

I understand that all invasive supplies in the school of nursing labs and supply kits including, but not limited to, needles, IV supplies, catheters, nasogastric tubes, etc., are **never to be used on any living being**. I understand that it is **my** responsibility to secure my lab and kit supplies at all times, both on and off campus. Violation of this agreement may result in dismissal from the Washtenaw Community College Nursing program. These skills are practiced by program participants to reinforce learning and promote efficiency. The undersigned understands the risk of such activities and assumes all responsibilities and risks related to, or in any way connected to such activities. The student is at all times responsible for his/her own safety while participating in this activity; and further understands that he/she is responsible for all medical expenses caused by accident, personal injury, or needle sticks associated with use. I hereby waive for myself and for anyone else claiming through me, any and all rights and claims of any kind that I may have against Washtenaw Community College Nursing Department, and any of its participants, for and against any and all injuries or damages of any kind while voluntarily participating in the school of nursing's skills practice.

IN SIGNING THIS RELEASE, I ACKNOWLEDGE AND REPRESENT THAT:

- I HAVE READ THE FORGOING *WAIVER OF LIABILITY AND HOLD HARMLESS AGREEMENT*, • UNDERSTAND AND SIGN VOLUNTARILY OF MY OWN FREE ACT AND DEED, • I AM AT LEAST EIGHTEEN (18) YEARS OF AGE AND FULLY COMPETENT TO EXECUTE THIS AGREEMENT.
- THIS AGREEMENT WILL REMAIN IN EFFECT FOR THE CURRENT ACADEMIC YEAR.

_____ _____

Student Printed Name Date

_____

Student Signature

The signed original Waiver of Liability will be placed in the student's academic nursing file.

APPENDIX M: Nursing Student Missed Time Reporting Form (Clinical or Lab)

Washtenaw Community College

Nursing Student Missed Time Reporting Form (Clinical or Lab)

This form must be completed and signed by the clinical or lab instructor. The student is also required to sign this form.

With all signatures in place, the form is forwarded to *ATTN: ATTENDANCE* nursingadmin@wccnet.edu

Student: _____ @ 00 _____ Date form completed: _____

Instructor: _____ Course _____ _____ Clinical or _____ Lab

Missed Time date: _____ **# of minutes/hours:** _____

Nursing Course Number: 108

Reason for missed time (documentation included): _____

Has an assignment designed to meet course outcomes been assigned? Yes _____ No _____

Instructor: Please use a *Written Counseling* form to assign the alternate assignment, indicating course outcomes, assignment due date, expectations, consequences for not completing. Copy your course faculty leader.

_____ Date: _____

(Signature of Nursing Instructor)

_____ Date: _____

(Signature of Student)

APPENDIX N: Fees Above and Beyond Tuition

Below are explanations for the various fees, please note, the Nursing Department administers Nursing Lab Supplies Fee, only. WCC administers the Contact Hour fee and Technology Fee.

Regarding the *Nursing Lab Supplies Fee,* as shown on the semesterly tuition bill:

- WCC Nursing has partnered with ATI (Assessment Technologies Institute). ATI is an educational partner respected throughout nursing education. The suite of resources available to WCC students and faculty through this partnership will help us hone critical thinking skills as a nurse, and ultimately support NCLEX success and practice readiness. What this does for students is provide several of the products you have been purchasing individually under a single umbrella of consistent access for all the semesters you are in the nursing program. As an example, you will have access to pharmacology and dosage calculation materials and EHR Tutor (from first semester) into your last semester and on into practice. The ATI resources include your EHR Tutor program, your NCLEX Review, and many other resources you will learn about and use throughout your time at WCC and for a year beyond. The student fee per semester for these resources is $450-$495 depending on your admission date and is included in your course fees. You will notice a fee labeled *Nursing Lab Supplies Fee*, which covers the ATI suite.
- More about ATI: Through our partnership with ATI, all students will pay per semester, yet all students will have access to the full complement of ATI resources (a $2200.00 value) immediately. So, regardless of where you are in the program, you will have all the materials immediately. We are thankful and pleased that we were able to negotiate these significant savings for our students. Watch for an email from ATI regarding student access and the ATI orientation tutorials.
- As part of your ATI course fee, students also receive *Nurse in a Box* books from ATI. These are hard-copy supplemental resources to accompany your course texts and help prepare for ATI assessments. The books are delivered to WCC and distributed to students in the first semester.
- **As of Fall, 2023,** ExamSoft testing, a fee of $65.00, will also be included in the total shown on the tuition bill under *Nursing Lab Supplies Fee.*

Regarding the WCC $300 Contact Fee, information can be found on the WCC website here: https://www.wccnet.edu/afford/cost/tuition/

"When the course includes contact with the instructor for more than the ratio of 15 hours per semester for each credit hour, you will be charged a contact hour fee of $5 for each additional contact hour, in addition to tuition and any other applicable fees. The contact hours are specified in the class listings and will be limited to no more than $300 per course."

To break it down, there is a ratio of 1 credit hour, for every 15 hours of instructor contact.

- **Example 1** (no contact hour fee): NUR 115 (Pharmacology)
  - It is a 3-credit course, with 45 contact hours with the instructor (ratio 1:15)
  - There are no labs or clinical rotations, associated with the course, thus does not have additional contact hour fees because it only includes those 45 contact hours

- **Example 2** (additional contact hour fee of $300): NUR 108

o Total of 3 parts (Theory section (B Section), Lab (L) Section, Clinical (C) Section) to the 8-credit course, for a total of 210 contact hours (ratio 1:26.25)
o 210 contact hours / 8 credit hours = 26.25 contact hours with the instructor(s) per credit hour, so there is a $5 dollar charge for each additional contact hour.
o That is over the ratio of 15 hours per credit hour by 11.25.
o To figure out the additional contact hour fee:
  § 11.25 hours (number of hours over the 15 hours) * 8 (number of credit hours) = 90 hours over
  § 90 hours * $5 per hour = $450 additional contact hour
o The maximum contact hour fee students are charged is $300 per course
o Example 2 applies to NUR 108, NUR 128, NUR 134, NUR 138, and NUR 288

Regarding the Technology Enrollment Fee, information can be found on the WCC website here: https://www.wccnet.edu/afford/cost/tuition/
"This fee supports ongoing technical support for the classroom and defrays the costs associated with the enrollment process. This fee assessment is per credit hour and applies to all credit classes. This fee will be refunded for any class dropped by the published Refund Deadline. "

Regarding the Lab Kit: This is described in Appendix K and elsewhere within this handbook. The kit is purchased by students directly from third-party vendors (info provided at the time) each semester based on information provided to the student approximately 2 months prior to the start of a given course. This is not to be confused with the Nursing Lab Supplies Fee.