EASTERN IOWA COMMUNITY COLLEGES

DEPARTMENT OF NURSING

PRACTICAL NURSING

THIS PROGRAM IS APPROVED

BY THE IOWA BOARD OF NURSING

This handbook is a supplement to the Clinton, Scott and Muscatine Community College Student Handbooks and the Eastern Iowa Community Colleges Catalog.

2016 - 2017
EQUAL EMPLOYMENT AND EDUCATIONAL OPPORTUNITY
AND COMPLIANCE NOTICE

The Eastern Iowa Community Colleges endorse the principle of equal educational and employment opportunities for all people, regardless of race, color, sex, religion, ancestry, national origin, sexual orientation, age or non-job related handicap or disability. Furthermore, the district does not discriminate on the basis of race, color, sex, religion, ancestry, national origin, sexual orientation, age or non-job related handicap or disability in the educational programs or activities it operates.

Persons having inquiries concerning the college's accommodation for or compliance with Title VI, Title I, Section 504, The Americans with Disabilities Act, and the Age Discrimination Act may contact the Dean of Student Development at Clinton Community College; Dean of Student Development at Scott Community College; Dean of Student Development at Muscatine Community College, or the Affirmative Action Office, 306 West River Drive, Davenport, Iowa, (563) 322-5015.
Department of Nursing

Dean of Nursing
Ruth Sueverkruebbe, R.N., M.S.

Faculty
Barb Adlam, R.N., M.S.N
Joan Berkey, R.N., M.S.N.
Theresa Bumann, R.N., M.S.N.
Terri DeClerck, R.N., M.S.N.
Karen Ganzer, R.N., M.S.N.
Jana Nichols, R.N., M.S.N.
Tammy Nodarse, R.N., M.S.N.
Ramon Tieso, R.N., M.S.N.
Christine Whipple, R.N., B.S.N.
**TABLE OF CONTENTS**

<table>
<thead>
<tr>
<th>Section</th>
<th>Page</th>
</tr>
</thead>
<tbody>
<tr>
<td>Admission Criteria</td>
<td>7-8</td>
</tr>
<tr>
<td>Welcome</td>
<td>9</td>
</tr>
<tr>
<td>Philosophy</td>
<td>10</td>
</tr>
<tr>
<td>Conceptual Framework</td>
<td>11</td>
</tr>
<tr>
<td>Glossary of Terminology</td>
<td>12-13</td>
</tr>
<tr>
<td>Educational Outcomes</td>
<td>14</td>
</tr>
<tr>
<td>Course of Study Fall</td>
<td>15</td>
</tr>
<tr>
<td>Course of Study Spring (Scott Campus)</td>
<td>16</td>
</tr>
<tr>
<td>Background Checks/Criminal Conviction</td>
<td>17</td>
</tr>
<tr>
<td>Declaration of Confidentiality</td>
<td>18</td>
</tr>
<tr>
<td>Health Policy</td>
<td>19</td>
</tr>
<tr>
<td>Progression and Readmission</td>
<td>19</td>
</tr>
<tr>
<td>Clinical Attendance Policy</td>
<td>19-20</td>
</tr>
<tr>
<td>Guidance</td>
<td>20</td>
</tr>
<tr>
<td>Clinical Practicum</td>
<td>20-21</td>
</tr>
<tr>
<td>Required Program Behaviors</td>
<td>21</td>
</tr>
<tr>
<td>Evaluation</td>
<td>21-22</td>
</tr>
<tr>
<td>Withdrawal</td>
<td>22</td>
</tr>
<tr>
<td>Advisement</td>
<td>23</td>
</tr>
<tr>
<td>Accommodations</td>
<td>23</td>
</tr>
<tr>
<td>Student Dress and Uniform Guidelines</td>
<td>23-24</td>
</tr>
<tr>
<td>Conduct</td>
<td>25</td>
</tr>
<tr>
<td>Eastern Iowa Community Colleges Statement on Academic Dishonesty</td>
<td>25-26</td>
</tr>
<tr>
<td>Signature Page</td>
<td>27</td>
</tr>
</tbody>
</table>
Eastern Iowa Community Colleges
Practical Nursing Admission Criteria

Candidates for admission to the nursing program must fulfill the following requirements:

1.0 Be a graduate of an accredited high school or have a high school equivalency that is in conformity with the requirements of the Department of Education, State of Iowa. High School transcripts or high school equivalency transcripts must be on file before admission.

2.0 Students are required to provide documentation that they have successfully completed and passed a state approved 75 hour Certified Nurse Aide curriculum. Challenge scores will not be accepted as proof of completion of the course. A student must be active on the Iowa Direct Worker Registry. Documentation must include a college or continuing education transcript and an Iowa Direct Care Worker registry card. This requirement will be in effect starting with the admission of the spring 2012 class.

3.0 Test ABOVE BASIC MATH on the college assessment test OR have taken a college math class equal to or above Basic Math with a grade of “C” or above.

4.0 Test above college reading on a college assessment test OR have successfully completed ENG-105 English Composition I, PSY-111 Intro to Psychology, and PSY-121 Developmental Psychology with a grade of “C” or higher.

5.0 Test of English as a Foreign Language (TOEFL), Language proficiency for non-native speakers of English must be at a score of 500 or higher. –OR- Complete the ESL COMPASS Test with a score of 85 or greater in each section. Must complete a 2 factor holistic system composition with a score of 80 or greater.-OR-Complete the IELTS: International English Language Testing System with a minimum score of 6.5 – no sub score below 6.0.

6.0 Courses within the nursing curriculum, if completed, must be at the 2.0 level on a 4.0 scale.

7.0 The student may repeat only one nursing course (PNN ###), one time. Any student enrolled in a PNN course, which results in a withdrawal (after 7calender days) or with a grade of less than C (2.0), constitutes an attempt of the course.

8.0 All nursing students must be in optimum health as evidenced by the physical examination form.

9.0 Priority admission goes to those students who are academically successful.

10.0 If the applicant has taken the general education courses at another college they will be required to complete a minimum of nine (9) semester credit hours at any campus within the Eastern Iowa Community Colleges, prior to enrolling in a nursing course.

Nursing courses with a clinical component:
Nursing courses with a clinical component may not be taken by a person who has been denied licensure by the Iowa Board of Nursing or whose license is currently suspended, surrendered or revoked in any US jurisdiction or in another country due to disciplinary action.

To ensure the health and safety of patients, fellow students, faculty and other health care providers while enrolled, the nursing student will be: required to achieve in a very rigorous academic program; involved in very stressful situations on a one to one basis; called upon to work with groups of people in stressful situations; required to use effectively all sensory organs; engage in activities which require above average manual dexterity; expected to bend, squat, reach, kneel and be able to carry and lift 50 pounds from the floor, to shoulder height and overhead, move, and turn persons who weigh at least as much as he/she does; required to be on his/her feet for six to twelve consecutive hours.

* For students with previous college coursework:
The Registrar will evaluate the following courses:

**Must have successfully completed with a C (2.0) or above within the past five (5) years:**
- BIO: 168 Human Anatomy and Physiology I
- BIO: 173 Human Anatomy and Physiology II
- BIO: 151 Nutrition
- PSY: 121 Development Psychology

**Nursing Courses:**
The Dean of Nursing and Nursing Faculty will evaluate student transcripts and supporting documents.

**Prerequisite to BIO: 168 Anatomy and Physiology:** One (1) year of high school biology and chemistry with a grade of “C” (2.0) or better or one (1) college semester of biology and chemistry with a grade of “C” (2.0) or better **within the last five (5) years.**

Revised: Fall 2007

Revised: Fall 2013 (Effective Fall 2014)
WELCOME

WELCOME to the Eastern Iowa Community Colleges Practical Nursing Program. As a student in the nursing program, you will experience a curriculum that provides the opportunity for growth and development of your abilities and attitudes. You will find that this educational experience will prepare you to function as an important member of the health care team.

As an Eastern Iowa Community College student, you will have access to a student handbook via the EICC web pages. The material in the handbook applies to you, as you are free to enjoy the same privileges and responsibilities as all college students. By the nature of the nursing program, some supplemental information is necessary. This PN handbook is designed to help you understand your role as a nursing student and maintain the standards required for successful completion.

The faculty is ready and willing to assist you in obtaining your educational goal. Please do not hesitate to ask for assistance from the faculty or your academic advisor.

Please sign the last page and return it to your instructor.

Sincerely,

EICC Nursing Faculty
PHILOSOPHY

The Faculty of the Eastern Iowa Community Colleges Department of Nursing believes nursing is a discipline dedicated to the care of persons within a family and societal context. We believe that humans are complex beings possessing individual dignity and worth. Each person shares qualities in common with all human beings, but, also, possesses elements of uniqueness. Persons are a composite of biological, physiological, psychological, socio-cultural, and developmental dimensions in constant interaction with a changing environment. Health is viewed as a dynamic response to stressors in the internal and external environment through which persons are able to achieve maximum potential at any given point in time. Illness occurs when persons' actual and/or perceived needs adversely affect the ability to meet the activities of daily living. Persons are capable of exercising free will, that is, reasoning, developing self-knowledge, learning new behaviors, making informed choices and accepting responsibilities for these choices. Nursing assists persons in the promotion, the maintenance, and the restoration of health and the provision for quality of life when the maximum potential is diminished or challenged. Underlying all nursing activity is the concept of caring. Nursing practice involves the utilization of the nursing process as its scientific cornerstone and the creative use of knowledge, technique, and self as the foundation for the art of nursing. Nurses assume a variety of professional roles in the provision of nursing care.

Consistent with the Eastern Iowa Community Colleges mission statement, the faculty of the Department of Nursing strives to provide a quality nursing program at the practical nursing level that meets the educational needs of the student and the community. The PN program core of knowledge allows for articulation to successive levels of nursing education, dependent on the goals and abilities of the student.

The faculty believes learning is an ongoing interactive process that results in an internalized change in behavior. Learning is gradual, measurable, and affected by motivation, anxiety, attitudes and rewards.

Learning is related to past and present experiences and should be self-satisfying and continuing. The learner is valued as a person, is knowledgeable and is worthy of faculty time and effort. The educator is a facilitator and catalyst that brings knowledge and the learner together. The educator enhances learning by: creating an environment conducive to the exploration of ideas, modeling the behaviors and values to be learned, and providing a variety of learning experiences. The educator and the learner share responsibility for evaluating learning outcomes and for strengthening the teaching/learning process.

Original April 1993
Revised 2006, 2014
Eastern Iowa Community College District
Department of Nursing
Conceptual Framework

Health
- Activities of Daily Living
  - Stress
  - Illness
- Nursing Process
- Communication
- Critical Thinking
- Adaptation
- CARING
- Needs
  - Holism
- Recipient of Care
- Development/Potential
- Internal
  - External
- Stressor
- Family/Society
- Culture

Nursing
- Role
- Technique
- Profession
- Knowledge Base
- Therapeutic Use of self

Persons

Environment
GLOSSARY

ACTIVITIES OF DAILY LIVING: actions performed by the individual in maintaining life, health, and well being.

ADAPTATION: a change or response to stress of any kind.

a process of assimilation and accommodation resulting in an interchange between person and environment in an effort to restore equilibrium. A dynamic process of change in the internal and external environment. Is regulated by the person's perceptual, conceptual, physical and social worlds.

CARING: the essence of nursing, a special way of being. Combines intuitive knowledge with empirical knowledge so that all persons have the opportunity and are empowered to be responsible for healing themselves holistically. Is more global than cure. A shared human experience which eliminates fragmentation and emphasizes the value of each person's role in the universe. A unique way of being available to another person that is essential to the profession of nursing.

COMMUNICATION: human interactions which occur at the interpersonal, and public levels that involve both verbal and nonverbal behavior by which people are allowed to establish, maintain and improve contact.

CRITICAL THINKING: problem solving, beginning with carefully identifying the problem or central issue, selecting the best available option, acting on it, and evaluating the outcomes. Requires an open mind and the ability to question basic facts (which may prove to be inaccurate), beliefs, and assumptions. Wywialowski, E. (1993). Managing client care (1st ed.). St. Louis, MO: Mosby Co.

CULTURE: physical traits, such as values, beliefs, attitudes and customs shared by a group of people and passed from one generation to the next. Spector, R.E. (1991). Cultural diversity in health and illness (3rd ed.). Norwalk, CT: Appleton & Lange.

DEVELOPMENT: a process of natural growth, differentiation, or evolution by successive changes. Has predictable direction, occurs in degrees, and progresses towards maximum potential.

FAMILY: a group of two or more that provide the infrastructure of social integration. The family orients individuals to values, beliefs, and behaviors through social experiences and interaction patterns. Pender, N. (1987). Health promotion in nursing practice (2nd ed.). Norwalk, CT: Appleton & Lange.

HOLISM: a system of comprehensive care that takes the physical, emotional, social, economic, and spiritual needs of the person into consideration.
INTERNAL/ EXTERNAL ENVIRONMENTAL INFLUENCES: the physical, psychosocial and economic circumstances in which the person lives. They can either facilitate or deter health.

KNOWLEDGE BASE: the broad body of knowledge that provides a rationale for the actions carried out by the nurse. This knowledge comes from biological, psychological, sociological and nursing theories.

NEED: a physiological or psychological requirement for well-being.

NURSING PROCESS: the systematic, client-centered, goal-oriented scientific method of caring consisting of five interactive components: assessment, analysis, planning, implementation, and evaluation.

PROFESSION: a discipline requiring specialized knowledge and often characterized by altruism, a code of ethics, standards of practice, and self-governance.

RECIPIENT OF CARE: the primary receiver of nursing service, an autonomous person who is an active participant in care. The secondary receiver of nursing care is the significant other(s) who is any person(s) who serves as a support system to the primary receiver.

ROLE: a comprehensive set of expected behaviors, obligations, and privileges attached to a social position.


STRESS: any physiological or psychological tension that threatens a person's equilibrium, affecting the person in any or all of human dimensions. The nonspecific response of the body to any demands made on it.

STRESSORS: any events, situations, or other stimuli, internal or external that an individual may encounter that causes a person to experience stress.

TECHNIQUE: personalization of a process an individual (person) takes with a skill or command of performance.

THERAPEUTIC USE OF SELF: commitment to increased understanding of self and others which results in the use of self to empower others to utilize opportunities to heal themselves. Consciously influencing others, with therapeutic purpose, to reach objectives of interpersonal, cognitive or behavioral change.
EDUCATIONAL OUTCOMES

Upon completion of the Practical Nursing Program the graduate will receive a diploma from the college and will be eligible to sit for the National Council Licensure Examination for Practical Nursing (NCLEX-PN). The graduate practical nurse will function as defined in the Nurse Practice Act of the State in which the graduate is licensed. The Practical Nursing Graduate will:

* Support biopsychosocial adaptation of persons through activities that promote, restore and support an optimal state of health.

* Contribute to the nursing process.

* Communicate effectively with patients, family, significant others, and members of the health team.

* Practice ethical standards as defined by the National Federation of Licensed Practical Nurses.

* Accept responsibility and accountability for professional behavior and the delivery of quality nursing care.

* Demonstrate continual growth in knowledge, technique, and critical thinking.
## Practical Nursing MCC and CCC Fall Semester

### Diploma Certificate

<table>
<thead>
<tr>
<th>First Semester</th>
<th>Credits</th>
</tr>
</thead>
<tbody>
<tr>
<td>BIO:168 Human Anatomy and Physiology I w/Lab</td>
<td>4</td>
</tr>
<tr>
<td>PSY:111 Introduction to Psychology</td>
<td>3</td>
</tr>
<tr>
<td>PNN:165 Nursing Fundamentals Module A</td>
<td>5</td>
</tr>
<tr>
<td>PNN:166 Nursing Fundamentals Module B</td>
<td>5</td>
</tr>
<tr>
<td>PNN:210 Principles of Pharmacology Module A</td>
<td>1</td>
</tr>
<tr>
<td>PNN:211 Principles of Pharmacology Module B</td>
<td>1</td>
</tr>
<tr>
<td><strong>Total</strong></td>
<td><strong>19</strong></td>
</tr>
</tbody>
</table>

<table>
<thead>
<tr>
<th>Second Semester</th>
<th>Credits</th>
</tr>
</thead>
<tbody>
<tr>
<td>BIO:151 Nutrition</td>
<td>3</td>
</tr>
<tr>
<td>BIO:173 Human Anatomy and Physiology II w/Lab</td>
<td>4</td>
</tr>
<tr>
<td>PSY:121 Developmental Psychology</td>
<td>3</td>
</tr>
<tr>
<td>PNN:511 Concepts in Clinical Nursing I A</td>
<td>4</td>
</tr>
<tr>
<td>PNN:512 Concepts in Clinical Nursing I B</td>
<td>5</td>
</tr>
<tr>
<td><strong>Total</strong></td>
<td><strong>19</strong></td>
</tr>
</tbody>
</table>

<table>
<thead>
<tr>
<th>Summer</th>
<th>Credits</th>
</tr>
</thead>
<tbody>
<tr>
<td>ENG:105 Composition I</td>
<td>3</td>
</tr>
<tr>
<td>PNN:641 Transition to Practice</td>
<td>6</td>
</tr>
<tr>
<td><strong>Total</strong></td>
<td><strong>9</strong></td>
</tr>
</tbody>
</table>
# Practical Nursing SCC Spring Semester

**Diploma Certificate**

<table>
<thead>
<tr>
<th>Course Code</th>
<th>Course Title</th>
<th>Credits</th>
</tr>
</thead>
<tbody>
<tr>
<td>BIO:168</td>
<td>Human Anatomy and Physiology I w/Lab</td>
<td>4</td>
</tr>
<tr>
<td>PSY:111</td>
<td>Introduction to Psychology</td>
<td>3</td>
</tr>
<tr>
<td>PNN:165</td>
<td>Nursing Fundamentals Module A</td>
<td>5</td>
</tr>
<tr>
<td>PNN:166</td>
<td>Nursing Fundamentals Module B</td>
<td>5</td>
</tr>
<tr>
<td>PNN:210</td>
<td>Principles of Pharmacology Module A</td>
<td>1</td>
</tr>
<tr>
<td>PNN:211</td>
<td>Principles of Pharmacology Module B</td>
<td>1</td>
</tr>
</tbody>
</table>

**Summer**

<table>
<thead>
<tr>
<th>Course Code</th>
<th>Course Title</th>
<th>Credits</th>
</tr>
</thead>
<tbody>
<tr>
<td>BIO:173</td>
<td>Human Anatomy and Physiology II w/Lab</td>
<td>4</td>
</tr>
<tr>
<td>PNN:511</td>
<td>Concepts in Clinical Nursing I A</td>
<td>4</td>
</tr>
</tbody>
</table>

**Second Semester**

<table>
<thead>
<tr>
<th>Course Code</th>
<th>Course Title</th>
<th>Credits</th>
</tr>
</thead>
<tbody>
<tr>
<td>BIO:151</td>
<td>Nutrition</td>
<td>3</td>
</tr>
<tr>
<td>PSY:121</td>
<td>Developmental Psychology</td>
<td>3</td>
</tr>
<tr>
<td>ENG:105</td>
<td>Composition I</td>
<td>3</td>
</tr>
<tr>
<td>PNN:512</td>
<td>Concepts in Clinical Nursing I B</td>
<td>5</td>
</tr>
<tr>
<td>PNN:641</td>
<td>Transition to Practice</td>
<td>6</td>
</tr>
</tbody>
</table>

**CRIMINAL BACKGROUND CHECKS**
As an Eastern Iowa Community Colleges (EICC) Nursing student, you will be working in a variety of clinical agencies. To be in compliance with agency standards, a national criminal history check must be completed. The criminal history is completed through the Iowa Department of Public Safety, Division of Criminal Investigation (DCI). A Dependent Adult Abuse and a Child Abuse record check will be completed through the Iowa Department of Human Services.

If the information obtained will prevent the student from having direct patient contact, the student will be required to withdraw from the EICC nursing program. If the student is rejected for participation in a clinical experience by an affiliating agency or if s/he refuses to submit to the registry checks that are required by an affiliating agency, s/he will be unable to complete the program of study in the nursing program.

**CRIMINAL CONVICTION**

The Iowa Board of Nursing has expressed authority to review the criminal conviction of an applicant (a person who has filed an application with the Board and who possesses all of the statutory requirements for granting of a license). The Board may deny licensure to any applicant who has been convicted of a crime, which relates to the practice of nursing.

**THE BOARD WILL NO LONGER REVIEW THE CRIMINAL HISTORY PRIOR TO THE PERSON BECOMING AN APPLICANT FOR LICENSURE.** THE INDIVIDUAL MUST HAVE COMPLETED REQUIREMENTS FOR LICENSURE INCLUDING COMPLETION OF THEIR NURSING PROGRAM AND FILING AN APPLICATION WITH THE BOARD.

If you have not been convicted of a crime or are not convicted while you are a nursing student, this policy does not affect you. However, the implications that this has for you as a nursing student if you have a criminal conviction, or are convicted of a crime while you are pursuing a nursing degree at EICC, are grave.

Because the Iowa Board of Nursing will no longer review criminal history prior to your application for licensure, you will not know until you finish your program and make application for your nursing license if you will be allowed by the Iowa Board of Nursing to sit for the NCLEX exam.

If you have had a criminal conviction, or are convicted of a crime while a nursing student, the completion of the Nursing Program at EICC does not guarantee that you will be able to sit for the NCLEX exam and that a license to practice will be issued by the Board of Nursing. It is, for this reason, that all students considering a nursing career are informed of the matter prior to entering the program.

*Eastern Iowa Community Colleges*
Declaration of Confidentiality

The Eastern Iowa Community College Nursing student is expected to respect the right of patients, including the right to confidentiality and shall safeguard patient confidences within the constraints of the law.

As a health team member you will be required to retrieve information from patient medical and nursing records and/or computer-stored patient information and be privileged to knowledge gained in confidence from the patient and/or other health team member. This information may not be discussed with anyone unless this disclosure is required in the performance of your duties and responsibilities. Extreme care should be taken that information not be inadvertently provided to the public. Examples including and not limited to: discussing patient information in public, posting clinical experiences on social media, and carelessly leaving patient information to be viewed by public.

You may only access your assigned patient(s) record(s). Once confidential patient information has been retrieved, it then becomes your responsibility to maintain the security of the patient’s information. The patient’s legal medical record may not be removed from the immediate patient care area. Any printed document related to patient care must be filed according to the facility policy or disposed of properly. Any breach of confidentiality will result in Success Plan meeting with the instructor. Any breach of confidentiality may result in dismissal from the program.

You will be provided with information regarding HIPAA Legal Liability Issues and will be required to sign a statement agreeing to respect the right of patients and maintain confidentiality.
All nursing students must be in optimum health. Prior to beginning clinical, students are required to show evidence of a physical examination and immunization record/titer to include: Varicella x 2, Pertussis, Diphtheria, Tetanus, Hepatitis B, MMR x 2, a QuantiFERRON-Gold Test and if positive a Chest X-Ray must be completed and results provided to the Nursing Department. Students who decline to receive the Hepatitis B vaccination are required to sign a waiver. Required forms are available through the Dean of Nursing and Advisors. The Department of Nursing does not make arrangements for meeting these requirements.

It is a student's responsibility to provide evidence of having an insurance plan to cover any injury or illness requiring medical treatment or surgery. It is the responsibility of the student to maintain an insurance plan throughout the program enrollment.

If circumstances warrant, a request may be made for a medical doctor's statement that a student's health and his/her continuation in the program are compatible.

**PROGRESSION AND READMISSION**

1.0 Any student who exits the program at any time must submit a request in writing for readmission. Priority will be given to those students who have been academically successful pending space availability and date of request.

2.0 The student may repeat only one course during the PN program. Any student enrolled in a course, which results in a withdrawal (after the 7th calendar day) or a grade of less than C (2.0), constitutes an attempt of the course.

3.0 All nursing students must be in optimum health as evidenced by the physical examination form.

4.0 Any student who exits the program at any time will be required to submit to criminal background check upon being readmitted.

**CLINICAL ATTENDANCE POLICY**

The ultimate responsibility for professional practice lies with each individual. As the profession develops its right to autonomy and to control its own practice, it also increases its responsibilities to be concretely and systematically accountable for its own performance. The nursing student is expected to be in the scheduled clinical area on assigned days at assigned times. Students must plan accordingly.

a. Tardiness may count as an absent day for the clinical experience, and the student may be sent off the unit.

b. Students will be allowed one excused clinical absence. Examples of an excused absence include, but are not limited to, a death in the family or illness (personal, immediate family). Students unable to attend clinical must notify their instructor per instructor’s guidelines; clinical instructor must be notified before the beginning of the clinical shift. In the event the student can not contact the clinical instructor, the student must contact the lead instructor.

c. Students will provide appropriate notification of an absence as defined by the course. Failure to do so constitutes an unexcused absence. An unexcused absence is counted as two (2) absences.

d. Students with absences exceeding one day (6 hours) will result in failure of clinical and, hence, the course.
e. Only in rare instances and for the most compelling of emergency reasons will any exceptions be granted. Decisions on exceptions will be made by a panel of nursing faculty that will base its decision first on the health and safety of patients, and second, on the integrity of the program and the current prevailing standards of nursing practice.

f. No absences beyond one day (6 hours) will be excused without adequate corroborative documentation. Corroborative documentation is required to be submitted to the clinical coordinator no later than the second class meeting following the second clinical absence.

g. When special exceptions are granted, they can be granted only up to one (1) day (6 hours) and that day must be made up. No exceptions can be granted beyond that.

h. The site, date, and time of the granted make-up will be assigned by the nursing faculty in collaboration with the clinical agencies and will be held prior to the time when grades must be turned in. The date could be a Saturday or Sunday. Hours could be variable and the site could be any health care facility within the Eastern Iowa Community Colleges region. Failure to demonstrate satisfactory performance by the completion of the make-up day will result in failure of the course.

GUIDANCE

Academic and personal guidance can be obtained from any of the qualified advisors on each campus.

CLINICAL PRACTICUM

As part of the nursing curriculum, all students will have learning experiences in clinical areas. The Department of Nursing uses a variety of accredited health facilities to provide broad clinical experience for students; consequently, access to reliable transportation is necessary.

Clinical experience will be assigned and those assignments including site and time will be given to students the first week of class. Requests for specific health care agencies CANNOT be honored.

A clinical instructor/preceptor will be in each assigned clinical area with the students when providing direct patient care. The instructor is responsible for guiding the learning experiences and for the evaluation of students.

The actual clinical areas and hours at the cooperating agencies are determined by the nursing faculty in consultation with the administration of the health care agency. Students should be aware that a variety of time periods are in use, which may include late afternoon and evening rotations. Special circumstances may require a student to be transferred to another clinical site.

Students are guests of the cooperating agency and are expected to conduct themselves in a professional manner and adhere to institutional policies. This includes not leaving the clinical site. No smoking or vaping on or around clinical property. Students are not to receive telephone calls while in the clinical area. If there is an emergency family or child care providers should always be directed to contact the nursing unit and ask for the clinical instructor. In addition, students are not permitted to use mobile devices or cell phones in the clinical areas.

Prior to beginning clinical, students are provided HIPAA education in regard to Protected Health Information. Students are expected to adhere to the policies and procedures of the clinical facilities to ensure HIPAA compliance.
It is a student responsibility to provide evidence of current certification for the new Basic Life Support (BLS) in C.P.R. before entering or re-entering the clinical component of any and all nursing courses. It is the responsibility of the student to maintain current certification throughout the program enrollment. The classroom component of C.P.R. may be completed online, the demonstration component must be completed with an instructor. Failure to comply will constitute a critical incident.

REQUIRED PROGRAM BEHAVIORS

The following required program behaviors must be evaluated "safe" before meeting course objectives.

The student shall:

* Maintain confidentiality of the patient, institution, and agency.
* Adhere to institutional and college policies.
* Adhere to ethical and legal standards.
* Minimize or eliminate risks to patient's health, safety and welfare.
* Perform psychomotor skills safety.
* Prepare for clinical assignments.
* Request supervision/guidance as needed.
* Keep commitments with patients, families, health care personnel, agencies, peers and faculty.
* Fulfill attendance requirements.

Critical incidents may be cause for immediate failure of the course or for immediate dismissal from the program. Critical incidents may be behaviors, which endanger the health, safety or welfare of a patient, or behaviors that are not professional based on established standards of practice.

EVALUATION

Tests will be given throughout each course. The individual instructor determines the time and content of the tests. Final examinations are scheduled for each course. The final evaluation will be comprehensive based on the course objectives. Grades of (S) Satisfactory and (U) Unsatisfactory, are used in the clinical component of nursing courses. **FAILURE IN EITHER CLASS OR CLINICAL EXPERIENCE CONSTITUTES FAILURE OF THE ENTIRE COURSE. THEREFORE, BOTH CLASS AND CLINICAL EXPERIENCE WILL BE REPEATED.**

TEST/ASSIGNMENT/QUIZ MAKE-UP POLICY
One of the behaviors associated with professional nursing practice is accountability. Therefore, the student is encouraged to notify the classroom instructor as soon as possible prior to testing time if s/he will be absent.

In any course a total of two examinations/assignments/quizzes (any combination of the two) may be made up. No exceptions can be granted beyond that.

Make-up work must be completed in a timely manner. The make-up work must be completed within one week of the examination/assignment/quiz. The student must initiate a plan for “make-up” the first day s/he returns to school. If the student misses a week or longer the student must present documentation of the extenuating circumstances and initiate a plan for “make-up” the first day s/he returns to school. The student should be prepared and expect to complete a different form of the examination/assignment/quiz than the rest of the class i.e. essay/case study.

**GRADING SYSTEM (No Rounding)**

100 - 93% = A  
92 - 85% = B  
84 - 77% = C  
76 - 70% = D  
69 - 0% = F

The criteria for clinical evaluation and the determination of a satisfactory/unsatisfactory grade are described in each nursing course. Failure in either classroom or clinical constitutes failure of the course. A student who fails the clinical practicum or the classroom will be required to repeat both classroom and clinical practicum. Evaluation of performance will be done weekly. Two unsatisfactory clinical weeks during the course constitutes failure of the clinical practicum. The student is not allowed to continue in the clinical practicum after a failing grade in the clinical area has been assigned. Failure in either classroom or clinical constitutes failure of the course. Once a student withdraws or is unsuccessful in a nursing course s/he cannot progress to the next nursing course. It is the student’s responsibility to withdraw from all future nursing courses in which the student is registered. The student will not be automatically withdrawn although the student is ineligible to progress. This may affect financial aid status when the student fails to withdraw from future courses.

**WITHDRAWAL**

Once a student has received an unsatisfactory grade, which results in the failure of the entire course, the student, is thereafter, precluded from withdrawing from the entire course. A student may withdraw from the course in the manner provided by the college catalog, only if the student has not received an unsatisfactory grade resulting in the failure of the course's clinical component. The withdrawal dates for a summer course may differ from the college catalog policy. Please refer to your individual class syllabus for this policy.

**ADVISEMENT**

Each student is assigned a nursing faculty advisor when he/she is admitted to the program. The purpose of advisement is to clarify issues relating to academic affairs, college policies, and procedures, as well as assist in career counseling.
Your advisor will be able to:

* Provide you with information about your course of study.
* Assist you in selecting and scheduling courses that meet your immediate and long range plans.
* Assist you in complying with College policies and procedures.
* Assist you in assessing your progress toward your diploma.

Your responsibility in the advisement process is to:

* Arrange a meeting with your advisor when questions or problems arise.
* Obtain your advisor's approval for registering for classes and schedule changes.
* Inform the advisor of changes that occur in your plans.
* Obtain information regarding your course of study, college policies and procedures, requirements to transfer to other colleges, etc.

Each advisor has scheduled office hours to meet with students. If these hours are not convenient with your schedule, please leave a message for your advisor.

SPECIAL ACCOMMODATIONS

If you require any instructional or other accommodations in order to optimize your participation and/or performance please speak to your instructor following the first class meeting. All conversations will be confidential.

Requests for special testing or learning accommodations need to be based on written documentation of a learning disability by an appropriate professional.

No recording is allowed.

STUDENT DRESS AND UNIFORM GUIDELINES

EICC Nursing Students will present a professional image in their appearance and actions. The student’s ability to encourage trust and earn confidence of patients and staff depends in part on presenting a professional image in appearance and actions. Some of the following guidelines (such as footwear) reflect safety and health issues. While in the clinical area, when leaving the clinical area, and during those times designated to wear uniforms, all students will comply with the following guidelines:

* All students will be required to wear the approved uniform.
* Uniform must be clean, neatly pressed and free of odor at all times.
* Professional attire includes:

  Female: Designated uniform, white hose, (white socks or white hose may be worn with pant
uniform) and all white, all leather shoes with an enclosed toe and enclosed heel. Accessories include: EICC identification badge, bandage scissors, black ink pen, watch with second hand.

Male: Designated uniform, white T-shirt, white socks and all white, all leather shoes with an enclosed toe and enclosed heel. Accessories include: EICC identification badge, bandage scissors, black ink pen, watch with second hand.

* Fingernails must be well trimmed. Clear nail polish may be worn on duty. Acrylic nails are not permitted.

* Long fingernails, excessive make-up, unusual hair color are not appropriate professional attire.

* Makeup must be of a conservative nature as defined by the individual course. No perfume or cologne.

* Hair must be kept neat, clean, controlled and of natural colors and distribution. Non-decorative hair clips or combs may be worn. Hair style must be professional.

* Shoelaces must be all white and shoes must be polished at all times. No shoes with open toes or heels will be worn.

* Hose and socks must be clean and free of runs. Female nursing students must wear white nylon hose with dress uniforms. White hose or white socks must be worn with female pant uniforms and white socks must be worn with male uniforms.

* No jewelry is acceptable, with the exception of a wedding set. Body piercings and tattoos must not be visible; dermal piercings, ear gauges, plugs, spacers and/or tapers are not allowed.

* Students may only wear white lab coats with an EICC nursing school patch over uniforms. Turtlenecks, long sleeve shirts, sweaters or other clothing items may not be worn under or over the clinical uniform.

* The length of the dress uniform should be no shorter than mid knee.

* The designated uniform will be worn to obtain clinical assignments and when specifically designated by the instructor. The EICC identification badge must be visible at all times.

* Students are expected to abide by regulations regarding dress, which are in effect in any clinical agency or rotation to which they are assigned.

* No gum chewing is allowed in the clinical area.

**CONDUCT**
Eastern Iowa Community College expects its students to conduct themselves in such a way as to reflect positively upon the institution they represent. There are two basic standards of behavior required of all students: (1) They shall not violate any EICC board policy, municipal, state, or federal law; (2) nor shall they interfere with or disrupt the orderly educational processes of the college.

The College expects from its students a higher standard of conduct than the minimum required to avoid disciplinary action. Students are expected to obey the law; to show respect for properly constituted authority, to perform contractual obligations, to maintain integrity and a high standard of conduct appropriate for the College. The College expects all students to conduct themselves in all circumstances in a responsible manner. This implies thoughtful consideration of college property and members of the college community. Any student, or group of students failing to observe either the general standards of conduct or any specific regulation adopted by the College, or who acts in a manner not in the best interest of other students of the College, shall be liable to disciplinary action.

Examples of behavior, which may result in discipline and/or dismissal include, but are not necessarily limited to the following:

* Deliberate or careless damage or misuse of materials or institutional property.
* Violation of the Health Insurance Portability and Accountability ACT (HIPAA).
* Suspicion of intoxication or being under the influence of illegal controlled substances while in clinical practicum.
* Falsifying personal, institutional or agency records.
* Refusal of an institution or agency to allow a student to continue clinical practicum at their site.
* Cell phones may not be used for the reproduction of any written material.
* These guidelines are an addendum to the Clinton Community College, Scott Community College, and Muscatine Community College Student Handbooks and the Eastern Iowa Community Colleges Catalog.

**EASTERN IOWA COMMUNITY COLLEGES STATEMENT OF ACADEMIC DISHONESTY**

Academic dishonesty will not be tolerated in any course at this college. Plagiarism and other forms of cheating are examples of such dishonesty and will result in serious consequences.

Plagiarism is presenting someone else's words or ideas as your own, whether in writing or in speaking.

You are plagiarizing if you:

* use direct quotes without quotation marks and textual citation of the material;
* paraphrase without crediting the source;
* present another's ideas as your own without citing the source;
* submit material written by someone else as your own (this includes purchasing or borrowing a paper);
* submit a paper or assignment for which you have received so much help that the writing is significantly different from your own.

You are cheating if you:
* copy someone else's exam or homework;
* purposefully allow another student to copy your work or submit work you have written as his/her own;
* submit a paper or assignment for which you have received so much help that the writing is significantly different from your own.
* pass test answers to another student during or before a test.

Cheating and plagiarism, whether intentional or accidental, are serious offenses. Consequences include:

**Disciplinary Action by the Instructor:** An instructor who suspects you of plagiarism or cheating must inform you of the allegation as soon as possible. **Academic dishonesty will not be tolerated.** It will result in an immediate and permanent dismissal from the nursing program. The instructor may send a written report of the case to the Dean of Nursing or Authorized College Official requesting additional disciplinary action; a copy is sent to the student.

**Student Appeal:** If you believe that the finding of plagiarism or cheating is in error or the penalty unjust, you may appeal to the Dean of Nursing or Authorized College Official. The appeal will be processed in accordance with the Student Code of Conduct. An informal hearing will be held and an Administrative Disposition will be presented to the Student. Further appeal information is included in the Student Code of Conduct located in the Student Handbook.

**Alternatives:** Academic dishonesty is unnecessary, especially since there are alternatives.
* If you are unsure about the proper use of sources, or the extent to which collaboration on an assignment is allowed, talk with the instructor.
* Consult a recognized handbook for instruction on citing source materials.
* Contact the Student Success Center.

Material adapted from handouts of the University of Iowa College of Liberal Arts, University of Delaware, Genesis Medical Center, and Mercy Medical Center.
PRACTICAL NURSE
SIGNATURE PAGE

I have read and understand the information in the Nursing Student Handbook.

Date: __________________________

Student Signature: _______________________________________

Printed Name: ____________________________________________

Student ID Number: _________________________________