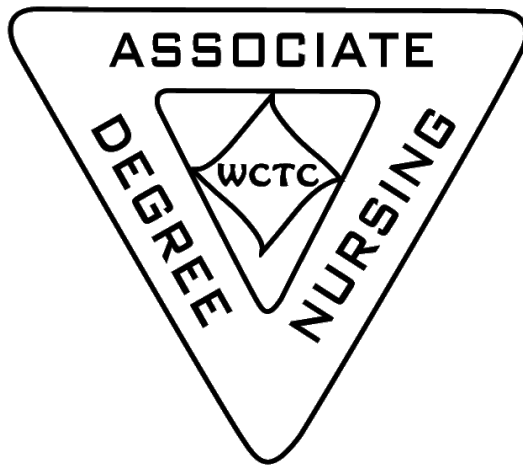


# **WCTC Nursing Student Handbook**



**Fall 2023 – Spring 2024**

# WCTC Nursing Programs Fall 2023-Spring 2024 Student Handbook

Information on college-wide accessibility for students with disabilities, technology support, learning support, academic advising, counseling services, veteran services, anti-discrimination, equal opportunity, and student code of conduct, academic ethics, and the WCTC Student Handbook are available through this link: [www.wctc.edu/syllabus](http://www.wctc.edu/syllabus). Please be sure to review this information to enhance your educational experience here at WCTC.

## Table of Contents

Introduction.....	3	Health Information.....	26
Associate Degree Nursing.....	3	Injury/Illness/Exposure at School/Clinical.....	27
Transfer Students .....	3	Clinical Assignments .....	27
Admission and Enrollment into Nursing Program		Uniform Policy .....	28
Courses .....	3	Professional Behavior and General Appearance for	
Mission Statement.....	5	Clinical:.....	29
We Value:.....	5	Math Testing .....	30
Vision Statement .....	5	Medication Administration Safety Standards.....	31
Philosophy of Nursing .....	5	Skills Lab Guidelines .....	31
Philosophy of Nursing Education.....	5	Skills Lab Policy- Skills Course Check-Off Policy..	32
Conceptual Framework for the Wisconsin Technical		Skill Remediation and Required Skill Retesting.....	32
College System (WTCS).....	6	Skills Competency Testing Policy.....	33
Phone Numbers .....	7	Skills Competency Testing.....	34
Communication of student contact information ....	7	HPS Lab Policy .....	34
Communication- Chain of command.....	7	Learning Experience/ Open Lab .....	35
Curriculum Overview.....	8	Clinical Make-up Sessions.....	35
Student Responsibilities.....	8	Clinical HPS Sessions .....	35
Academic Misconduct Policy.....	8	HPS Lab Uniform Policy .....	35
Confidentiality .....	8	HPS Lab Guidelines .....	35
Learning Activities .....	9	Licensure- RN and LPN.....	36
Student Learning Outcomes .....	10	Articulation – Associate Degree Nursing to BSN..	36
WTC Nursing Program Student Learning		Transcripts .....	36
Outcomes .....	10	Accreditation.....	36
Critical Life Skills.....	10	External Standards.....	37
Nursing Department General Policies .....	10	WCTC Nursing Forms .....	37
Nursing Program TechRN/ iPad Policy .....	<b>Error! Bookmark not defined.</b>	WCTC Nursing Student Progress Report.....	38
Nursing Program Grading Policy .....	11	Notice of Intent to Transfer a Core Nursing Course	
Attendance.....	12	From Another WTCS College .....	39
Classroom Etiquette .....	13	WCTC Nursing Course Exit Form.....	40
Testing in the Nursing Program ..	<b>Error! Bookmark not defined.</b>	Nursing Course Re-Entry Request Form.....	41
Quiz and Exam Policy Consequences for Absence		WCTC Nursing Program Temporary Leave Request	
or Lateness.....	<b>Error! Bookmark not defined.</b>	Form.....	42
Late Assignments ...	<b>Error! Bookmark not defined.</b>	WCTC Nursing Program Withdrawal Form .....	43
Progress Reports.....	16	Program Map.....	44
Program Progression Policy .....	16	Nursing Handbook Index .....	46
Registration Process for Nursing Coursework.....	18		
Process for Re-Entry after Interrupted Nursing			
Coursework .....	18		
Program Readmission Procedure .....	19		
Nursing Health and Safety Requirements.....	19		
Document of Nursing Program Health and Safety			
Requirements .....	20		

## Introduction

### Associate Degree Nursing

The program of study prepares individuals for eligibility to take the licensure examination for Registered Nursing (RN) by the National Council Licensure Exam for Registered Nurses (NCLEX-RN). General completion time is approximately three years.

See the WCTC nursing program webpage of all entrance options.

- [Nursing- Associate Degree](#)
- [LPN to RN Nursing Bridge](#)
- [Paramedic to Nursing Bridge](#)
- [Transfer Students](#)- review information found in the “Transfer” tab

Revised 5/2021, Reviewed 4/2023

### Transfer Students

- Students requesting transfer to WCTC after completing nursing courses at another nursing school must be approved by the Nursing Associate Dean.
- Transfers are not guaranteed if the student has taken courses at another nursing school
- To transfer to WCTC’s nursing program, there needs to be an open spot in the semester the student is requesting to enter.
- Students who are seeking transfer of core nursing courses are evaluated in June for fall semester entry and in November for spring semester entry.
- A student who has been dismissed from their previous program for failing 2 or more nursing courses or 2 unsuccessful attempts at the same course, will not be eligible for transfer.
- You must complete nursing program courses within five years of taking your first core nursing course.
  - Based on timing, you may not be eligible for transfer and would need to re-start the nursing program.
- You must complete your final 4 nursing courses at WCTC.
- Steps to Transfer:
  - Apply and be admitted to the WCTC- Associate Degree Program
  - Submit official transcript with nursing courses completed.
- Students should meet with an Admissions Advisor for support with this process.

In order for a transfer student to start clinical rotations, the same requirements as the WCTC Nursing students must be met:

- Health and safety requirements
- CNA course completion
- Skills Competency based upon the WCTC policy
- Complete the appropriate Nursing Program Orientation

Revised 5/2022, Reviewed 4/2023

### Admission and Enrollment into Nursing Program Courses

- Prior to entering a student's first core nursing course, the student must:
  - Meet all health and safety requirements (see Health and Safety Requirements under

Nursing Program Policies Section.)

- Provide evidence of training as a Nursing Assistant/ LPN/ Paramedic.
- Successfully passed the NLN-PAX test.
- Your enrollment into the first core nursing course will occur when you have completed the Petition Process and have received a letter of acceptance into the nursing program.
- Students enter core nursing courses in both the Fall/Spring semesters.
- To be in compliance with our accreditation standards, students are requested to complete core nursing courses within 4 semesters, but no more than 6 semesters, of beginning the first core nursing course.
  - Core nursing courses begin with the numbers “543”. See program map for a complete list.
- When a nursing student registers for the first core-nursing course in the nursing program, he/she has 5 years from that registration date to complete the requirements for graduation. Courses beyond 5 years must be repeated.
  - WCTC Nursing Program is required to ensure that students have current and relevant nursing knowledge to graduate from the program. For this reason, students who have core 543 nursing courses beyond 5 years old, must re-start the nursing program and repeat courses.
- Core nursing courses must be taken in sequence adhering to the prerequisite or concurrent requirements established in the college catalog.
- Students must complete all requirements for the program of study, including 25% of the program course work taken at WCTC and a minimum of 25% of the core program courses taken at WCTC.
- The final semester of courses, applied toward graduation, must be taken at WCTC.
- In the ADN nursing program, the final semester is defined as:
  - 543-113 Complex Health Alterations II
  - 543-114 Management & Professional Concepts
  - 543-115 Advanced Clinical Practice
  - 543-116 Nursing Clinical Transition

Revised 5/2021, Reviewed 4/2023

## **Mission Statement**

The Waukesha County Technical College Nursing Program is committed to educational excellence. We prepare nurses with the knowledge, skills and attitude to enhance and restore the well-being of individuals, families and the community by using the nursing process.

### **We Value:**

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

## **Vision Statement**

The Waukesha County Technical College provides a quality, dynamic learning environment which prepares a diverse workforce of nurses to meet community needs.

Written 5/2011, Reviewed 4/2023

## **WTCS Nursing Curriculum Philosophy**

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

Revised 12/2021, Reviewed 4/2023

## **Philosophy of Nursing**

Nursing is the dynamic interpersonal goal-directed process that seeks to promote optimal health within the context of individuals, family, community, and society. The concepts of caring and integrity are central to nursing and communicated through both attitude and action. Nursing uses the nursing process, a problem-solving approach to provide holistic, patient-centered care to individuals, families, and groups. Nurses assess health and make clinical decisions to manage and provide safe and effective nursing care according to standards of practice within the legal, ethical, and regulatory frameworks. Nursing is based on knowledge and science and is demonstrated by evidence-based practice. Through collaboration with other health care professionals, nursing is responsive to the needs of the community across the health-illness, and lifespan continuum.

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

Reviewed 4/2023

## **Philosophy of Nursing Education**

Nursing education facilitates the development of knowledge, attitudes, and skills appropriate to the learner's level of nursing practice. The end-of-program student learning outcomes facilitate the development of curriculum and evaluation of student achievement. Faculty and learners create a safe, cooperative environment which stimulates the spirit of inquiry, clinical reasoning, and self-directed life-

long learning. Excellence in nursing education is achieved by providing students with a rigorous and dynamic curriculum using technology, partnerships and resources. Graduates are prepared to meet community specific healthcare needs as entry level practitioners.

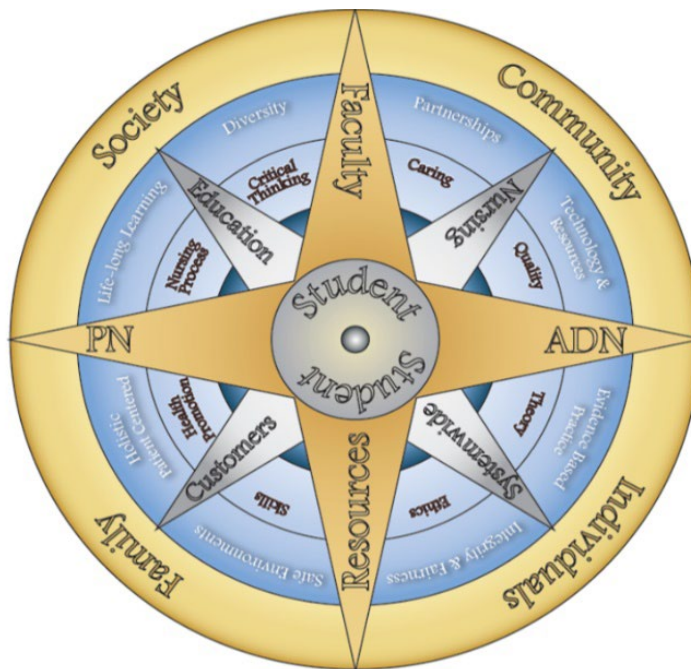
Reviewed 4/2023

## Conceptual Framework for the Wisconsin Technical College System (WTCS)

### Statewide Nursing Curriculum

- The conceptual framework of the Associate Degree State Nursing Curriculum is derived from the mission and philosophy of the nursing program. This conceptual model is a visualization of the interrelationships between the nursing students, the values of the program, and main concepts that are incorporated throughout the program.
- The compass symbolizes the direction of the student’s growth throughout the program as well as their future endeavors. The student is in the middle as the driving force of the program. The large star points are the program options and the support for students. The smaller star points of the compass contain the four major categories of the philosophy: nursing, customers, education, and systemwide. The inner circle contains our 8 values: caring, quality, theory, ethics, skills, health promotion, nursing process, and critical thinking. The outer circle contains our customers: individuals, family, community, and society. Lastly, the middle circle describes the main aspects of the nursing program, evidence- based practice, integrity and fairness, safe environment, holistic patient-centered, lifelong learning, diversity, technology and resources, and partnerships. These concepts add organization and structure to the curriculum and are integrated into the end- of- program student learning outcomes (EPSLOs). The EPSLOs are the framework for evaluation for student progress, direction, and performance.

Revised 12/2021, Reviewed 4/2023



## Phone Numbers

Dean School of Health	Michele Nelson	H-102	262-691-5520
Associate Dean Nursing School of Health	Colleen Nuckolls	H-101	262-691-5563
Department Administrative Assistant	Mary Ann Burzynski	H-102	262-691-5579
Nursing Skills Lab Assistant	Patty Bublitz	H-202	262-691-5516
HPS Lab	Jennifer Bowlin	H-230	262-691-5102
Counseling Services		C-022	262-695-3440 to schedule an appointment
Academic Advisor	Kimberly Miller	C-021	262-691-5545
Assessment Center	Patty Reighter	C-020	262-691-6215

Reviewed 4/2023

### Communication of student contact information

Communication regarding your status as a student occurs in various ways so we must have your current contact information. It is the student's responsibility to notify the Admissions Office (262-691-5200), Records Department (262-691-5280), and School of Health office (262-691-5579) regarding any change of name, address, phone number, or e-mail address.

Based on federal law, WCTC cannot share any student's performance information with anyone but the adult student.

Reviewed 4/2023

### Communication- Chain of command

Concerns about student progress should follow chain of command. Communication should begin with the course instructor. If the concern is not appropriately addressed with the instructor, the student would contact the following in order:

1. Nursing Program Coordinator
2. Associate Dean of Nursing
3. Dean of School of Health

Names of the above contacts can be found in the course syllabus.

- Students are expected to follow chain of command prior to filing a grade appeal. See the WCTC Student Handbook for the grade appeal process.

Revised 11/2021 Reviewed 4/2023



## Curriculum Overview

The student assessment process in the Nursing Program at Waukesha County Technical College is a continuous process that begins when the student enters the first nursing course and concludes when the student completes the final nursing course. The assessment process is multifaceted and incorporates a collaborative partnership between students and faculty. This partnership is intended to provide guidance and promote self-assessment for students as they develop nursing practice roles.

The Nursing Program is based on defined end-of-program student learning outcomes. These outcomes are the foundation of the nursing curriculum and serve as the framework for student assessment. Student achievement of each of the end-of-program student learning outcomes is required at the conclusion of the program.

- In order to be successful, it is necessary that the student grow not only in knowledge, but in the application of knowledge to nursing practice. Within each course, various activities are considered in the assessment of student achievement of course competencies and end-of-program student learning outcomes.

Reviewed 4/2023

## Student Responsibilities

Students must assume responsibility for their own educational and personal conduct. They are expected to:

- Be knowledgeable of and abide by school and program policies.
- Review college policies noted in the College Catalog (obtain from Student Life Department).
- Review and abide by the current semester WCTC Nursing Student Handbook (posted in MyCanvas Nursing Resources>modules>Student Handbook).
- Understand and fulfill the requirements of the Nursing Program.
- Devote a considerable amount of time in study outside of class/clinical hours.
  - For some courses, this may involve 12-14 hours of study per week.
- Students with personal and/or professional concerns regarding course requirements should first contact individual course instructors and follow chain of command as needed.

Revised 5/2020 Reviewed 4/2023

## Academic Misconduct Policy

The WCTC Nursing Program follows the WCTC Student Code of Conduct (<https://www.wctc.edu/about/publications.php>). The Student Code of Conduct governs student behavior and activities across all WCTC course offerings to foster a positive and welcoming environment for all learners. Nursing students are responsible for reading and adhering to the Student Code of Conduct.

Examples of Academic Misconduct include but are not limited to cheating, plagiarism, collusion, theft, and misrepresentation/fraud. Sanctions for Academic Misconduct can include failing grade for the assignment, project or exam; removal from the course with a failing grade; or suspension or expulsion from the Nursing Program.

Revised 3/26/18 Reviewed 4/2023

## Confidentiality

- The Waukesha County Technical College Nursing Program has the legal and ethical

- responsibility to safeguard the confidentiality of all client's health information
- Students may come into possession of confidential client information including but not limited to observation; conversation with a client, family member, physician, or other caregiver; and/or from the client's written or electronic medical records. The student must keep all client information confidential.
- Confidential patient information must not be transmitted to, or stored within, any form of personal technology (i.e. personal computers, laptops, cell phones, iPads etc.). Information that is confidential includes, but is not limited to:
  - Client is or has been receiving care in any health care setting.
  - Patient's financial and/or insurance status
  - The client's response to treatment.
- If it is necessary to review or discuss any client information, this should be done only in the context necessary for the student to perform his/her specific work responsibilities.
- The student does not have the right to access any client record for general (non-care related) information. This includes, but is not limited to, the records of co-workers, family members, friends, and VIP's. Any unauthorized review or disclosure of confidential information could cause WCTC and the student to become legally liable for damages and/or fines. Authorized review or disclosure is allowed with an informed written consent or if release of information without authorization is allowed by law.
- Social networking utilized in the sharing of ANY patient information is prohibited. Social networking includes the use of, but is not limited to, Facebook, Tik Tok, Snapchat, Twitter, etc.
- Any violation of the confidentiality of information could result in WCTC taking disciplinary action, up to and/or including permanent termination of student academic status within any and/or all health career programs at WCTC.
- Students and employees of WCTC will also abide by the assigned clinical agencies Confidentiality Statements.

Revised 9/2021 Reviewed 4/2023

## Learning Activities

Learning in the nursing curriculum provides students with various learning activities. Each individualized nursing course consists of a syllabus and modules, which contain the specific competencies and learning activities for theory, skills, and clinical courses. Selected and supervised learning activities in the classroom, online, and clinical area allow the student to apply the nursing process and basic principles in the nursing care of clients.

Learning activities occur in diverse modes and are in a face-to-face and/or online format. Learning activities may include discussions, special assignments, case studies, testing, clinical rotations, virtual simulation, and laboratory experience. Learning activities may require the use of specific technology, such as Canvas, PC/iPad, ExamSoft, virtual simulators, etc.

The student assumes responsibility for his/her own learning. Emphasis throughout the program will be in the area of self-direction and the independent role. The student will review the syllabus, competencies, and modules at the start of the course. The student must complete learning activities by the assigned due date and time as outlined in each individual course. Questions related to learning activities should be directed to individual course instructors. The role of the nursing instructor is to act as a facilitator and resource person in regards to learning activities.

Revised 5/2020 Reviewed 4/2023

## Student Learning Outcomes

The Nursing Program is based on defined program outcomes. These outcomes are the foundation of the nursing curriculum and serve as the framework for student assessment. Student achievement of each of the program outcomes is required at the conclusion of the program. In order to be successful, it is necessary that the student grow not only in knowledge, but in the application of knowledge to nursing practice. Each course will have various activities that will be used to assess the student's competency and critical thinking.

Reviewed 4/2023

## WCTC Nursing Program Student Learning Outcomes

1. Integrate professional nursing identity reflecting integrity, responsibility, and nursing standards.
2. Communicate comprehensive information using multiple sources in nursing practice.
3. Integrate theoretical knowledge to support decision-making.
4. Integrate the nursing process into client care across diverse populations.
5. Function as a healthcare team member to provide safe and effective care.

Revised 5/2021 Reviewed 4/2023

## Critical Life Skills

Critical life skills are available in the College Student Handbook and Calendar or on the College website at <https://www.wctc.edu/about/leadership/critical-life-skills.php>

Waukesha County Technical College strives to help students reach their full academic and career potential. To help students prepare for success in a workplace and society that is increasingly global, multi-cultural, and collaborative, students are given curricular and co-curricular opportunities to develop Critical Life Skills (CLS). WCTC's strategic goals and directives state that our students will exhibit the Technical Skills required for employment and the Critical Life Skills (CLS) of productive contributors to society. Faculty, Student Services professionals, employers, and other stakeholders have helped define the following four CLS that are common learning outcomes for all our students. These standard definitions and measurement scale (below) are used inside and outside of the classroom for assessing student learning with the goal of continuous improvement.

- Communication – students demonstrate appropriate communication.
- Critical Thinking/Problem Solving - students demonstrate critical thinking skills to analyze situations and solve problems.
- Relationship – students demonstrate effective interpersonal skills.
- Self-Management – students demonstrate responsible and respectful behavior.

Revised 5/2021 Reviewed 4/2023

## Nursing Department General Policies

### Nursing Program Technology Policy

- All students will purchase the required digital learning resources/textbook bundles upon beginning core nursing courses, to ensure all students have access to the same resources.
- Students are responsible for maintaining their devices including the security and liability of their PC/iPad both on and off campus.
- Students are required to keep their device (PC/iPad) clean, charged and in good working order.
- In the event a device is compromised, broken, lost, stolen, hacked, etc. the student must notify their instructor within 24 hours. Instructors are not responsible for obtaining replacement equipment for student's personal devices. Students are responsible to make every effort to obtain a replacement

computer on their own.

- In the event of an exam, the testing center may have availability for a student to test on their computers. Students may also be able to borrow or check out a laptop for the day from the Library or Service Desk or may rent a MacBook (at a cost) from the bookstore for the semester. These options cannot be guaranteed.

**Clinical Use/ Classroom/Lab Use:**

- Students may be able to use the PC/iPad to research literature and professional sources applicable to patient care or clinical situations.
- Students will be notified by the instructor as to where and when their PC/iPad may be used regarding classroom use or clinical sites. This may vary related course and/or agency policy & recommendations.

**Unapproved Use:**

- Students may not use their PC/iPad for personal communication/personal texting during class/clinical experiences.
- PCs/iPads are not allowed into client rooms at the clinical site. Students may not use the camera to take pictures of clients, client documents, agency policies & procedures or the clinical site.
- Students must ask permission to audio/ videotape faculty-led or student-led discussion. Such videos/pictures/drawings cannot be posted on social media or other non-educational sites. Please see classroom etiquette policy, and student handbook: code of conduct for additional directives.

**PC/iPad Software Requirements:**

- Students will not update iOS software until directed to by the WCTC Nursing Program.
- Students are responsible for ensuring that their device meets the **Minimum System Requirements (MSR's)**. Exemplify can be used on virtually any modern computer (i.e. purchased within the last 3-4 years). At this time, ExamSoft only supports Mac, Windows, and iPad operating systems. **Exemplify will not run on Chromebook, Android, or Linux operating systems.**
- Exemplify's MSRs for Windows, Mac and iPad: <https://examsoft.com/resources/exemplify-minimum-system-requirements/>
- Refer to "Exemplify Tip Sheet" for further details.

Any violation of this policy, involving patient or student confidentiality, will result in disciplinary action. Refer to the WCTC Student Handbook: Academic Ethics Code of Conduct.

Revised 4/2023

## Nursing Program Grading Policy

Modified Grade Scale for NURSING		
Grade	Range	
A	100% to 95%	
A-	94% to 93%	
B+	92% to 91%	
B	90% to 87%	
B-	86% to 85%	
C+	84% to 83%	
<b>C</b>	<b>82% to 79%</b>	<b>Nursing Core Passing</b>
C-	78% to 77%	
D+	76% to 75%	
D	74% to 72%	
D-	71% to 70%	

Modified Grade Scale for NURSING		
Grade	Range	
F	69% to 0%	

- A minimum grade of “C” on the Modified Grade Scale for Nursing is required to pass each nursing course.
- No rounding will occur on any assignment or course grade in the nursing program.
- A final average score of at least 79% must be achieved in order to pass the course.
  - In clinical courses, if one or more competencies are not met, the student will be unsuccessful and receive an “F” for the course.
- Extra credit (in any form) is not offered in the nursing program; not in the classroom, clinical setting, or on-line. Extra credit is defined as awarded points that affect the student’s grade; points for work/activities beyond the required work/activities used to calculate the students’ grades as identified in the course syllabus.
- A grade of "Incomplete" is given only for excused absence from class and/or campus/clinical laboratories because of illness, or other valid reasons, as identified under excused absences in the WCTC Student Handbook and when the student would have otherwise had a passing grade.
  - To determine if you are a candidate for an “Incomplete” in a course, please refer to the [College Policy](#).
- If the incomplete is in a course that is prerequisite to a subsequent course, it must be completed prior to the first class of the subsequent course.
- See Course Progression Policy for information regarding course withdrawal.

Revised 4/2020 Reviewed 4/2023

## Attendance

- Students are required to attend all classes in which they are enrolled (physically present for in- person class sessions; be on-line/check-in as specified in course syllabi for on-line and hybrid courses).
  - Students must follow course participation requirements as described in the course syllabus.
- Students are required to notify the course instructor(s) of any absence prior to the beginning of any class; reason for absence should be provided. This requirement applies to clinical, theory, and skills classes.
- Excused absences are defined as absences due to personal/family illness or death in family. (See also last bullet point re: inclement weather and clinical courses).
- Absences for other reasons are counted as unexcused absences.
- If a student has more than two unexcused absences from a nursing theory or skills course, it will result in the student being dropped/withdrawn from the course.
- Whenever a student’s attendance or punctuality record endangers his/her own success or that of other students, that student may be dropped/withdrawn from the course by the instructor.
- In the event of an absence, it is the student’s responsibility to contact the instructor as promptly as possible to make up work which was missed.
- In the case of an extended illness (a calendar week or more), a release from a physician/advanced practice provider is required before the student may return to school. A copy of the release needs to be given to the course instructor(s) and filed with Nursing

Program administrative assistant (H102).

- Students must complete all onboarding by the assigned clinical site deadline, meet health and safety requirements, and attend all scheduled hours the first week of clinical.
  - Failure to meet the above requirements will result in the student being removed from the course.
- Clinical attendance is required. A student may miss not more than one week's worth of clinical time for the duration of the course. Students who are absent for any reason are required to complete clinical hours missed as directed by faculty. Students may incur additional expense for these additional make-up hours.
  1. **Unexcused absences are not allowed in clinical courses.** Any student who has an unexcused absence in a clinical course must meet with the Associate Dean of Nursing and gain permission to continue in the course; failure to gain permission will result in student being dropped/withdrawn from course.
  2. **Excused absence – A student may miss no more than the equivalent of one week of clinical time during a clinical course.** If a student reaches a point of missing the equivalent of one week of clinical time, s/he will receive a progress report. Further course absences will result in removal from the course according to college policy.
  3. **Tardiness in clinical-** See “Professional Behavior and General Appearance for Clinical” for details and consequences of tardiness in clinical courses.
- If there is inclement weather, the clinical sites will still have the clinical experience if WCTC is open. The student may assess that it is not safe for travel and notify the faculty of not being able to attend the assigned/required clinical day. The student will have to make up the hours that are missed. Non-attendance due to weather conditions is considered an excused clinical absence.

Revised 5/2022 Reviewed 4/2023

## Classroom Etiquette

The following points include in-class, face-to-face, or online learning platforms.

- Students are expected to demonstrate respectful behaviors at all times.
- Students are expected to actively participate in classroom and online discussions.
- Students will be allowed to audiotape classroom discussion if this is part of a required accommodation. Other audio recording is allowed at instructor discretion. All students will be advised in course orientation that audio recording may occur. Students must request permission prior to audio-recording others. Anyone may request to have recorders turned off if private information is being shared.
- Picture-taking and video-recording of others with any device are only allowed with that person's permission. See Nursing Program Technology Policy for additional directives on picture- taking and video-recording.
- As it relates to audio-recording, picture-taking, or videorecording:
  - It is understood that students:
    - Will comply with all standards as set in the Confidentiality Policy.
    - Will not play recordings in public venues.
    - Will not share recordings with people who are not a part of the course.
    - Will not share audio recording via any media platform (i.e., Facebook, YouTube, etc.).
    - Audio recordings will be erased when student exits the course.

Revised 10/2020 Reviewed 4/2023

## Testing in the Nursing Program

### For each exam:

- Personal electronic devices, including smart watches, (aside from PC/iPad used for testing) will be turned off, placed in backpack, and placed at entrance to the testing room or in lockers if in testing center.
- Student seating arrangements may be assigned by instructors. Students will be placed in every other seat if possible
- No food or drink allowed during tests.
- Wearing caps, hats, or hoods will not be allowed.
- A blank piece of paper will be provided by the instructor as needed and handed in with the test.
- If a calculator is required, it will be provided by the instructor.
- Bathroom breaks are not allowed unless there are extenuating circumstances. Students are expected to use the restroom prior to the start of testing.
- Students are responsible for bringing their PC/iPad, fully charged, for any exam administered on-line.
  - Students will incur consequences for not being prepared; refer to the course syllabus for details.
- If taking a paper exam:
  - a. Students may only have photo ID (for student number) and two pencils with an eraser on their desk.
  - b. Students are to write their name on every page of the test, if appropriate.
- Test review sessions will be held as read-only with no pencils/pens allowed to copy test questions. All phones and books, etc., will be in the front/back of the room.
- For testing occurring outside of the classroom (off campus), please see the testing policy provided by the course instructor.

## Assignment, Quiz, and Exam Policy/Consequences for Absence or Lateness

### Excused Absence for Assignment, Exam, or Quiz: Defined as an Illness or Family Crisis

- With Notification
  - Student must take exam/quiz or complete assignment as instructor designates.
  - Receives grade earned.
- Without Notification
  - Student must take exam/quiz or complete assignment as instructor designates.
  - The 1st time:
    - The student will receive 5% deduction from original total points of assignment, quiz, or exam per every 24 hours up to 72 consecutive hours.
      - Example: A quiz worth 10 points completed at 26 hours past due date will receive a 10% point deduction (1 point off the 10 point quiz, from what the student scored). The student who scored an 8/10 would then receive a 7/10.
  - Assignments/Quizzes/Exams turned in past the 72 consecutive hours of due date/due time will not be accepted and will be scored as zero.
  - The 2nd time and each subsequent time, the student receives a '0'.

Unexcused Absence for Assignment, Exam, or Quiz: Defined as other criteria not meeting excused definition above.

- Faculty understand some scheduling situations are highly unavoidable. If there is such a conflict, students are expected to contact the instructor within the first three days (72 hours) of the identified start date of the course to discuss issues with set testing dates. The student's situation will be reviewed by the faculty and if necessary with the Associate Dean to determine if it is an unexcused or excused absence. If an absence is determined to be unexcused, but the student is approved to test outside the original scheduled testing date AND chooses to do so, the student understands that this is STILL an unexcused absence. The student will receive 5% deduction from original total points per every 24 hours up to 72 consecutive hours. The make-up testing date will be set at the instructor's discretion.
- With Notification
  - Student must take exam/quiz or complete assignment as instructor designates.
  - The 1st time:
    - The student will receive 5% deduction from original total points of assignment, quiz, or exam per every 24 hours up to 72 consecutive hours.
      - Example: A quiz worth 10 points completed at 26 hours past due date will receive a 10% point deduction (1 point off the 10 point quiz, from what the student scored). The student who scored an 8/10 would then receive a 7/10.
  - Assignments/Quizzes/Exams turned in past the consecutive 72 hours of due date/due time will not be accepted and will be scored as zero.
  - The 2nd time and each subsequent time, the student receives a '0'.
- Without Notification
  - Student receives a "0" on assignment, quiz, or exam.

Excused Tardy for Assignment, Exam, or Quiz: Defined as Illness or Family Crisis with notification to the instructor prior to start time.

- With Notification
  - Assignments, Exams, and Quizzes: Student must complete the assignment, exam, or quiz within the scheduled time frame with full amount of time allowed.

Unexcused Tardy for Assignment, Exam, or Quiz:

- With or Without Notification or Excused Tardy Without Notification:
  - Defined as unexcused reason given for lateness or no notification to the instructor prior to start time.
    - Exam: Student must complete the exam within the scheduled time frame. No extra time will be allowed.
    - Assignment or Quiz: Student must complete quiz or assignment within scheduled time frame OR student receives a "0" if assignment or quiz time completed.
- Student called appropriately but has done so on more than one occasion
  - Refer to attendance policy.



## **Progress Reports**

A Progress Report is used to communicate a concern to a student. It is meant to help the student be successful in a course. After faculty initiates the Progress Report, they will notify the student and meet with the student, and the course Level Facilitator if necessary. Progress Reports are issued to:

- Communicate an area of concern regarding student performance in a course.
- Identify ways and means by which a student may improve an area of concern.
- Communicate this area of concern to others involved in the student's education and progression, i.e., Associate Dean of Nursing.
- Provide documentation of the area of concern and specific instructor requirements.
- Provide documentation of the student's plans to address the concern. Unsuccessful remediation of the concern identified in the Progress Report may result in course failure.
- The Progress Report will be kept in the student's electronic nursing record while enrolled in the Nursing Program.

Revised 3/2022 Reviewed 4/2023

## **Program Progression Policy**

- A student enrolled in core nursing courses, following the program map, and receiving a grade of "C" or above as per the Nursing Program Grading Scale will automatically be qualified to progress in the nursing program sequence.
- Core nursing courses must be taken in sequence adhering to the prerequisite or co-requisite requirements established in the college catalog.
  - While enrolled in a clinical course, the student must remain enrolled in the pre-requisite theory course for the duration of both courses.
  - Dropping/withdrawing from a course that is considered a prerequisite or co-requisite for another course will cause the student to be removed from that course as well.
- The Nursing Program follows WCTC policy regarding course drops/withdrawals and incompletes for all theory courses.
- "Not passing the course at the time of withdrawal" is defined as having an average of less than 79% on all completed course assessments or having a score of less than 16 (or "not met") for any SLO at mid-point in the clinical course.
- Students who have earned a grade of "F" due to deficiencies as outlined in department policies are NOT eligible to override the 'F' grade by requesting to withdraw from the course (when the failure occurred prior to/at the College withdrawal period).
- The student has the right to appeal a course grade through the WCTC Grade Appeal Process. The student must follow the guidelines in the WCTC Student Handbook.
- WCTC Nursing program will follow WCTC College Policy regarding course withdrawal timeframes until further notice. Please visit the college website for further details on withdrawal timeframes.

Reviewed 4/2023

## **Grounds for course failure prior to the end of the course:**

- The student must provide for the emotional integrity of clientele in his/her care in any situation. The student must also incorporate principles of safety into all clinical activities.
- A student may be dismissed from a clinical core nursing course any time he or she fails to provide a safe standard of care as established by course objectives/Student Learning Outcomes,

clinical agency policy, and/or basic nursing competencies.

- See also Math Competency & Skills Lab policies as they relate to this topic.

Reviewed 4/2023

**Other:**

1. Any student who withdraws from or fails to pass any core nursing course will be required to repeat the course before proceeding in the program.
  - a. See “Skills Competency” policy re: situations necessitating successful completion of Skills practice or testing prior to re-entry.
2. Any student who requires a temporary leave from the program for 2 consecutive terms (Fall/Spring) for a significant medical/family crisis must complete the following steps:
  - a. Student complete and submit a Temporary Leave Request Form and submit per instruction on the form.
  - b. Students are not guaranteed a seat through completion of this process. See point 3 of registration process
  - c. Student are granted only one time of leave for the duration of the nursing program.
3. Student will be deactivated from the nursing program if they do not attempt classes for one semester and have not submitted a Temporary Leave Request. (See process below for deactivation.)
4. Any student found in violation of the College Code of Conduct (as outlined in the WCTC Student Handbook) such as, but not limited to, dishonesty, falsifying documentation, lying, refusal to follow reasonable directions, etc., may be expelled from the nursing program.

Reviewed 4/2023

**Students admitted prior to Fall 2021:**

1. The Nursing Department follows the WCTC Student Handbook when defining what constitutes an “attempt” at successful completion of a course. If a student drops/is dropped from the class during college drop period, it does not count as an attempt. If the student withdraws/is withdrawn during the college withdrawal period, it results in a “W” grade. See above bullet points in this policy for other circumstances that can result in a grade of W. Any course where a student receives a letter grade (including W) counts as attempt.
2. If a student fails to pass three times in separate core nursing courses or is not successful in the same course twice (withdraws or fails), the student will be removed from the program.
3. A Course Exit Form will be completed any time a student exits a course under circumstances that count as an “attempt”. A form will not be generated for students who drop/are dropped from a course during the College drop period.
4. If an LPN to ADN Student, Paramedic to ADN Student, Transfer Student, or a student entering the program at Level 3 or 4 has failed two core nursing courses or attempted the same core nursing course twice in the nursing program, s/he is ineligible to continue in the Nursing Program.

**Students admitted Fall 2021 or after:**

1. A student will be removed from the program for any of the following reasons:
  - a. The student withdraws or fails in three separate core nursing courses.
  - b. The student is unsuccessful- withdraws or fails the same core nursing course twice.
  - c. The Paramedic to ADN student does not successfully complete XXXXXX
    - i. If the Paramedic to ADN student wishes to re-enter the program, they will need to re-petition.
2. If an LPN to ADN Student, Paramedic to ADN Student, or a Transfer Student, entering the

program at Level 3 or 4 withdraws or fails two core nursing courses or the same core nursing course twice in the nursing program, s/he is ineligible to continue in the Nursing Program.

Revised 5/21 Reviewed 4/2023

## Registration Process for Nursing Coursework

Registration for core nursing courses is on a space available basis. Students are allowed one attempt at a course to be eligible to register through the College open registration process.

- Priority for placement into core nursing courses is as follows:
  1. Progressing WCTC Nursing Students successfully passing core nursing courses, uninterrupted, in designated order. Designated order is considered full time according to the program map.
    - a. [Click here for Program Map](#)
    - b. Level 1 students will register by permit only- see below
  2. Student progressing successfully but not following the program map as posted.
  3. Nursing students meeting course re-entry criteria based on a first come/first serve basis.
    - a. Priority will be given to students who submitted a leave form.
  4. Program Transfer Students who had been successfully passing core nursing courses in designated order in their previous program.
  5. Students who have been given special consideration after being deactivated and have followed the process for re-entry.
  6. Students who have been given special consideration after being unsuccessful in the program and by formal appeal through the Enrollment Management Committee to the WCTC Nursing Program.
  7. Students attempting to take courses from other schools.
- Registration must be completed within 14 calendar days after priority registration opens.
- Registration will be closed after the deadline identified above.
  - To obtain a permit to register after the registration process has closed, students would need to contact the Associate Dean of Nursing
  - If requesting registration for courses after the registration deadline, students will be assigned on first come, first serve basis as space is available.
- All Level one students will be given a permit to register for courses.
  - The registration date will be later than open registration for the College and will be identified in an announcement in My Canvas Nursing Resources.
  - Once permits have been placed, students will have 14 business days to register for courses.
  - Level 1 students who do not register in the identified timeframe will follow the process identified above for registration after the identified deadline.

Students are expected to register for, and complete courses according to the program map found in the Nursing Student Handbook.

For students who are out of clinical courses for one or more semesters, please see “Skills Competency” policy.

Revised 5/2021 Reviewed 4/2023

## Process for Re-Entry after Interrupted Nursing Coursework

To be considered for course re-entry after an unsuccessful course attempt, students must submit a request in writing using the Course Re-Entry Request Form. The form can be found in the Nursing

Student Handbook and on the WCTC portal under registration and courses, then forms.

- Student who exited a course- submit the form following the process identified on the form and see point 3 for Registration.

### **Deactivated students**

- If a student has been out of nursing courses for two 8-week consecutive terms without submitting the Leave Request Form, they will be deactivated from the Nursing Program. They will not be able to register. To be considered for re-entry, the student must meet with the Associate Dean of Nursing. Upon approval, see point 5 for registration.

Paramedic students are exempt from this policy during their bridge courses only.

- Students who have been unsuccessful in the nursing program will follow the Program Readmission Procedure found in the Nursing Student Handbook and see point 4 in Registration.

Revised 5/21 Reviewed 4/2023

### **Program Readmission Procedure**

A student who has not met the criteria for progression in the program will receive the Program Withdrawal Form either in person or via his/her WCTC email. A student who believes circumstances warrant re-admission may present their case to the Enrollment Management Committee (EM Committee) by submitting a written letter to the Associate Dean of Nursing. The EM committee consists of a faculty from each semester and the nursing program advisor. To be considered for Fall re-entry, letters must be received by April 1<sup>st</sup>, for Spring re-entry, by November 1<sup>st</sup>. The letter should include:

- A description of factors that contributed to removal from the program, changes and/or interventions initiated since leaving the program, and an action plan for success if granted reentry.
- Must be dated and sent electronically to the Associate Dean of Nursing: Colleen Nuckolls [cnuckolls@wctc.edu](mailto:cnuckolls@wctc.edu)
- Request letters received after the deadline will not be considered

The EM committee will review the student's letter as well as their prior documented academic record and any documented behavioral concerns. The student may be asked to meet with the EM committee. Following deliberation, the EM Committee will make a recommendation to the Associate Dean of Nursing for review and final decision of student status.

Reentry is not guaranteed. A student is only eligible to re-apply if program can be completed within 5 years of the student's first core 543 nursing course. A student may be granted only ONE readmission. If a student is recommended for re-entry but is denied based on space availability and wants to be considered for a future semester, the student must submit request by email ([cnuckolls@wctc.edu](mailto:cnuckolls@wctc.edu)) meeting the same deadlines as stated above. Students that are in good standing have priority and will receive a seat in the program before re-entry students.

The student will receive a letter via WCTC student email with the final decision regarding re-entry and associated requirements. The decision regarding re-entry is based on committee recommendations and space available in the program. For Fall re-entry, decision letters will be sent by June 1<sup>st</sup>. For Spring re-entry, decision letters will be sent by January 1<sup>st</sup>.

Revised-3/2023 Reviewed 4/2023

### **Nursing Health and Safety Requirements**

This policy is in alignment with standards set in the document "Wisconsin State-wide Health Requirements for Students Starting Clinical Rotations". Said standards were developed by several

Wisconsin Healthcare Alliances (Healthcare organizations/clinical affiliates and Nursing School programs) in order to bring continuity to the placement of students in clinical experiences throughout the state.

Reviewed 4/2023

## **Document of Nursing Program Health and Safety Requirements**

Verification of health and safety requirements is to be submitted through Viewpoint Screening.

This product is to be purchased by the student. See MyCanvas Nursing Resources for information about the website and the cost.

### Deadlines/Review Process

- Students must make certain that their health and safety information is current/updated **no later than July 15 for fall semester and December 15 for spring semester.** Students are also required to maintain current per individual requirements below.
- Students who are non-compliant/not current with health requirements by July 15 for fall clinical and December 15 for spring clinical will be held to the following:
  - First time non-compliant, student will receive a 2-week extension.
  - Second time and subsequent times non-compliant, student will be dropped from clinical. This would not count as an attempt. No extension will be given. Re-entry in a future clinical section will occur on a space available basis.
- The student should submit his/her supporting medical documents (i.e., proof of annual flu vaccine, CPR card) to Viewpoint Screening.

Students who fail to maintain the health and safety requirements during the clinical course will immediately be withdrawn the course at time of health requirement expiration (i.e., expired CPR status); failure noted under SLO 1 (Professionalism) and SLO 5 (Safety & Infection Control).

Revised 4/2023, Reviewed 4/2023

### **1. Physical Health Screening /Exam**

A physical by a qualified healthcare provider (must be obtained within 90 days prior to the start of the program, not to be completed after the start of the program).

These exams are to include documentation of:

- A health history.
- Physical examination by a physician, physician assistant or an advanced practice nurse prescriber.

### **2. Tuberculosis (TB) Screening**

Tuberculosis Screening will be done initially and annually thereafter. Screening may be done via Mantoux tuberculin skin test or Interferon Gamma Release Assay (IGRA) (i.e., Quantiferon Gold, T-spot).

- Initial screening is to take place **within ninety (90) days of starting the program** and must be completed prior to starting the first clinical course.
- Initial screening involves one of the following:
  - Documented proof of negative results on (2) Mantoux tuberculin skins tests administered one (1) to (3) weeks apart (“two-step” TB skin test)  
OR
  - Students with a documented zero (0) mm induration Mantoux skin test within the past twelve (12) months only need one additional skin test done. (“One-step” TB skin test). The date and results of the TB test done within the past 12 months, as well as the date and results of the

subsequent one.

OR

- Documented proof of a negative IGRA (Interferon Gamma Release Assay) test

Annual screening: Once a student has documented proof of a negative initial screening, the TB screening will be performed annually thereafter. Annual screening may be accomplished by having a “one-step” TB skin test or IGRA test. If a student falls out of compliance with an annual screening requirement (i.e., allows greater than 12 months to lapse between screenings) student must begin again with initial screening requirements.

If a student has received a positive tuberculin skin test (TST) or positive IGRA result, the student must provide the following:

- Medical documentation of the positive TST or IGRA  
AND
- Negative chest x-ray report dated post positive TB skin test or IGRA  
AND
- Complete annual TB symptoms survey /questionnaire

### 3. Measles/Mumps/Rubella (MMR)

Documented proof of one of the following:

- Serologic Immunity (Positive Titer)  
OR
- Receipt of two (2) MMR vaccines appropriately spaced and according to CDC guidelines (on or after first birthday and at least 28 days apart)

If student is currently in the process of receiving the vaccine series (has received one dose of the vaccine prior to start of nursing program), the second dose must be received within one month after starting the program. Doses must be at least 28 days apart.

### 4. Varicella

Documented proof of one of the following:

- Serologic immunity (Positive Titer)  
OR
- Receipt of two (2) Varicella vaccines appropriately spaced and according to CDC guidelines (after first birthday and at least 28 days apart).

### 5. Influenza Vaccination

Influenza vaccination is required prior to November 1st for fall semester. The vaccine must be administered between 8/1 and 10/30. If the student did not get an influenza vaccine in the fall, s/he must get one prior to any spring semester by the 12/15 deadline.

Students in clinical placements between April 1st and September 30th are exempt from flu requirement.

- If a student identifies a “medical exemption”, documented validation by a MD or DO is required. Proof of medical exemption should be presented to the administrative assistant for the Dean-School of Health, to be scanned into the student’s WCTC nursing electronic record.

Medical exemptions are granted for recognized contraindications:

- Previous reaction to influenza vaccine (e.g., hives, difficulty breathing, swelling of tongue or lips).
  - The above does not include sensitivity to the vaccine such as an upset stomach, mild to moderate local reactions (i.e., soreness, redness, itching, or swelling at injection site).
  - The above does not include subsequent upper respiratory infection or low-grade to

moderate fever following a prior dose of the vaccine.

- History of Guillain-Barre Syndrome (GBS) within 6 weeks of a previous dose of an influenza vaccine.

The student granted an influenza vaccine medical exemption is to follow facility-specific masking requirements during the influenza season (i.e., to wear a surgical mask whenever in patient care buildings, or whenever in patient care areas).

## **6. Tetanus, Diphtheria & Pertussis Vaccination (Tdap)**

Documentation of one-time dose of the Tdap vaccine and then Td every ten (10) years.

## **7. Hepatitis B**

Receipt of this vaccination series is voluntary but is strongly recommended for all students entering a health career field.

Documented proof of one of the following:

- Serologic immunity (a quantitative, numeric Hepatitis B antibody level with interpretation/scale that indicates immunity). This testing must be completed/dated at least one month after completion of the three (3) dose vaccine series.
  - If the student has documented proof of receiving the Hepatitis B series but declines to obtain the titer, student should sign Hepatitis B Vaccine/Titer Declination form. The dates of series, as well as completion of declination form, should be noted.

OR

- Student is in the process of receiving the three (3) doses Hepatitis B vaccination series, appropriately spaced per CDC guidelines.

OR

- A signed Hepatitis B Vaccine/Titer Declination form.

## **8. COVID Vaccination:**

- Students must be fully vaccinated for COVID 19. You are considered fully vaccinated 2 weeks after receiving the final vaccine in a 2-vaccine series, or 2 weeks after 1 vaccine in a 1 vaccine series.
- If you believe you have a medical or religious reason that would waive you from this vaccination requirement, please review MyCanvasNursingResources>Modules>COVID 19 Vaccination Information and Medical/Religious Exemption Waivers
  - Students are not allowed to request sites based on COVID 19 vaccination site policies.
  - Students that receive an approved vaccination waiver for their clinical site may be required to complete weekly COVID 19 testing to maintain their clinical seat.

## **9. Cardiopulmonary Resuscitation/Basic Life Support (CPR/BLS)**

Current valid American Heart Association BLS Provider documentation required. Students are required to re-certify during the course of the nursing program to keep current in their certification status. Cards are current through the end of the month they expire.

## **10. Safety, Infection Control & Confidentiality Quiz**

To maintain OSHA standards, all students are required to complete an online Safety, Infection Control & Confidentiality Tutorial once during orientation to the Nursing Program. To complete the safety and infection control policy students must:

- Review posted materials.
- Successfully complete the Safety, Infection Control & Confidentiality Quiz (score 80% or better).
- The safety quiz is available in orientation to the nursing program.

### 11. Criminal Background Check (CBC) Policy

- A current (within 2 years) CBC is required as part of the nursing program requirements for all students entering the 1st semester of their nursing program (core nursing courses).
- If a student's CBC is two years old, it is considered expired and an additional CBC is required to enroll in a clinical course.
- Any student who is dishonest in completing the self-disclosure from which is part of the CBC, will not be allowed to enter the nursing program. The Associate Dean of Nursing will determine if the results of the criminal background check will interfere with the student's entrance into the nursing profession and/or affect clinical placement. If so, the Associate Dean will contact the student to discuss the results.
- The Clinical Placement Specialist will coordinate the placement of nursing students at clinical sites while adhering to the CBC requirements of our affiliating clinical agencies. Student background checks are submitted to the clinical agency sites where the student will be assigned. The clinical agency has the right to refuse clinical placement based on their review of the student CBC.
- Any arrest which occurs while enrolled in the nursing program must be reported to the Associate Dean of Nursing within 24 hours or the next business day.
- When a student has graduated from the Associate Degree Nursing Program at WCTC the student's CBC will be destroyed.

### 12. Drug Testing Policy

All students are **required** to have a 10-panel drug screen test **annually**. Students must purchase their drug screen through Viewpoint Screening (VPS). After purchasing the drug screen, students must follow directions outlined in an email from VPS. Students are required to have their drug screen done at an approved Quest lab.

If a student tests positive for drugs, the student will not be allowed to progress in the nursing program at that point in time. A meeting must be scheduled with the Associate Dean of Nursing to discuss the test results and the student's future participation in the WCTC Nursing Program.

Sanctions may include:

1. Completion of an approved AODA course/counseling with documentation that the student has been rehabilitated.
2. Opportunity to be re-tested upon completion of rehabilitation requirement.
3. If results are negative, the student may proceed in clinical based on space availability.
4. Student will be required to have random drug screens within 24 hours of call by the Associate Dean of Nursing or designee at the student's expense. This will continue until graduation, or a positive screen is obtained. Another positive drug test will result in removal from the nursing program.



**13. Technical Standards-** Form signed by the student must be on record verifying that the student can perform all the essential functions expected of a nursing student.

Area	Standard	Examples (not inclusive)
Physical Skills	<p>The student should demonstrate:</p> <ul style="list-style-type: none"> <li>• Fine motor ability for data collection/ assessment and to promote a safe care environment</li> <li>• Gross motor ability for data collection/assessment and to promote a safe care environment</li> <li>• Stamina sufficient to maintain physical activity for a period of a typical clinical shift</li> <li>• Ability to tolerate working in confined areas</li> </ul>	<ul style="list-style-type: none"> <li>• Examples include the ability to grasp, twist, squeeze, pinch, and manipulate equipment (i.e., operate fire extinguishers, use a manual blood pressure cuff, word process on a keyboard)</li> <li>• Examples include the ability to move in confined spaces; maintain balance in standing position; move body from one side to the other; reach below the waist and to the front or the side of the body to the level of the top of head (i.e., adjust overhead lights, plug electrical appliance into wall outlet); and ability to push, pull, stabilize, and freely move arms to allow movement of an object or transfer of a client from one place to another</li> <li>• Additional examples include the ability to squat or execute a modified squat (one knee on the floor); move quickly in case of emergency situations; climb and descend a flight of stairs; and walk independently without the assistance of cane, walker, crutches, wheelchair or the assistance of another person</li> </ul>
Sensory Skills	<p>The student should demonstrate:</p> <ul style="list-style-type: none"> <li>• Tactile, auditory, visual, and olfactory ability for data collection/assessment and to promote a safe care environment</li> <li>• Ability to tolerate heat and humidity</li> <li>• Ability to tolerate exposure to odors and common allergens</li> </ul>	<ul style="list-style-type: none"> <li>• Tactile examples include the ability to distinguish subtle vibrations through the skin (i.e., assess a pulse), identify the subtle difference in surface characteristics (i.e., feel a raised rash), and detect temperature (i.e., skin, liquids, environment).</li> <li>• Olfactory examples include ability to detect differences in body and environmental odors</li> <li>• Auditory examples include ability to hear and understand voices spoken at a normal speaking volume at a distance of a typical length of a room and the ability to hear faint noises such as whispers when side by side with another individual</li> </ul>

		<ul style="list-style-type: none"> <li>• Identify dangerous objects and client situations within the client room</li> <li>• Examples include shower and spa rooms</li> <li>• Placement in a latex or allergen free environment cannot be guaranteed</li> </ul>
Communication Skills	<p>The student should demonstrate:</p> <ul style="list-style-type: none"> <li>• Effective communication with clients, client families, and other members of the health care team</li> <li>• Ability to understand text</li> <li>• Ability to understand charts, graphs and worksheets</li> <li>• Ability to read and understand digital and computer displays, as well as enter data in a computerized client record</li> <li>• Emotional stability</li> <li>• Interpersonal skills</li> </ul>	<ul style="list-style-type: none"> <li>• Ability to interact and support clients during times of stress and emotional upset</li> <li>• Ability to cope with strong emotions and physical outbursts of clients while remaining in a reasonable state of calm</li> <li>• Ability to focus attention on client needs despite interruptions and multiple demands</li> <li>• Ability to apply knowledge gained in classroom to establish appropriate relationships with clients, families and coworkers</li> <li>• Ability to interact as a member of the health care team</li> <li>• Ability to show respect for diversity in culture, religion, sexual orientation, marital status, socio-economic status and abilities/ disabilities</li> </ul>
Safety Skills	<p>The student must:</p> <ul style="list-style-type: none"> <li>• Apply knowledge, skills, and experience to provide a safe work environment</li> </ul>	<ul style="list-style-type: none"> <li>• Work in an environment with potentially infectious materials</li> <li>• Demonstrate adherence to safety guidelines and regulations</li> <li>• Recognize potentially hazardous conditions and take appropriate actions</li> <li>• Maintain immunization and health care requirements</li> <li>• Utilize personal protective equipment (gloves, masks, eyewear, gown)</li> <li>• Operate equipment, adhering to safety standards</li> <li>• Identify and resolve unsafe situations</li> <li>• Be familiar with and follow emergency procedures</li> </ul>
Critical Thinking Skills	<p>The student should demonstrate:</p> <ul style="list-style-type: none"> <li>• Ability to count and understand the meaning of numbers</li> <li>• Problem solve and make decisions</li> <li>• Apply knowledge, skills, and experience</li> </ul>	<ul style="list-style-type: none"> <li>• Establish a professional working relationship with the health care team, peers, instructors, patients, and families</li> <li>• Demonstrate positive interpersonal skills</li> <li>• Demonstrate impulse control and professional level of maturity</li> <li>• Maintain appropriate boundaries in relationships with patients and peers</li> <li>• Handle demanding and stressful situations</li> </ul>

		<ul style="list-style-type: none"> <li>Maintain confidential health care information (including by refraining from posting any confidential patient information on social media)</li> </ul>
Professionalism	<p>The student should demonstrate:</p> <ul style="list-style-type: none"> <li>Ability to accept constructive feedback</li> <li>Accept responsibility for own actions</li> <li>Ability to adapt to changing situations and emergency conditions while maintaining emotional control</li> </ul>	<ul style="list-style-type: none"> <li>Exhibit positive interpersonal skills</li> <li>Maintain confidentiality</li> <li>Demonstrate ability to work as a team member</li> <li>Adhere to attendance, dress code, and personal hygiene policies</li> <li>Respond to challenging situations while maintaining composure and professionalism</li> </ul>

#### 14. Additional documents required for Viewpoint Screening

- Nursing Student Handbook receipt of information-** it is expected that students stay up to date on the latest version of the Nursing Student Handbook.

Revised 03/2023 Reviewed 4/2023

#### Allergy/ Sensitivities

WCTC cannot guarantee allergen-free clinical sites.

#### Medical Conditions/Injuries Requiring Student Restrictions

Per our affiliation agreements with clinical agencies, WCTC nursing students follow the affiliating agencies' health policies. As such, a nursing student with any physical restriction must need to have a physician's full release on file prior to being allowed to practice in the clinical courses. This would apply to any restriction resulting from illness, injury, surgery, or pregnancy. This written authorization is kept on file as part of the student's WCTC nursing electronic file.

Students who cannot or will not meet any of the above health requirements must be referred to the Associate Dean of Nursing for follow-up. Clinical agencies will need to be contacted regarding student placement; placement cannot be guaranteed.

Revised 5/2021, Reviewed 04/2023

#### Health Information

- Any time a student's physical or mental health status may jeopardize oneself, other students and/or patients, the student may be required to meet with the Associate Dean and or Student Accessibility to develop a safety plan. This may require a medical release from a licensed health care professional (physician, PA, APNP).
- Per our affiliation agreements with clinical agencies, WCTC nursing students follow the affiliating agencies' health policies. As such, a nursing student with any physical restriction would need to have a health care professional's (physician, PA, APNP) full release on file prior to being allowed to practice in the clinical courses. This would apply to any restriction resulting from illness, injury, surgery, or pregnancy. This written release is kept on file in the School of Health office.
  - Refer to technical standards
- Nursing students enrolled in clinical courses that have an illness, injury, or surgery, which results in a physical restriction, may need to withdraw from the course and re-enter at a later date when that restriction is removed. Withdrawal and re-entry would follow WCTC's institutional and program policies.

## **Injury/Illness/Exposure at School/Clinical**

Students are expected to practice universal precautions to protect themselves against exposure to blood borne pathogens throughout the nursing program. Even with appropriate adherence to all exposure practices, exposure to injury/illness/blood borne pathogens may occur during select activities during courses on campus and/or at clinical sites.

An exposure incident is defined by OSHA as a specific eye, mouth, other mucous membrane, non-intact skin or parenteral contact with blood, or the inhalation or ingestion of potentially infectious materials that results from the performance of clinical tasks.

If an incident occurs, the student must immediately notify the instructor. The medical evaluation and follow-up then becomes the responsibility of the student.

Upon determination of exposure, the following incident reports must be completed and become part of the student's record:

- WCTC Incident/Accident Report Form (Located on the Student and Employee Portal)
- Sharps Injury Report Form (Located on the Student and Employee Portal)
- Assigned Medical Facility Incident Report (if applicable).

In the event the student sustains an exposure, the following steps should be taken:

- Seek medical evaluation (at student's expense) to include:
  - Appropriate laboratory tests
  - Post-exposure prophylaxis
  - Counseling may be recommended
- Follow-up as prescribed by attending health care professional
- Provided the following information to the evaluating health care professional:
  - Complete Accident Report
  - Complete Sharps Injury Report
  - Results of the source individual's blood testing, if available
  - Immunization records relevant to treatment of the student
- Complete the appropriate paperwork to the school/agency as identified above

Students are automatically enrolled in Accident Only Insurance if taking a credit class and this coverage is mandatory. Please go to <https://www.wctc.edu/campus-life/safety-policies/student-accident-only-insurance.php> to review coverage details. Students may be covered by worker's compensation insurance through the College. This potential coverage will be determined on a case-by-case basis working with the College's Risk Manager. If workers' compensation insurance applies to a specific situation, the student Accident Only Insurance will not apply to that situation.

WCTC provides no personal auto insurance while operating your vehicle to and from the practicum site.

WCTC shall maintain the required student exposure records for one year after the student either graduates from the College or leaves the College.

Revised 5/2021, Reviewed 4/2023

## **Clinical Assignments**

- Students registered for clinical courses will find placement in Canvas prior to the start of clinical-MyCanvas Nursing Resources>Modules>Clinical Assignments and Resources.
- Student preference will be taken into consideration for placement but is not guaranteed.
- Student are required to meet all requirements of assigned clinical sites which may include but is not limited to the following:
  - Uploading information to the site's portals.
  - Completing extra paperwork and background checks.
  - Paying additional fees.
- Failure to complete site-specific requirements by specified due dates will result in the student being removed from the clinical rotation.
- When possible, students who are re-entering clinical will be assigned to a different clinical site and instructor than previous semesters.
- When possible, students will not be assigned to a clinical rotation at a facility where they are presently employed.
- A student's clinical assignment may be changed by the Nursing Program prior to the start of rotations. Once the clinical rotation has started, clinical assignments will remain the same.
- The nursing student should direct all clinical concerns to the nursing instructor. A nursing student should make no direct contact with the clinical agency/personnel.
- There may be extra expenses associated with clinical placements, such as parking fees, drug screen testing, etc.

Revised 5/2020, Reviewed 4/2023

## **Uniform Policy**

Adherence to identified criteria concerning general appearance and behavior is expected and required of all students while in the HPS Lab or on campus in nursing uniform.

While in the clinical agency setting, all students must wear the required WCTC nursing uniform. This uniform identifies the person as a WCTC nursing student. The requirements are as follows:

### **Inpatient Clinical Uniforms**

- The student is to purchase the approved uniform available in the WCTC bookstore.
  - The student preferring to purchase an approved skirt should contact the bookstore for assistance.
  - The student may purchase an approved lab coat from the WCTC bookstore. *This purchase is optional.*
  - The uniform must be clean and wrinkle free each clinical day.
  - Shoes must be made of leather/leather-like or other non-porous material, non-perforated, with a back. Shoe styles may include athletic shoes, uniform shoes, or approved health professional shoes.
- Socks which cover ankles must be worn; no logo or patterns allowed.
- Students may elect to wear a shirt under their uniform (long or short sleeve). Shirt must be clean every day; no logo or patterns allowed.
- **Approved colors** for shoes, socks, and undershirt are as follows: black, grey, brown, tan, or white. On shoes, a small amount of contrast color is allowed.
- WCTC photo ID badge. Pay for the badge at registration and obtain the badge at Student Life. A plastic sleeve for the badge is available at the WCTC bookstore.

Revised 5/2022, Reviewed 4/2023

## **HPS Uniform Policy**

- Students are required to wear their uniforms for clinical make-up, on clinical days when assigned to the HPS and for their Capstone Project during the 4th semester.
- In-patient clinical uniform or business attire and lab coats are dress options during open labs.

Reviewed 4/2023

## **Professional Behavior and General Appearance for Clinical:**

- Adherence to all policies and procedures of the affiliating clinical agencies.
- Students are expected to be on the unit and ready for providing patient care at the stated start time of clinical. Start time of the clinical is provided verbally and in writing at the beginning of the clinical.
  - First time a student is late results in a verbal warning.
  - Second time a student is late results in a written progress report.
  - Third time a student is late results in failure of ability to meet SLOs 1 and 5 and results in course failure.
- A water-resistant watch with sweep second hand is required.
- The uniform must be pressed and cleaned.
- No gum chewing is allowed while at clinical sites.
- Hair is to be clean, neat, and, if long, must be secured off the collar away from face. Plain combs and clips are acceptable.
- Fingernails should be approximately fingertip length, evenly trimmed and clean. Only clear polish may be worn. No chipped or cracked polish; no artificial nails, nail wraps, or acrylic nails.
- Deodorants are to be used so that body odor is not evident.
- Be considerate of the fact that the odor of strong perfume, shaving lotion, cigarette smoke or body odor may be offensive to patients.
- No smoking is allowed while dressed in WCTC student uniform or lab coat.
- No smoking is allowed while on the premises of our affiliating clinical agencies, either inside the agency, on the grounds, or in a car in the parking lot.
- The use of personal cell phones/personal communicative devices is not allowed during any clinical experience. See Nursing Program Technology Policy for approved use of PC/iPad at the clinical site.
- No jewelry, except for plain gold/silver wedding bands. No rings with stones. One pair of small post earrings for pierced ears is acceptable. Any other visible body jewelry/piercing are unacceptable.
- Minimum use of cosmetics is allowed.
- Men must be clean-shaven or have beards and mustaches that are clean and trimmed.
- Uniforms or lab coats are to be worn only during clinical, when working in HPS lab or when directed in Skills course.
- Whenever possible, all body tattoos will be covered.
- When working in Skills Lab, student will wear appropriate, clean street clothes.
- Ripped jeans, mini-skirts, crop-tops, sandals, or open-toed shoes are never considered appropriate business attire for any clinical areas.
- Low necklines are not appropriate in clinical or business attire.

**Note-A student nurse who is inappropriately attired for clinical, skills or HPS may be dismissed from the session and will receive a progress report.**

Revised 11/9/20 Reviewed 4/2023

## **Math Testing**

1. Math competency will be assessed in Nursing Skills in levels I and III. In level II, math competency is assessed with the first clinical course taken. In Level IV, math competency is assessed in 543-115.
  - If a student does not successfully complete the course (drop, withdraw or fail), the student will need to re-take the math test with the next course attempt.
2. Each math test will consist of 25 questions. In order to be successful, one must pass the math test with a score of at least 92%. Students may take a maximum of two attempts to pass. The test score will not be factored into the course grade.
3. If a student is not successful with the first version of the math test, the student should consider the completing the following:
  - Meet with their course instructor to review the math test.
  - Continue to review math concepts from required program materials.
  - Review math concepts with assistance in the WCTC math lab located in the Student Enrichment Center.
4. Upon unsuccessful completion of the first math test, the student will be allowed to take a second attempt at the math test.
  - The student must be successful on the second attempt to continue in the course.
5. Failure to meet the math testing criteria outlined above will result in course failure (grade of “F”). In level two, the student may proceed to the second 8-week clinical course but must restart the testing process over.
6. Please note that if the student does not make an “attempt” at the math test by the designated due date, s/he will receive a “zero” on that test. Furthermore, this will count as an attempt.
7. Remediation of math calculations can be required at any point by Clinical instructors throughout the program. If remediation is related to a nursing skill such as reading a syringe, the student would be referred back to the Skills lab. If the remediation is math related, the student may remediate with the Clinical instructor or be referred to the Math Lab staff in the Student Enrichment Center as appropriate.
8. **Math Test Directions**
  - When taking the exam, read the question carefully, so you know what the question is asking you.
  - When answering the questions, include only the number, NOT the label (i.e., answer is 5.6 **NOT** 5.6 ml).
  - Do not round unless the directions tell you to do so.
  - Do not round until the end of your calculations (not in the middle of solving for the answers).
  - Rules regarding leading and trailing zeros:
    - i. If the answer is less than 1, you should include a leading zero (i.e., 0.6 is the correct answer, **NOT** .6).
    - ii. Do not add trailing zeros at the end of your answer (i.e., 1.2 is the correct answer, **NOT** 1.20).
    - iii. Answers that do not utilize these rules will be marked as incorrect.
  - Drops (gtt) get rounded to the whole number.
  - You have 90 minutes for math exams in levels 1-3. In level 4, you will have 120 minutes for the math exam.

## Medication Administration Safety Standards

**Purpose:** To create nursing department standards that reflect best practices supported by professional organizations.

### Students will:

- Adhere to the rights of medication administration and follow agency policy and procedure for safe medication administration.
- Verbalize and demonstrate a safe level of knowledge and skill in their medication administration. Obtain assessment data before, during and after administering medications.
- Check all medications requiring calculations with the instructor and/or assigned nurse.
- Verify the medication orders and the prepare doses of all medications with instructor and/or assigned nurse. Review orders for new medications.
- Receive a progress report for lack of preparedness for administering medications
  - Examples may include but are not limited to- lack of knowledge of the medication/s to be administered, lack of review of allergies and contraindications, failure to obtain/review vital signs, failure to review lab results, inability to demonstrate critical thinking surrounding medication administration circumstances.
- Receive a progress report for errors related to medication administration. Student may be dismissed from clinical based on safety related to medication administration.

### Students will not:

- Administer medications until the instructor has validated the student's ability to utilize the current agency-specific medication administration record (MAR).
- Administer any medication until the patient has been identified by 2 means (ex: name and birthdate) and verify allergies.
- Administer, set-up or adjust Patient Controlled Analgesia pumps.
- Administer medications that require a specific agency certification (i.e., IV hemotherapeutics, etc.)
- Administer Total Parenteral Nutrition (TPN) and Blood Products.
- Administer research protocol medications.
- Administer any medication the facility deems inappropriate for the student nurse to give.

## Skills Lab Guidelines

- Open practice hours in the Nursing Skills lab are determined by use from courses such as skills and/or clinical.
- Students wanting to practice during open lab times need to utilize the Sign-Up Genius link to reserve time in the lab.
  - The Sign-Up Genius is found in MyCanvas Nursing Resources under the Nursing Skills tab.
    - Students are expected to use their WCTC email when signing up.
  - Students are expected to attend all appointments made.
  - If a student is unable to make their scheduled appointment, s/he is expected to remove their appointment from the Sign-Up Genius and call the Skills Lab (262) 691-5516.
- Book bags are to be placed in the cubicles as you enter. Keep purses and valuables with you at all times. Cell phone use is discouraged, please put them on vibrate mode.



- Any items left in the lab will be placed in the cubicles. The lab assumes no responsibility for lost or stolen items.
- No food or drink is allowed in the lab. Please keep in cubicle area.
- Only nursing students are allowed in the Skills lab.
- When a student is testing a skill, no one should interrupt for any reason. It is distracting to the student and the tester.
- Students are not allowed to practice in testing rooms.
- Students **may not practice any invasive procedure** on another person without faculty supervision and a signed waiver.
- Equipment and supplies are to be returned to their proper place when done practicing.
  - No equipment and supplies are to be removed from the lab.
- Students are required to sign in and out when utilizing the Skills Lab.

**Remember:** This is a lab for independent learning that depends on your responsible behavior. Responsible behavior assumes that you will leave the skills station in its original state so the next student can learn the skill correctly. Please be considerate of others and keep noise levels to a minimum.

Revised 9/2021, Reviewed 4/2023

## **Skills Lab Policy- Skills Course Check-Off Policy**

- Students are expected to know the theory underlying each skill and be able to perform the skill appropriately. Students should study, practice the material, and come prepared to test; this time is not to be viewed as a practice session.
- Students are allowed a maximum of two attempts to successfully pass the skill check off.
- If a student misses the deadline for “first attempt” at a given skill check off due to illness, the student is required to sign up for a new time slot.
- If a student misses an “attempt” with no notification, the course instructor will be notified.
  - This will be counted as an unsuccessful “attempt” for the check-off
  - If this is a second attempt, the unsuccessful “attempt” will result in a course failure.
- If a student is not successful during a testing session for a given skill check off, s/he will sign up for another testing session.
- The student must be able to successfully demonstrate the skill within the designated time-frame for the check-off. If the student exceeds the time limit, the session will count as an unsuccessful attempt.
- If a student “chooses” to stop the check off session, this session will count as an unsuccessful attempt.
- If a student is unsuccessful on the second attempt to pass a skill, the student will exit the nursing skills course (Nursing Skills 543-102 or Advanced Nursing Skills 543-112) with a grade of “F”.
- Any student who fails a skills course prior to the completion of his/her clinical course will be withdrawn from the clinical course due to inability to maintain the student learning outcome related to safety required in clinical practice.

Revised 3/2022, Reviewed 4/2023

## **Skill Remediation and Required Skill Retesting**

### **Required Skills Remediation:**

A student who requires skill remediation may be sent back to the Skills Lab. An electronic Skills Lab referral form from the clinical instructor will indicate specifically which skills the student needs to remediate and minimal level of proficiency to be achieved. The student is encouraged to work with the

lab faculty to improve performance/timing of the identified activity.

Reviewed 4/2023

### **Required Skill Retesting:**

The clinical instructor will complete a progress report and Skills lab referral form when a student has demonstrated unsafe performance of a previously tested skill (level 1 & level 3 skills) in the clinical or HPS setting(s). These forms will identify the required deadline for successful re-testing. The student will not be allowed to execute the skill in question in the clinical setting until s/he has successfully re-tested.

- The student should email the Skills Lab Coordinator ([mtomansky@wctc.edu](mailto:mtomansky@wctc.edu)) to sign up for a time to re-test.
- The student may not re-test until s/he has received the progress report and a Skills Lab referral form has been sent to the Skills Lab Faculty by the clinical instructor
- Faculty will use the established rubrics (in level 1 & 3 skills courses) to re-test students.
- A nursing instructor will evaluate the student at his/her “first attempt” at re-test and provide written feedback on the referral form.
- The student will be allowed a maximum of two attempts to successfully pass the required re-test. A minimum of 24 hours must pass between testing attempts.
- If the student requires a second attempt, the clinical nursing instructor will evaluate the performance.
- If the student is unsuccessful on his/her second re-test attempt, the student will exit the clinical course with a failing grade (F) under the safety competency.

Revised 9/2021, Reviewed 4/2023

### **Skills Competency Testing Policy**

#### **A Skills Competency Test will be required of:**

- All transfer students.
- All students who have this included as a requirement for clinical re-entry on a Course Exit form.
- All students who have been out of clinical for one (1) year or more.

Students who receive a Course Exit Form and are instructed they require a Skills Competency Practice Test must contact the Nursing Skills Lab Personnel (H202) by the end of the semester of issuance for further instruction. Failure to do so may result in the student not being able to complete their Skills Competency Test for the upcoming clinical semester.

#### **Testing Requirements and Outcomes**

- Students who have been identified as requiring Skills Competency Testing will receive an invitation to the Canvas Skills Competency Course
  - Students are required to complete all modules/quizzes in the course.
  - Students are required to complete 2 hours of practice time in the Skills Lab upon completion of the required modules/quizzes.
  - Students will be notified by email of their testing date/time by the Skills Lab Coordinator.
- Students have 2 attempts in which to successfully complete Skills Competency Testing.
  - If unsuccessful on the second attempt of Skills Competency Testing, the student will be unsuccessful in the Nursing Program.
  - A student seeking continuation in the program would be required to follow enrollment management process. (See Program Progression Policy.)

- All components of the Skills Competency Test must be successfully demonstrated within the allotted time-frame
  - Students who have not taken or successfully completed 543-112 will be allowed 40 minutes to complete the testing
  - Students who have successfully completed 543-112 will be allowed 60 minutes to complete the testing.
- Students must successfully demonstrate all components of the Skills Competency Test. Failure to successfully demonstrate one component will necessitate re-testing of that component only. Failure to successfully demonstrate two or more components will necessitate re-testing of entire Skills Competency.
- Students must wait at least 24 hours before retesting after an unsuccessful attempt.
- Students need to successfully complete the Skills Competency Test prior to the first day of the clinical course for which they are registered.

Reviewed 4/2023

## Skills Competency Testing

All students will be given data about a sample patient. Students will be required to successfully complete a medication administration component and one or more skills from the list below. Students may also be asked to document on the patient's situation.

### \*Medication Administration

- Oral/ Enteral
- Inhaled Medications
- Parenteral: IM, Subcutaneous

### \*IV Administration

- IV: primary and secondary via gravity (including calculating drip rates)
- IV pump use and administration of secondary for students who have utilized IV pumps in previous clinicals
- IV push (only for students who have completed 543-112)
- Initiating IV Therapy (only for students who have completed 543-112)

### \*Vital Signs

- Temperature, Apical pulse, respirations, blood pressure & pain testing

### \*Foley Insertion

### \*NG Irrigation/ Maintenance

### \*NG Insertion (only for students who have completed 543-112)

### \*Central Line Dressing Change (only for students who have completed 543-112)

### \*Central Line Blood Draw (only for students who have completed 543-112)

Revised 03/2023, Reviewed 4/2023

## HPS Lab Policy

Before attending the first HPS session, a student must watch the HPS lab orientation video and read the policies and guidelines in MyCanvas Nursing>Modules> HPS Lab Information, as well as in those in the Nursing Student Handbook. The students must follow the simulation ground rules and sign the media waver and the confidentiality form before each session. Breach of confidentiality is a violation of the professional behaviors' competency (SLO 1) in the nursing program and a violation of the code of conduct in the student handbook.

Reviewed 4/2023

## **Learning Experience/ Open Lab**

The HPS Lab (H-230) has opportunities for Open Lab experiences. This is a chance for students to become comfortable with simulation and with specific clinical experiences. Students work with their peers and an instructor in a guided simulation scenario. The schedule for Open Lab opportunities is posted on MyCanvas Nursing Resources, under the HPS module. The student needs to sign up at least 24 hours in advance and provide their name, level, phone number and the date of the Open Lab. If you are unable to attend, you must cancel 24 hours in advance. There must be at least two students registered for an open lab session. Open lab sessions with only one student will be cancelled 24 hours in advance.

Reviewed 4/2023

## **Clinical Make-up Sessions**

Clinical make up sessions are arranged by the clinical instructor. The student will be given a learner's guide for preparation before the session, and they must arrive on time and be clinically prepared. Any technical skill that a student would be responsible for in clinical, would also apply to the HPS simulated experience. Students are evaluated by the HPS faculty based on clinical competencies. Feedback on the students' performance will be given to their clinical instructor who will decide if there is a need for remediation based on safety or skill concerns.

Reviewed 4/2023

## **Clinical HPS Sessions**

Clinical HPS sessions are arranged by the clinical instructor. The student may be given a learner's guide for preparation before the session. The student must be on time and clinically prepared. Any technical skill that a student would be responsible for in clinical, would also apply to the HPS simulated experience. Students are evaluated by faculty based on clinical competencies.

If there is a safety concern, or need for remediation, the clinical instructor will decide the course of action for the student.

Revised 10/18, Reviewed 4/2023

## **HPS Lab Uniform Policy**

Follow the student uniform policy for all clinical make ups and scheduled clinical HPS sessions.

Reviewed 4/2023

## **HPS Lab Guidelines**

1. The simulation lab provides a safe learning environment. Participants sign a confidentiality and media statement at the start of each simulation experience. Discussion about scenarios or events occurring during simulation should be kept confidential; and discussion should not occur outside the simulation/clinical experience.
2. Students are to follow the WCTC Uniform policy for any clinical HPS sessions (scheduled, open or make-up labs).
3. Any assigned pre-session homework should be completed prior to their simulation. Students may refer to their prep work throughout the simulation. Personal PC/iPads are not allowed in simulation rooms, an HPS tech device will be provided for them.
4. Please enter the lab area quietly and professionally.
5. Food, drink, pens, and personal electronic devices (e.g., phones, PC/iPads, smart watches), are prohibited in the simulation room. Please avoid bringing items of value into HPS, the lab assumes no responsibility for lost or stolen items. Book bags should be left in the cubicles in the conference room.
6. Students are not allowed to record during simulation via person recording devices. Video recording of scheduled clinical sessions and clinical make up sessions is done. Recording is

performed by person running simulation controls. Videoing sessions may be used during debriefing or by the clinical instructor to review performance strengths, growth opportunities, and new learning. Participants sign a form acknowledging that recording occurs. Recorded footage is destroyed at the end of each year.

The simulators respond accordingly to the students' intervention(s) provided. During simulation, participants may be required to perform assessments; execute various nursing skills, including medication administration; apply nursing theory, and critical thinking.

Revised 11/2021, Reviewed 4/2023

## **Licensure- RN and LPN**

Upon completion of the program, the graduate is expected to submit an application and fees to the Wisconsin Department of Regulation and Licensing, Bureau of Nursing, to take the NCLEX-RN examination. After successful completion of the examination, a license is granted to practice as a Registered Nurse in Wisconsin.

After successful completion of the second semester (Level 2) of the ADN program, the general admission nursing student may submit an application and fees to the Wisconsin Department of Regulation and Licensing, Bureau of Nursing, to take the NCLEX-PN examination. After successful completion of this examination, a license is granted to practice as a Practical Nurse in Wisconsin. Information on licensure in other states is available from the Wisconsin State Board of Nursing.

State law mandates that an applicant to the Wisconsin State Licensure Board of Nursing who has a pending criminal charge or has been convicted of any crime or ordinance violation may be required to provide information on the charge. If you have any questions or concerns about this, speak to the Associate Dean of Nursing.

Reviewed 4/2023

## **Articulation – Associate Degree Nursing to BSN**

WCTC's Associate Degree Nursing Program has articulation agreements with area colleges and universities, which enable the ADN graduate to earn advanced placement toward a Bachelor of Science degree in Nursing. See WCTC web site for specific details.

Reviewed 4/2023

## **Transcripts**

Graduates of WCTC may request a copy of an official transcript from the Registration Office. A fee will be charged. Copies of official transcripts are sent directly to the educational or employing agency. A release must be received by the Registrar for each copy being released. See the following website for further information: <https://www.wctc.edu/alumni/request-transcripts.php>

Reviewed 4/2023

## **Accreditation**

The Associate Degree nursing program at Waukesha County Technical College at the Pewaukee Campus located in Pewaukee, WI is accredited by the: Accreditation Commission for Education in Nursing (ACEN)

3390 Peachtree Road NE, Suite 1400 Atlanta, GA 30326  
(404)975-5000

The most recent accreditation decision made by the ACEN Board of Commissioners for the Waukesha County nursing program is Continuing Accreditation.

Reviewed 4/2023

## External Standards

The WCTC Nursing Program curriculum is guided by a number of External Standards. These include:

- Wisconsin Administrative Code- Nurse Practice Act (NPA): The Wisconsin Administrative Code governs the Registered Nursing profession in Wisconsin.
- American Nurses Association Standards (ANA): The ANA is a non-governmental professional organization that provides a set of standards for professional nursing practice.
- National Patient Safety Goals: The purpose of the National Patient Safety Goals is to improve patient safety. The goals focus on problems in health care safety and how to solve them. The goals are set annually by The Joint Commission.
- National League of Nurses (NLN) Competencies for Graduates of Nursing Programs: NLN competencies guide nurse educators in designing curricula that position graduates for practice in a dynamic health care arena; practice that is informed by a body of knowledge and that ensures that all members of the public receive safe, quality care. NLN addresses nursing programs across the academic spectrum and reflects the NLN's core values.
- Quality and Safety Education for Nurses (QSEN): QSEN faculty have defined pre-licensure and graduate quality and safety competencies for nursing and proposed targets for the knowledge, skills, and attitudes to be developed in nursing pre-licensure programs. Led by a national advisory board and distinguished faculty, QSEN pursues strategies to assure that future graduates develop competencies in patient-centered care, teamwork and collaboration, evidence-based practice, quality improvement, safety, and informatics.

Reviewed 4/2023

## WCTC Nursing Forms

WCTC Nursing Student Progress Report

Notice of Intent to Transfer a Core Nursing Course From Another WTCS College\*

WCTC Nursing Course Exit Form

Nursing Course Re-entry Request Form\*

WCTC Nursing Program Temporary Leave Request Form\*

WCTC Nursing Program Withdrawal Form

\*These forms can be found on MyCanvas Nursing Resources in the module titled Student Handbook. The Nursing Course Re-entry Request Form is also found on the portal under registration and forms.

Reviewed 4/2023

# WCTC Nursing Student Progress Report

Student's Name/ID:

Date:

Instructor:

Course Title/Number:

Academic Status:     Warning     Failure

Areas Needing Improvement (in clinical only: per Student Learning Outcomes):

Requirements:

Deficiencies must be remediated by (       ) or the student will be unable to proceed and will receive a failing grade.

Action Plan by Student (in clinical only: per Student Learning Outcomes above): (Please use other side of page to complete if needed).

Date:                      Signature of Student:

Date:                      Signature of Instructor:

**NOTE:** This form will be completed when:

1. There are inconsistencies in the level of performance which may interfere with the minimal level of competency.
2. The student is not meeting the minimal level of competency in the course.
3. The student has failed the course and is removed prior to completion of the course.

A conference will be scheduled with the student, the instructor, and/or level facilitator at which time the student will sign this form. A copy of the report will be submitted to the Associate Dean within two days. Signature of student denotes that the Progress Report has been reviewed with the student.

Reviewed 5/2020    Distribution: \*Student    \*Associate Dean

## Notice of Intent to Transfer a Core Nursing Course From Another WTCS College

### Policy

- This option is only available to students accepted into the core nursing courses at WCTC.
- In order to transfer a core-nursing course taken at another technical college to WCTC's Nursing Program, you must submit this form to the WCTC Associate Dean of Nursing no less than 2 weeks prior to the start of the course you wish to transfer.
- Students must complete a form for each core-nursing course taken at another WTCS College.
- Students must agree to abide by all the policies of the Waukesha County Technical College Nursing Program, including requirements for the number of nursing credits taken at WCTC.
- If this requested transfer core-nursing course is a co-requisite for another clinical course you are concurrently enrolled in, you must remain enrolled in the intended transfer core-nursing course in order to remain enrolled in the clinical course at WCTC. If you withdraw from the transfer core-nursing course, you must immediately notify the WCTC Associate Dean of Nursing. You will need to withdraw from the clinical course at WCTC.
- If you fail or withdraw from the transfer core-nursing course, this counts as an attempt or unsuccessful attempt at a core-nursing course depending on your course status when you withdraw.

Student Name: \_\_\_\_\_ Date: \_\_\_\_\_

Student Signature: \_\_\_\_\_ Student ID Number: \_\_\_\_\_

Core Nursing Course: \_\_\_\_\_

College of Enrollment: \_\_\_\_\_

End of Semester Date for College above: \_\_\_\_\_

Proof of Enrollment Document Attached: \_\_\_\_\_

### Documentation of Completion

- An official transcript must be submitted to the Admissions Department within two weeks of completing the course and prior to registering for core nursing courses in subsequent semesters.

Date Received: \_\_\_\_\_

**This form should be returned to WCTC Associate Dean of Nursing prior to enrollment in the requested WTCS core-nursing course.**

\_\_\_\_\_  
**WCTC Associate Dean of Nursing** Date: \_\_\_\_\_



# WCTC Nursing Course Exit Form

**Date:**

**Student Name:**

**Student ID:**

**Courses Currently Enrolled for the Semester and standing in each course:**

Course Name and number	Current Status

**Reason for course exit (list numeric grade at the time of exit if theory course):**

1. Failure of course:
  
2. Withdrawal:

**Course Retakes Remaining:**

Course Name and Number	Retakes Allowed

**Faculty recommendations for success:**

Skills Competency- review policy in Nursing Student Handbook	Yes	No
Skills Competency Testing required		
Student Passed 112		
Students requiring Skills Competency testing must take a copy of this form to the Nursing Skills Lab by the end of the semester of issuance.		

**Student advised of course re-entry requirement by:**

- In-person meeting with faculty: (date)
- Via phone conversation with faculty: (date)
- Via WCTC email by faculty: (date)
- Attempted contact of student without results: (date)

**Student Signature/Date:**

**Faculty Signature/Date:**

**Distribution; Student, Nursing Advisor, Associate Dean**

Revised 4/28/2020

## Nursing Course Re-Entry Request Form

- Only students who have applied to and have been officially admitted to WCTC's Nursing Program and have previously been enrolled in core nursing courses at WCTC are eligible to submit a Course Re-Entry Request Form.
- Form must be submitted at least 3 business days prior to the start of the course.

### To be completed by student at time of requesting re-entry:

Name:

WCTC Student ID:

Contact Phone #:

Student WCTC e-mail:

### Please indicate which Nursing Course(s) and Semester you are requesting re-entry for:

Course Number	CRN (if available) or preferred delivery	Semester (spring 1, 2; fall 1, 2; summer)

### Please read and initial the following statements – I understand that:

\_\_\_\_\_ If I have been out of a clinical course for more than one year, I will follow the Skills Competency Policy, outlined in the Nursing Student Handbook.

\_\_\_\_\_ I must ensure all health, safety, criminal background check, and drug screen requirements are current per program policy.

\_\_\_\_\_ If you were given permission to take a course outside of WCTC, a permit will not be granted until an official transcript has been received demonstrating successful completion of the course.

Student complete signature: \_\_\_\_\_

Date of Course Re-entry Request Form submission: \_\_\_\_\_

### Course Re-Entry Request Form Submission Procedure:

1. This form should be emailed as an attachment to Mary Ann Burzynski, at [mburzynski1@wctc.edu](mailto:mburzynski1@wctc.edu)
2. Re-entry into any nursing course will follow Registration Process for Nursing Courses found in the Nursing Student Handbook.
3. The student will be contacted via WCTC e-mail when it is determined if there is a seat in the course requested. Seats will be determined at the end of the 8 week term prior to the term the repeat course is being requested.
4. Please know that notification of registration could occur up to the day before the course is starting.

---

For Office use only

Date Received:

Date student notified:

Revised 12/2020

# WCTC Nursing Program Temporary Leave Request Form

To be completed by student prior to time of requested leave:

Name: \_\_\_\_\_  
WCTC Student ID: \_\_\_\_\_  
Contact Phone #: \_\_\_\_\_  
Student WCTC e-mail: \_\_\_\_\_

**Please indicate provide the following information:**

1. Date- term and year, and last courses completed: \_\_\_\_\_
2. Date- term and year which is being requested for the leave: \_\_\_\_\_
3. Provide an action plan for success upon return to core nursing courses:

\_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_

**Please read and initial the following statements – I understand that:**

\_\_\_\_\_ I acknowledge that the nursing program leave I am requesting may last for a maximum of 2 consecutive terms. Any further time needed will result in being removed from the program.

\_\_\_\_\_ I acknowledge that I am allowed to request a leave only one time for the duration of the nursing program.

\_\_\_\_\_ If I have been out of a clinical course for more than one year, I will follow the Skills Competency Policy, outlined in the Nursing Student Handbook.

\_\_\_\_\_ I must ensure all health, safety, criminal background check, and drug screen requirements are current per program policy.

**Student complete signature:** \_\_\_\_\_

**Date of Nursing Program Leave Request Form submission:** \_\_\_\_\_

**Program Leave Request Form Submission Procedure:**

1. This form should be emailed as an attachment to Mary Ann Burzynski, at [mburzynski1@wctc.edu](mailto:mburzynski1@wctc.edu)
2. Re-entry into any nursing course will follow Registration Process for Nursing Courses found in the Nursing Student Handbook.
3. The student will be contacted via WCTC e-mail when it is determined if there is a seat in the courses requested. Seat availability will be determined at the end of the 8-week term prior to the term they are requesting to resume course work.
4. Please know that notification of registration could occur up to the day before the courses are starting.

---

For Office use only  
Date Received:  
Date student notified:

Revised 5/2021

## WCTC Nursing Program Withdrawal Form

**Date:**

**Student Name:**

**Student ID:**

Course attempts resulting in program failure	Semester	Outcome (W or F)

**Academic reason(s) for program failure:**

**Contributing factors for program failure:**

Students who are ineligible to continue in the nursing program are advised to seek career counseling through WCTC Workforce Development Center and review the Course Progression Policy from the Nursing Student Handbook for further information.

**Student advised of program failure by:**

In-person meeting with faculty: (date)

Via phone conversation with faculty: (date)

Via WCTC email by faculty: (date)

Attempted contact of student without results: (date)

**Student Signature/Date:**

**Faculty Signature/Date:**

**E-mail Letter Sent (Date):** \_\_\_\_\_

(For office use only)

**Distribution: Student, Nursing Advisor, Associate Dean**

Revised 4/10/17

## Program Map

### General Admit Nursing Students

Spring or Fall start	Course Name	Course Number	Credits
Level 1- term 1	-Nursing Fundamentals <b>And</b>	543-101	2 credits
	-Nursing Skills	543-102	3 credits
Level 1- term 2	-Nursing Pharmacology <b>And</b>	543-103	2 credits
	-Introduction to Clinical Practice	543-104	2 credits
Level 2 – term 1 & 2 (all 4 courses taken during the semester)	-Nursing Health Promotions <b>And</b>	543-106	3 credits
	-Nursing: Clinical Care across the Lifespan <b>OR</b>	543-107	2 credits
	-Nursing Health Alterations <b>And</b>	543-105	3 credits
	-Nursing: Introduction to Clinical Management	543-108	2 credits
Level 3- term 1	-Nursing Mental Health and Community Concepts <b>And</b>	543-110	2 credits
	-Nursing Advanced Skills	543-112	1 credit
Level 3- term 2	-Nursing Complex Health Alterations <b>And</b>	543-109	3 credits
	-Nursing Intermediate Clinical- complete course	543-111	3 credits
Level 4- term 1	-Complex Health Alterations 2 <b>And</b>	543-113	3 credits
	-Nursing Advanced Clinical Practice	543-115	3 credits
Level 4- term 2	Nursing Management and Professional Concepts <b>And</b>	543-114	3 credits
	Nursing Clinical Transition	543-116	2 credits

\*Please see course registration information for pre/co-requisite classes

Revised 5/2021, Reviewed 4/2023

### Paramedic to Nursing Bridge Track

Fall start	Course Name	Course Number	Credits
Fall term1	Paramedic to ADN Theory <b>And</b>	543-127	3 credits
	Paramedic to ADN Skills	543-130	2 credits
Fall term 2	Paramedic ADN Theory 2 <b>And</b>	543-128	3 credits
	Paramedic to ADN Clinical	543-129	2 credits
Spring term 1	Begin following Level 3 term 1 general nursing admit schedule		

\*Please see course registration information for pre/co-requisite classes

Reviewed 4/2023

### LPN to RN Nursing Bridge Track

Spring start	Course Name	Course Number	Credits
Spring 1	College Success Strategies And	890-101	1 credit
	Physiology for Health Care	806-176	2 credits
Spring 2	LPN Progression Transitions	543-123	2 credits
Fall term 1	Begin following Level 3 term 1 general nursing admit schedule		

\*Please see course registration information for pre/co-requisite classes

Reviewed 4/2023

# **Nursing Handbook Index**

Academic Misconduct Policy, 8  
 Accreditation, 38  
 Admission and Enrollment into Nursing Program  
     Courses, 3  
 Articulation – Associate Degree Nursing to BSN, 38  
 Attendance, 12  
 Chain of command, 7  
 Classroom Etiquette, 13  
 Clinical Assignments, 29  
 Clinical HPS Sessions, 37  
 Clinical Make-up Sessions, 36  
 Communication of student contact information, 7  
 Conceptual Framework for the Wisconsin Technical  
     College System (WTCS), 6  
 Confidentiality, 9  
 Course Progression Policy, 17  
 Critical Life Skills, 10  
 Curriculum Overview, 8  
 External Standards, 38  
 Health Information, 28  
 HPS Lab Guidelines, 37  
 HPS Lab Policy, 36  
 HPS Lab Uniform Policy, 37  
 Late Assignments, 17  
 Learning Activities, 9  
 Learning Experience/ Open Lab, 36  
 Licensure- RN and LPN, 37  
 Math Testing, 31  
 Medication Administration Safety Standards, 32  
 Mission Statement, 5  
 Nursing Department General Policies, 10  
 Nursing Health and Safety Requirements, 21  
 Nursing Program Grading Policy, 11  
 Nursing Program TechRN/ iPad Policy, 10  
 Phone Numbers, 7  
 Process for Re-Entry after Interrupted Nursing  
     Coursework, 20  
 Professional Behavior and General Appearance for  
     Clinical, 30  
 Program Map, 46  
 Program Readmission Procedure, 20  
 Progress Reports, 17  
 Registration Process for Nursing Coursework, 19  
 Skill Remediation and Required Skill Retesting, 34  
 Skills Competency (Practice/Testing) Policy, 34  
 Skills Competency Testing, 35  
 Skills Lab Guidelines, 33  
 Skills Lab Policy, 33  
 Student Learning Outcomes, 10  
 Student Responsibilities, 8  
 Testing in the Classroom, 13  
 Transcripts, 38  
 Transfer Students, 3  
 Uniform Policy, 30



