



2023-2024

NURSING STUDENT HANDBOOK
Associate Degree in Nursing

TABLE OF CONTENTS

INTRODUCTION

.....	2
I. Nursing Program Mission Statement	3
II. Nursing Program Philosophy	3
III. Nursing Program Conceptual Framework	4
IV. Nursing Program Curriculum Core Concepts & Outcomes	5
V. Measures of Program Effectiveness	9
VI. Code of Ethics for Nurses	11
VII. Maslow’s Hierarchy of Human Needs	12
VIII. Program of Study	13
IX. Nursing Program Approximated Costs.....	14
X. NORTHWEST COLLEGE Administrative Organizational Chart	15

POLICIES and PROCEDURES

I. Admission Process	16
II. Evaluation, Progression, Dismissal & Readmission	21
III. Student Services & General Information	27
IV. Student Health & Safety Responsibilities	32
V. Academic Policy & Professional Guidelines	43
VI. Medication Administration Policies	56
VII. Faculty and Staff Contact Information	60

Introduction

This Nursing Program Student Handbook is intended to supplement the Northwest College Student Handbook policies, rules, and regulations. Differences exist between the Northwest College Student Handbook and the Nursing Student Handbook that relate to National and State Standards of Practice, hospital/facility policies and public safety. The provisions set forth in this handbook shall supersede previous versions of the Northwest College Nursing Student Handbook.

Northwest College and the Nursing Department reserve the right to change without notice any of the material, information, requirements, regulations, or costs published in this handbook. If revisions or additions to the Nursing Handbook are required, they become effective immediately and students are notified in written form in a timely manner through the LMS.

It is the student's responsibility to carefully read the entire Nursing Handbook and comply with all policies and handbook procedures. Students are required to sign a statement acknowledging receipt and awareness of the information found in this Handbook. Students are responsible for accessing their Nursing Handbook on the nursing website for the most-up-to-date information.

The Northwest College Associate Degree in Nursing Program is approved by:



Wyoming State Board of Nursing

130 Hobbs Ave., Suite B

Cheyenne, WY 82002

307-777-7601

<https://wsbn.wyo.gov/>

The Associate Degree in Nursing Program is also accredited by:



Accreditation Commission for Education in Nursing

(ACEN)

3390 Peachtree Road NE, Suite 1400

Atlanta, GA 30326 404-

975-5000

www.acenursing.org

Northwest College does not discriminate based on race, color, national origin, sex, disability, age, religion, sexual orientation, gender identity, genetic information or veteran status in its programs and activities. We are an Equal Opportunity Employer and Institution (EOE/EOI). Student inquiries concerning disability services shall be directed to the Disability Support Services Coordinator, Student Success Center, 231 W 6th ST BLDG 4, Powell, WY 82435-1860; 307.754.6227. All other compliance inquiries shall be directed to the Compliance Officer, Orndorff Building, 231 W 6th ST

BLDG 1, Powell, WY 82435-1895; 307.754.6098, or the Office of Civil Rights, U.S. Department of Education, Cesar E. Chavez Memorial Building, 1244 Speer Blvd. #310, Denver, CO 80204-3582; 303.844.5695; FAX: 303.844.4303; TDD: 800.877.8339; OCR.Denver@ed.gov. Title IX inquiries: Title IX Coordinator, Orndorff Building, 231 W 6th ST BLDG 1, Powell, WY 82435-1895; 307.754.6102; Title9@Northwest College.edu.

I. Nursing Program Mission & Vision Statement

Mission:

The Northwest College Nursing Program recognizes the values, worth and uniqueness of students preparing to practice in Wyoming and serves to prepare students as entry-level nurses who provide quality nursing care within the healthcare system.

Vision:

The Northwest College Nursing Program is focused on enhancing critical thinking, skill development, and fostering professional behavior that reflects evidence-based practice, while providing a seamless pathway for education and career mobility.

II. Nursing Program Philosophy

We believe in the intrinsic value and worth of every person.

We believe that health is a state of homeostasis influenced by forces impacting on the person.

Nursing is a practice-oriented discipline that uses evidenced-based knowledge derived from the biological, physical, and behavioral sciences to provide safe and humanistic care to persons, families, groups, and communities.

The art and science of nursing is the nucleus of the interdisciplinary health care system.

We believe the goal of nursing is to use the nursing process and clinical judgment to promote and maintain health, prevent disease and disability, care for and rehabilitate the sick, and support the dying. Nursing education must have a strong clinical focus and allow opportunity to apply the theoretical component of nursing.

Learning is a dynamic lifelong process, occurring in the cognitive, psychomotor, and affective domains. Learning is the joint responsibility of the educator and the learner with each assuming the responsibility for learning and continued self-development.

The role of the educator is to facilitate learning and leadership by providing an environment wherein students can establish goals, examine various means of attaining them, and evaluate the course of

actions selected. Practitioners of nursing have a responsibility for professionalism and the mentoring of others.

The nurse is a role model for clients, families, and communities in terms of practicing appropriate health behaviors.

To best facilitate a seamless pathway for students to enter nursing and continue their education, the Northwest College nursing faculty members have been an active part of the creation and implementation of a statewide nursing curriculum: Revolutionizing Nursing Education in Wyoming (ReNEW).

The Northwest College ADN Program supports the ReNEW Mission and Vision:

ReNEW Mission: To enhance the quality of nursing and health care in Wyoming by revolutionizing nursing education.

ReNEW Vision: Shared, concept-based, statewide curriculum where students can earn an associate degree or continue seamlessly to the BSN degree (or higher) starting at any of the Wyoming community colleges or the University of Wyoming (UW). The courses/clinical experiences needed to complete the Bachelor of Science degree through UW will be available through distance delivery.

The ReNEW curriculum is a co-created concept-based clinical education model focusing on enhancing clinical judgment, skill development and professional nursing practice designed to reflect evidence-based practice, meet the needs of the future of nursing, optimize the use of clinical facilities and faculty throughout Wyoming, and share educational and clinical resources.

III. Nursing Program Conceptual Framework

The curriculum is guided by professional standards in the National League for Nursing's Core Competencies for Graduates of Associate Degree Nursing Programs, Quality and Education for Nursing (QSEN), NCSBN NCLEX-RN & PN test plan, Accreditation Commission on Education in Nursing (ACEN) Standards and Criteria, and the Standards for Nursing Education Programs, including the scope and standards of practice for the RN and LPN as directed by the Wyoming State Board of Nursing.

The curriculum is organized with six (6) core concepts that are defined and threaded through each course to provide the foundation to prepare students as entry-level nurses. The progressive simple to complex development of these concepts leads to achievement of leveled student learning outcomes. Each ADN Course Student Learning Outcome (SLO), which identifies the expectations of each ADN student each semester, is linked to the appropriate core curriculum concept and the end of program student learning outcomes. The ADN end of program student learning outcome, link seamlessly to the University of Wyoming bachelor's degree program student learning outcomes.

Students are evaluated each semester on their progress to their end of program student learning outcomes indicated in the table below. Through the final course evaluation process where

benchmarks are examined considering the student’s performance, students and the instructor discuss the student’s performance in each of the levelled course outcomes. Based on this end of semester discussion, students are assigned remediation in areas needing improvement, as necessary. Students progressively work throughout the program to meet expected levels of achievement each semester and to the expected levels of achievement for the six end of program student learning outcomes listed below.

IV. NORTHWEST COLLEGE Nursing Curriculum Core Concepts & Outcomes

Core Concept Definition	Safety: Minimize the risk of harm to patients and providers through system effectiveness and individual performance.			
ADN End of Program Student Learning Outcome	1. Provide safe nursing care within the healthcare system.			
Levelled Course Outcomes	NURS 1100 – Health Promotion	NURS 1200 - Chronic	NURS 2300 - Acute	NURS 2400 - Complex
	Adhere to safety standards when providing nursing care.	Apply strategies to reduce the risk of harm to patients and providers with consideration for professional standards.	Identify organizational responsibilities in providing a culture of safety.	Participate in guiding safety and care management within the healthcare system.
	Explain the role of the nurse in supporting patient safety.	Demonstrate the role of the nurse in supporting patient safety.	Analyze the role of the nurse in promoting safe practice.	Model the role of the beginning nurse in the provision of safe, quality nursing care.
Core Concept Definition	Clinical Judgment: The educated conclusion at which a nurse arrives guided by the nursing process and evidence of best practice.			
ADN End of Program Student Learning Outcome	2. Incorporate prior knowledge, current research, and clinical expertise in decision-making.			

Levelled Course Outcomes	NURS 1100 – Health Promotion	NURS 1200 - Chronic	NURS 2300 - Acute	NURS 2400 - Complex
	Begin to use the steps of the nursing process to provide care and promote health.	Apply the nursing process for plans of care	Utilize evidence-based practice and clinical findings to care for patients.	Prioritize care of multiple patients with increasing independence using evidence and clinical judgement.
	Identify the role of evidence and appropriate sources in guiding decision-making.	Begin to incorporate evidence when planning nursing care.		

Core Concept Definition	Leadership: Heightened self-awareness to empower others toward the attainment of a specific objective through the practice of nursing excellence. Leadership is exemplified through interprofessional collaboration in management of care in a diverse and complex healthcare system.			
ADN End of Program Student Learning Outcome	3. Demonstrate leadership skills as part of an interprofessional team to promote desired outcomes.			
Levelled Course Outcomes	NURS 1100 – Health Promotion	NURS 1200 - Chronic	NURS 2300 - Acute	NURS 2400 - Complex
	Identify the leadership role of the nurse in the healthcare system.	Develop beginning leadership attributes, such as prioritizing, delegating, and managing resources.	Demonstrate leadership attributes when prioritizing, delegating, and managing care.	Evaluate leadership effectiveness within a variety of healthcare settings.
	Recognize the role of the nurse in healthcare delivery.	Participate as a member of the interprofessional team.	Contribute as a member of the interprofessional team.	Coordinate healthcare delivery with the interprofessional team.

Core Concept Definition	Patient Centeredness: An orientation to care that incorporates and reflects the uniqueness of an individual’s background, personal preferences, culture, values, traditions, and family. A patient-centered approach supports optimal health outcomes by involving patients and those close to them in decisions about their clinical care. Patient-centeredness supports respectful, efficient, safe, and well-coordinated transition through all levels of care.			
ADN End of Program Student Learning Outcome	4. Use effective communication and advocacy to provide individualized care.			
Levelled Course Outcomes	NURS 1100 – Health Promotion	NURS 1200 - Chronic	NURS 2300 - Acute	NURS 2400 - Complex
	Identify the influence of patient needs, values, and choices when individualizing care.	Provide basic, safe, and effective, individualized care.	Modify care to meet individual patient needs.	Coordinate individualized care for diverse patients.
	Recognize effective communication	Use effective communication techniques to	Incorporate effective communication	Adapt communication techniques to
	techniques used in establishing therapeutic relationships.	establish therapeutic relationships.	techniques to maintain therapeutic relationships.	strengthen relationships.
	Explore the nurse’s role in advocacy.	Identify the need for advocacy in patient care.	Practice basic advocacy when participating in patient care.	Model advocacy in nursing practice.
Core Concept Definition	Professionalism: The consistent demonstration of core values evidenced by nurses working with others to achieve optimal health and wellness outcomes in patients, families, and communities by wisely applying principles of altruism, excellence, caring, ethics, respect, communication, professional engagement, lifelong learning, and accountability.			

ADN End of Program Student Learning Outcome	5. Practice within the core values, principles, and standards of the nursing profession.			
Levelled Course Outcomes	NURS 1100 – Health Promotion	NURS 1200 - Chronic	NURS 2300 - Acute	NURS 2400 - Complex
	Identify the core values of professional nursing.	Articulate core values and principles of the nursing profession.	Demonstrate adherence to the core values and principles of the nursing profession.	Exemplify the core values and principles of the nursing profession.
	Identify the legal and ethical basis of nursing practice, including scope of practice.	Relate legal and ethical standards to the scope of practice.	Apply legal and ethical standards to the scope of practice.	Maintain the legal and ethical standards of professional nursing practice.
Core Concept Definition	Health Promotion: The provision of education to patients to encourage healthy behaviors and choices, prevent disease, protect from preventable illness and disastrous emergencies, all of which make a positive contribution to immediate and long-term health status.			
ADN End of Program Student Learning Outcome	6. Utilize the nursing process and a broad knowledge base to maximize health.			
Levelled Course Outcomes	NURS 1100 – Health Promotion	NURS 1200 - Chronic	NURS 2300 - Acute	NURS 2400 - Complex
	Utilize concepts of health promotion to educate patients across the lifespan.	Develop evidence-based teaching plans to manage health and promote quality of life.	Adapt evidence-based teaching plans to manage changes in health status.	Prioritize educational needs and evidence-based strategies to optimize outcomes.

V. Measures of Program Effectiveness

The Northwest College ADN Nursing Program uses the following criteria as measures of the effectiveness of the program:

Meets the Standards of the College, Regulatory and Accrediting Agencies

The Associate Degree in Nursing program will continue to meet the standards of

- 1) Northwest College and the Higher Learning Commission
- 2) Wyoming State Board of Nursing
- 3) Accreditation Commission for Education in Nursing (ACEN)

Program Completion Rates

Associate Degree Nursing Program:

Eighty percent (80%) of the students who enter the first semester of the Associate Degree in Nursing Program will satisfactorily complete the program within four semesters with a 'C' or better.

Advanced Placement Students:

Eighty percent (80%) of the students who enter the third semester of the Associate Degree in Nursing Program will satisfactorily complete the program within two semesters with a 'C' or better.

Licensure Rates of Graduates

WSBON licensure pass rate standard: All first-time NCLEX test-takers between January 1 and December 31st will be at least 80%.

ACEN licensure pass rate standard: The most recent annual NCLEX-RN pass rate or the mean pass rate for the three most recent years must meet at least one of the following based on the number of test-takers:

- 80% or greater for all first-time test takers or
- 80% or greater for all first-time test takers and repeaters or
- At or above the national/territorial mean based on the nursing program type

Employment of Graduates

Ninety percent (90%) of Associate Degree in Nursing Program graduates seeking employment as a nurse will obtain employment within 9 months of graduation.

End of Program Student Learning Outcomes:

1. Provide safe nursing care within the healthcare system as evidenced by:
 - ATI Group Score will be at or above 90% predicted probability of passing the NCLEX-RN (71.3%) on the NCLEX Pharmacological/Parenteral Therapies category.
 - ATI Group score will be at or above 90% predicted probability of passing the NCLEX-RN (71.3%) on QSEN: Safety category.
2. Incorporate prior knowledge, current, research, and clinical expertise in decision-making as evidenced by:
 - ATI Group score will be at or above 90% predicted probability of passing the NCLEX-RN (71.3%) on Thinking Skills: Clinical Application category.

- ATI Group score will be at or above 90% predicted probability of passing the NCLEX-RN (71.3%) on QSEN: Evidence-Based Practice category.
3. Demonstrate leadership skills as part of an interprofessional team to promote desired outcomes as evidenced by:
 - ATI Group score will be at or above 90% predicted probability of passing the NCLEX-RN (71.3%) on Nursing Process Skills: RN Implementation/Therapeutic Nursing Intervention category.
 - ATI Group score will be at or above 90% predicted probability of passing the NCLEX-RN (71.3%) on Priority Setting in Nursing category.
 - ATI Group score will be at or above 90% predicted probability of passing the NCLEX-RN (71.3%) on ATI Clinical Areas category: Leadership category.
 4. Use effective communication and advocacy to provide individualized care as evidenced by:
 - ATI Group score will be at or above 90% predicted probability of passing the NCLEX-RN (71.3%) on NCLEX RN Physiologic Adaptation category.
 - ATI Group score will be at or above 90% predicted probability of passing the NCLEX-RN (71.3%) on QSEN: Patient-Centered Care category.
 5. Practice within the core values, principles, and standards of the nursing profession as evidenced by:
 - ATI Group score will be at or above 90% predicted probability of passing the NCLEX-RN (71.3%) on NCLEX RN: Management of Care category.
 - ATI Group score will be at or above 90% predicted probability of passing the NCLEX-RN (71.3%) on NLN Competency: Professional Identity category.
 - ATI Group score will be at or above 90% predicted probability of passing the NCLEXRN (71.3%) on BSN Essentials: Scholarship of Evidence-Based Practice category.
 6. Utilize the nursing process and a broad knowledge base to maximize health as evidenced by:
 - ATI Group score will be at or above 90% predicted probability of passing the NCLEX-RN (71.3%) on NCLEX RN Reduction of Risk Potential category.
 - ATI Group score will be at or above 90% predicted probability of passing the NCLEX-RN (71.3%) on NCLEX RN Health Promotion and Maintenance category.

V. ANA Code of Ethics for Nurses

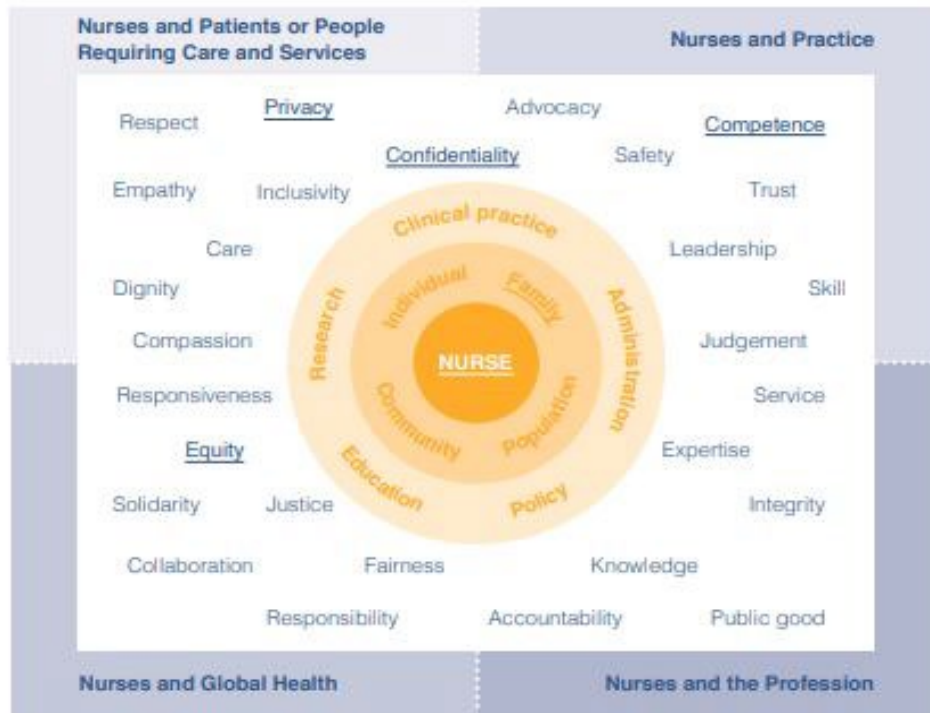
Provisions

1. The nurse practices with compassion and respect for the inherent dignity, worth, and unique attributes of every person.
 2. The nurse's primary commitment is to the patient, whether an individual, family, group, community, or population.
 3. The nurse promotes, advocates for, and protects the rights, health, and safety of the patient.
 4. The nurse has authority, accountability, and responsibility for nursing practice; makes decisions; and acts consistent with the obligation to provide optimal patient care.
 5. The nurse owes the same duties to self as to others, including the responsibility to promote health and safety, preserve wholeness of character and integrity, maintain competence, and continue personal and professional growth.
 6. The nurse, through individual and collective effort, establishes, maintains, and improves the ethical environment of the work setting and conditions of employment that are conducive to safe, quality health care.
 7. The nurse, in all roles and settings, advances the profession through research and scholarly inquiry, professional standards development, and the generation of both nursing and health policy.
 8. The nurse collaborates with other health professionals and the public to protect human rights, promote health diplomacy, and reduce health disparities.
1. The profession of nursing, collectively, through its professional organizations, must articulate nursing values, maintain the integrity of the profession, and integrate principles of social justice into nursing and health policy.

2022 American Nurses Association Code of Ethics
www.nursingworld.org/ethics

V. International Code of Ethics for Nurses

ICN Code of Ethics for Nurses Professional Values



V. Human Needs Prioritization Model



Maslow's hierarchy of needs

VIII. Program of Study

Courses in the ADN plan of study is sequential, and students must successfully complete all nursing and general education requirements with an ‘S,’ ‘Satisfactory,’ ‘C’ or ‘74%’ or higher within each semester to progress to the next semester. All courses required for graduation from the Nursing Program must be completed with a 2.0 or better. For course descriptions, visit the ‘[College Catalog](#)’ link on the Northwest College website. Visit the [Nursing Department website](#) for articulation agreements.

Semester One

Course	Type	Title	Credits
ZOO-2020	PNW	Human Anatomy & Physiology II	4
NURS-1100	MR	Prof Nursing in Health Promo	9
NURS-1150		Nurse Pharm I	1
Total Credits:			14

Semester Two

Course	Type	Title	Credits
NURS-1200	MR	Prof Nursing Patient W/Chronic	9
PSYC-1000	HC	General Psychology	3
NURS-2150		Nurse Pharm II	2
Total Credits:			14

Semester Three

Course	Type	Title	Credits
NURS-2300		Prof Nursing Acute Illness	9
ENGL-2005		Technical Writing	3
or ENGL-2030		Critical Reading and Writing	3
NURS-2250		Nurse Pharm III	1
Total Credits:			13

Semester Four

Course	Type	Title	Credits
NURS-2400	MR	Prof Nursing Complex Illness	9
POLS-1000	GOV	American & Wyoming Government	3
or HIST-1221	GOV	The United States from 1865	3
or HIST-1251	GOV	Wyoming History	3
NURS-2420		NCLEX Content Review	1
Total Credits:			13

Pre-requisites

Course	Type	Title	Credits
ZOO-2010		Human Anatomy & Physiology I	4
ENGL-1010		English I: Intro to Comp	3
NURS-1101		Nursing First Year Seminar	2

Course	Type	Title	Credits
MATH-1000		Problem Solving	3
BIOL-1010		General Biology I	4

IX. Nursing Program Approximated Costs-

Approximate Pre-Entrance Costs: \$ 265.00 (Background check, drug test, physical exam, and immunizations)

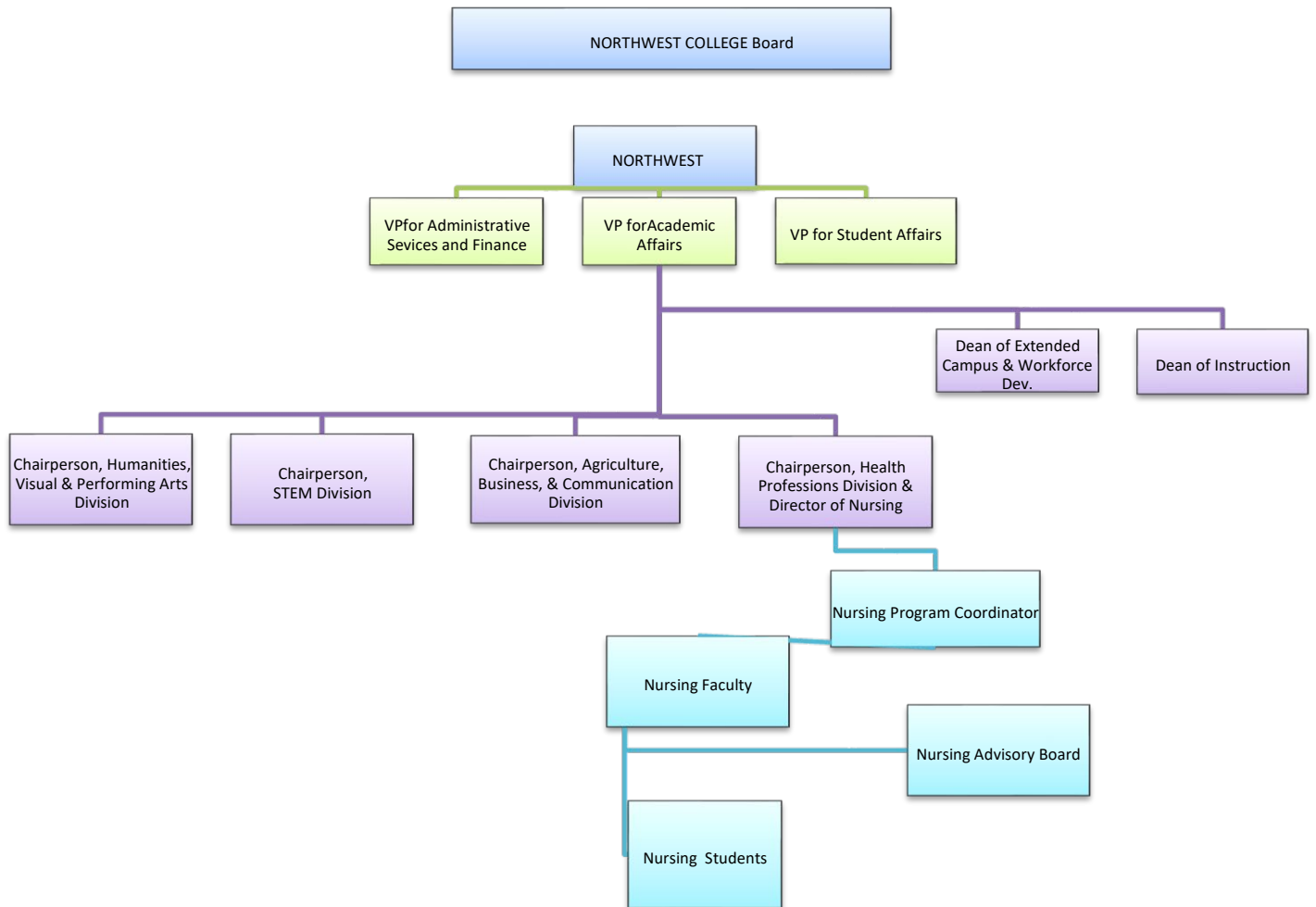
FIRST YEAR		SECOND YEAR	
Uniforms/Equipment			
2 Uniforms	\$ 160.00		
Black Lab Coat (opt)	\$ 65.00		
White or Black Shoes	\$ 65.00		
Bandage Scissors	\$ 6.00		
Stethoscope	\$ 80.00		
Watch	\$ 25.00		
TOTAL	\$ 401.00		
Tuition/Fees/Books		Tuition/Fees/Books	
Course Lab Fees	\$ 764.00	Course & Lab Fees	\$ 671.00
College Tuition (In-State Resident) for 15.0 credits	\$ 2,442.00	College Tuition (In-State Resident) for 15.0 credits	\$ 2,442.00
Books	\$ 1,200.85		
ATI Fees	\$ 546.00	ATI Fees	\$ 516.00
TOTAL	\$ 4,952.85	TOTAL	\$ 3,629.00
Misc. Costs		Misc. Costs	
Travel/Lodging (To/from clinicals for 2 semesters)	\$ 700.00*	Travel/Lodging (To/from clinicals for 2 semesters)	\$ 800.00*
TOTAL	\$ 700.00	TOTAL	\$ 800.00
Room/Board	\$ 3,290.00**	Room/Board	\$ 3,290.00**
APPROXIMATE COST 1ST YEAR		APPROXIMATE COST 2ND YEAR	
Without Room/Board	\$ 6,052.85	Without Room/Board	\$ 4,429.00
With Room/Board	\$ 9,342.85	With Room/Board	\$ 7,719.00

APPROXIMATE COST BOTH YEARS	
Without Room/Board	\$ 10,481.85
With Room/Board	\$ 17,061.85

**You must provide your own transportation between the clinical facilities including, but not limited to: Powell, Worland, Lovell, Basin, Cody, Greybull, and Thermopolis. In addition, you will have to plan for housing and food during some clinical experiences occurring outside the local area.*

*** Room & Board cost varies depending on room selection and meal plan. Amount shown is for a Double Room with Trapper Meal Plan.*

X. NORTHWEST COLLEGE Administrative Organization Chart with Nursing Department



POLICIES AND PROCEDURES

I. Admission Process

Through the completion of this program, the student will have earned their Associate Degree in Nursing and will be eligible to sit for the NCLEX-RN exam. Upon licensure, the graduate will have the opportunity to practice as a RN in Wyoming and the United States with a compact licensure status.

Students who are interested in becoming an RN may apply each spring for admission to the Traditional ADN program that begins each fall or apply each fall to the Hybrid ADN program that begins each spring. The application process and details for the student selection process are outlined in the application information available online at www.Northwest College.edu/nursing or in the Nursing Department. Scores on the TEAS test and the student's cumulative GPA (grade point average) from the prerequisite courses in the program of study are used to rank complete applications for acceptance into the Northwest College ADN Nursing Program.

All applications are reviewed by the Director and faculty of the Nursing Program after the submission deadline. Any applications that are incomplete or submitted past the application deadline will not be considered. All students, regardless of entry point, are required to have a background check, entrance drug screen, and meet technical and physical requirements as part of a two-tiered admission process. All students will be required to submit to for-cause and random drug screening while in the program. Any student who fails the entrance drug screen or has a criminal history that would prevent them from participating in clinical experiences or becoming licensed as an RN, will not be permitted to enter the program.

Regardless of the program delivery method, the Northwest College Nursing Program uses a variety of technology to support student learning. Computers are used extensively, and students need to be aware that computer literacy is imperative. Northwest College nursing faculty members lead an orientation to the online learning platform (Moodle), ebook/digital student learning resources, and subscription products during orientation and the first few days of class each semester as needed. Technological requirements and technological support are available through Northwest College nursing faculty and Computing Services.

The Northwest College Hybrid RN Program consists of online coursework, face-to-face labs, and clinical experiences. Students applying to the Hybrid RN Program must attest to online learning experience and acknowledge access/availability of a computer for the duration of the program as part of the application to assess readiness of online learning.

The Northwest College Traditional RN Program is face-to-face lecture, lab and clinical. Students are expected to be physically present on the Northwest College campus in Powell or in outlying clinical facilities as directed by the course and clinical schedule.

Please see application information on the nursing website for the most up-to-date application information, portal for online application, and connect with a nursing advisor for any questions.

Associate Degree in Nursing Program

There are two entry points to the Associate Degree Nursing program:

- (1) at the beginning of each cohort (Fall for Traditional and Spring for Hybrid) or
- (2) at mid-point between 2nd and 3rd semesters (Spring for Hybrid and Fall for Traditional).

Beginning program entry point:

One point of entry is at the beginning of the RN program for new students, re-entry students who have not successfully completed their first and second semesters of Northwest College or other Wyoming community college nursing program, or transfer students whose curriculum does not align with the Northwest College concept-based curriculum design. Entry for the Traditional program is each Fall and entry for the Hybrid program is each Spring.

A completed application must be submitted online by the first Friday in March for the Traditional Program, or the first Friday in November for the Hybrid Program to be considered for admission to the Nursing Program.

Student Selection Process

1. Current Lab Science within the last 5 years.
2. Current MATH 1000 or MATH 1400 course completion with a 'C' or greater within the last 5 years. If math course is older than five years, a math placement score that is no older than one year from the date of the test result to the application deadline date indicating placement/ready to enroll in MATH 1000: Accuplacer "Elementary Algebra" 55-84, Compass, "Algebra Domain" 40-65, or Aleks cut score of 30-45.
3. Students have completed all the pre-requisite courses with a 'C' or above.
4. Students have completed the TEAS test within one year and met the National Programmatic Mean score minimum (although this may be adjusted nationally each year, it is typically above 67.1)
5. Students have met the cumulative GPA requirement of 2.7 on pre-requisite courses within the program of study.
6. Students have submitted a complete online application by application deadline.

Students who have satisfactorily completed all the numbered items above will be ranked for consideration towards admission into the program. Students who wish to apply but are currently enrolled in a pre-requisite course will be placed on a waitlist. If selected for entry into the program, students must show successful completion of the course(s) to the Nursing Department, as indicated by a 'C' or above.

Once the application deadline has passed, the applicants are ranked by the nursing faculty and Nursing Program Director using GPA and TEAS/HESI exam results. Top ranking students will be sent a letter indicating final steps for entry that require clear drug screen, successful background check, clinical tracking documents uploaded to Castle Branch, and signed technical/physical requirement documents.

Once entrance steps are completed satisfactorily within the deadlines outlined by the nursing program, students will be given a formal letter notifying them of their official entrance into

the nursing program. At that point, enrollment in the appropriate courses corresponding with their course of study will be initiated.

Midpoint program entry:

The second point of entry for the RN program is at midpoint (between the 2nd and 3rd semesters) for Advanced Placement (LPNs who want to be RN) students, re-entering nursing students who have successfully completed the first and second semesters of the Northwest College nursing program or other Wyoming community college nursing program, or transfer students whose curriculum align with the Northwest College Nursing program's concept-based curriculum.

A completed application must be submitted online by the first Friday in March for the traditional program, or the first Friday in November for the hybrid program to be considered for midpoint admission to the nursing program.

Application, selection, and mid-point entrance is a step-by-step process that begins by meeting all the criteria outlined below:

1. Current Lab science within the last 5 years.
2. Current MATH 1000 or MATH 1400 course within the last 5 years or appropriate math placement scores as stated above. Math placement scores are only valid for one year from point taken and must be within one year of application deadline to be acceptable for entrance criteria.
3. A minimum grade of a 'C' or better is required in all program-related course work and a minimum 2.7 cumulative GPA on nursing program of study pre-requisite courses must be reflected in official transcripts.
4. Clinical Skills Check-off scheduled prior to entry: Graded "Satisfactory"/ "Unsatisfactory." If "Unsatisfactory," process for re-testing will follow handbook describing "Skill Demonstration." If student is unable to pass the clinical skills check off satisfactorily after the third attempt, the student will no longer be eligible to progress as an advanced placement student with mid-point entry admission. The unsuccessful student will be referred to the admission process for entry at the beginning of the program.
5. Completion of all courses equal to 3rd semester ADN students, with a 'C' or above: ENGL 1010, ZOO 2010, ZOO 2020, BIOL 1010, PSYC 1000, MATH 1000 or MATH 1400.
6. An applicant must be in good standing with Northwest College and the nursing department or transfer institution to be considered for admission at mid-point in the RN program.
7. Students have submitted official transcripts from all schools attended to Northwest College Registrar's office.

Once the application deadline has passed, the applicants are ranked by the nursing faculty and Nursing Program Director using GPA and TEAS/HESI exam results. Based on seat availability, top ranked students will be sent a letter indicating final steps for entry that require clear drug screen, successful background check, clinical tracking documents uploaded to Castle Branch, and signed technical/physical requirement documents. Once entrance steps are completed satisfactorily within the deadlines outlined by the nursing program, students will be given a formal letter notifying them of their official entrance into the nursing program.

At that point, enrollment in the appropriate courses corresponding with their course of study will be initiated.

Advanced Placement students

Licensed LPNs interested in becoming an RN are eligible to apply for mid-point entry as Advanced Placement students. In addition to mid-point entry criteria, Advanced Placement students need to have a current, unencumbered LPN license, and a HESI LPN Entrance test. The HESI Composite percentage score must be equal to or better than the National Program Mean (850) within the last year.

Transfer Students or Re-entry Students:

Students who are requesting re-entry from a previous Northwest College ADN cohort or students requesting a transfer who have completed nursing coursework at another college or university will be evaluated for the appropriate entry points for the program. All applicants, regardless of previous status, must contact the Nursing Program Director of their intent to enter or re-enter the program in writing and in some cases, bring official transcripts for evaluation.

Considerations for re-entry or transfer will include:

- Academic good standing at Northwest College and/or transferring institution.
- Seat availability
- A review of relevant behavioral circumstances surrounding dismissal and request to return.
- The time between the applicant's last day in their previously attended nursing program and first day of the mid-point entry into the third semester must be less than or equal to one year. Should the time elapsed be greater than one year, the applicant will not be considered for mid-program admission but will be required to apply for the entire program.

Each transfer or re-entry student will be evaluated to determine the student's best option for success between the two entry points.

If it is determined that the most appropriate point of entry is the beginning, students will be required to meet the beginning point admission requirements, including background checks and drug screening, and ranked alongside the applicant pool of potential incoming freshman students. If the Nursing Program Director determines that the student is appropriate for mid-point entry, students will need to meet mid-point admission requirements, including drug screening and background check.

Re-entry following dismissal may be considered if evidence is presented that indicates the problem or problems related to the dismissal have been or are being resolved. Re-entry may be denied based on past academic performance, behavioral concerns, past clinical performance, and/or the nature of the reason for dismissal. The decision to readmit a student to the Nursing Program will be made by the Nursing Program Director in collaboration with evidence presented by the Nursing Program Coordinator, nursing faculty, or other relevant entities relating to the nursing program and Northwest College.

II. Evaluation, Progression, Dismissal & Readmission

Regular On-going Evaluation for Progression

Students are evaluated regularly and in an on-going manner throughout their nursing education program. This occurs through a process of formal examination and quizzes, assignments, observation in the clinical laboratory, simulation, and classroom areas, and clinical evaluations completed by the student and the clinical instructor in relation to their progress toward meeting end of program student learning outcomes.

Clinical learning experiences: The nursing faculty will be responsible for evaluating whether the student is meeting the learning outcomes and adhering to the policies and procedures of the Nursing Student Handbook. The faculty, in conjunction with the Nursing Program Coordinator and the Nursing Program Director, shall do so by the following:

1. Direct interaction with and supervision of the students in the clinical area related to clinical activities, including simulation, and clinical pre and post conference.
2. Participation in collaborative conversations with another faculty to support student success.
3. Ensuring that each student in the clinical section completes a self-evaluation/Clinical Evaluation Tool and other clinical assignments as required by instructor.
4. Conduct periodic meetings as needed with students to discuss evaluations, clinical assignment feedback, and collaboratively develop a plan for needed changes.
5. Review Nurse Preceptor and Ancillary Staff feedback.
6. Midterm and End-of-Semester Evaluations.
7. Providing feedback to students regarding student skill performance or need for remediation.

Classroom and laboratory learning experiences: The nursing faculty will be responsible for evaluating whether the student is meeting the learning outcomes and adhering to the policies and procedures of the Nursing Student Handbook. The faculty, in conjunction with the Nursing Program Coordinator and the Director of Nursing, shall do so by the following:

1. Direct interaction with and supervision of the students in the classroom areas related to activities, assignments, quizzes, assessments, etc.
2. Attendance at the faculty meetings to communicate or receive information relating to concerns of student progress toward course student learning outcomes.
3. Ensuring that each student is provided timely feedback on activities, assignments, quizzes, assessments etc.
4. Conduct periodic meetings as needed with students to discuss evaluations, progress toward student learning outcomes, and develop a plan for improvement if needed.
5. Keep copies of student and faculty assessments and communications to help the program and students to document student progress and areas for needed growth.
6. Midterm and End-of-Semester Evaluations.
7. Skill lab check-off evaluation.
8. Dosage Calculation exam.

Semester Evaluation

Students are required to achieve a 74% overall final course average in each nursing course and in all the other courses in the plan of study to progress to the next semester. Each student each

semester will be evaluated on their current progress toward the 74% overall course average, **and** their required 74% clinical grade average, **and** their CET average of ‘S’ Satisfactory in their nursing courses and each student learning outcome on a midterm and end of semester basis by the Northwest College Nursing Program faculty.

Students will be informed in writing of the student’s status and are required to sign the evaluations after reviewing them. Copies of evaluations are maintained in the student’s file. At midterm and final exam timeframe, students are informed of their status in relation to meeting their student learning outcomes each semester. If the student is near or below 74% at midterm, instructors meet individually with each student to discuss each expected level of achievement and their performance toward that goal. Students who do not meet the 74% overall course grade average **and** 74% overall clinical grade **and** CET average of ‘S’ Satisfactory by the end of the semester will be dismissed from the program.

Students who have achieved the final passing course grade and the final passing clinical grade & CET average, yet have unmet student learning outcomes, will discuss plans for improvement with their instructor and bring documentation relating to the outlined plan to the next semester instructors for further discussion. Unmet student learning outcomes may involve conversations with the Nursing Program Coordinator and/or the Nursing Director.

Students who pass their nursing courses (all courses with a NURS designator), yet do not pass their non-nursing concurrent Northwest College courses in the nursing plan of study will be suspended until a determination is made by the Nursing Program Director regarding dismissal from the program or continued progression in the program.

As Needed Evaluation

Faculty will meet with students with identified concerns to address areas of unmet learning outcomes or unmet expectations of behaviors as outlined in the Nursing Student Handbook on an as needed basis. The student and faculty collaboratively develop a plan for improvement that addresses the areas needing improvement to support student success.

This policy does not apply to students who are unsuccessful on the third attempt of a skill check-off or dosage calculation exam. In the case where students are unsuccessful after third attempt of skill check-off or dosage calculation exam, the “progression” and “dismissal” policies will be followed.

The Northwest College Nursing Program faculty, Nursing Program Coordinator, and Nursing Program Director will follow the protocol outlined below:

- 1. Problematic/disciplinary behavior documented.** Problematic behavior will be documented in writing by faculty, discussed with students and placed in the student’s academic file. The student, Nursing Program Coordinator and Nursing Program Director will receive a copy of this written documentation.
- 2. Problematic/disciplinary behavior resulting in a Warning Letter, contract, and possible probation.** If a pattern of problematic behavior or a single, serious lapse in meeting the expectations outlined in the Nursing Student Handbook becomes evident, the steps below will be followed:
 - a. Student is given Warning Letter and Contract:**

The Program Coordinator, in collaboration with the nursing faculty, will prepare an individual student contract identifying what needs to be demonstrated to meet the learning outcomes and/or expectations outlined in the Nursing Student Handbook and a time frame. The student and Nursing Program Coordinator will review the Warning Letter and Contract. After the student reads and/or comments and signs the Warning Letter and contract, a copy of the contract is placed in the student's academic file and provided to the Director of Nursing.

b. Probationary Status & Contract:

Upon collaboration with the Northwest College Nursing Program faculty and Nursing Program Coordinator, the Nursing Program Director may determine that the behavior of the student warrants placement on probation. If placed on probation, the student will be notified of their probationary status and will remain on probation throughout the duration of the program. Students may petition the faculty for removal from probation one semester from the point of the initial probation. For example, if the student were put on probation in the 4th week of the Spring semester, the student could petition for removal of probation after the 4th week of the subsequent Fall semester. If successful, the probationary status will be removed. If the petition is unsuccessful, the probation status will remain active. While on probation, if the student has further unmet learner outcomes or failure to meet expectations outlined in the Nursing Student Handbook, a meeting with the Nursing Program Director will be scheduled to discuss progression or dismissal from the program.

c. Monthly Progress: The Nursing Program Coordinator will collaborate with nursing faculty to determine student's performance/progress toward the goals outlined in the contract. Students will meet monthly with the Program Coordinator to receive verbal feedback and written documentation of their progress toward meeting the written plan outlined in the contract. If the student does not uphold the expectations within the contract, a meeting with the Nursing Program Director will be scheduled to discuss progression or dismissal from the program.

Student Suspension

Students who fail to comply with Northwest College Nursing Program standards, policies and procedures will be contacted by faculty and/or the Nursing Program Director and/or Coordinator to meet formally to address issues of non-compliance. If the student fails to respond to requests to meet with the faculty and/or Nursing Program Coordinator and/or Nursing Program Director, the student will be placed on suspension from nursing program coursework, including clinical experiences and lab, until the student has taken the proper and necessary steps to meet with the faculty and/or Nursing Program Director and/or Nursing Program Coordinator and discuss all issues of concern. Students placed on suspension will not be allowed to attend nursing classes, clinical learning experiences or other nursing program activities until the issues are discussed and decisions regarding status of progression or dismissal are determined. Examples of behaviors that can result in suspension and possible dismissal include but are not limited to:

- Failure to comply with the Northwest College and/or Nursing Student Handbook policies and procedures.
- Students who present an immediate health and safety danger to themselves, clinical clients/facility staff, or other students while in the classroom, clinical or lab setting.

- Giving medications outside the parameters outlined by the nursing student handbook is suspended pending an investigation. If it is determined that the medication policy was violated, the student will be subject to the dismissal policy.

Withdrawal

Should it become necessary for the student to withdraw from the program at any given point, the withdrawal procedures below must be completed.

- The student will be administratively withdrawn from the nursing program and NURS courses by the nursing program faculty or Nursing Director/Nursing program coordinator. However, students will need go through the process of withdrawal from courses outside of nursing (if choose) and take care of financial aid/business office obligations.
- If student chooses to withdraw from any courses (nursing or other coursework) outside the Northwest College scheduled withdrawal timeframe, students will need to follow the late withdrawal procedure.
- Students will be required to reapply for admission to the Nursing Program following the re-entry process outlined in the Nursing Student Handbook.
- If student withdraws from any course in the ADN plan of study, they must notify their advisor. Consequences of withdrawal may affect progression in the program as outlined in the progression policy in the Nursing Student Handbook.

PROGRESSION

All courses in the ADN program of study are sequential. **Students must successfully complete all nursing courses with a final course average of 74% and a 74% average clinical grade and an average CET grade of ‘S’ Satisfactory or higher. Failure to do so results in dismissal.**

Each semester’s non-nursing courses in the ADN plan of study must be sequentially completed according to the academic plan to progress to the next semester. Students who fail (C or below) a non-nursing course, thus fall out of sequence with their academic plan, must immediately contact their advisor. The advisor must immediately discuss this with the Director of Nursing. The Nursing Program Director will determine if the student can remain in the program or be dismissed. The exception to this rule is Anatomy and Physiology II. If this course is not completed with a ‘C’ or greater by the end of the first semester of the nursing program, the student will be dismissed.

An “S” (Satisfactory) is required for clinical skill check offs. Each student is given three hands-on opportunities with three different instructors to perform the required clinical skills successfully. If the student is unable to satisfactorily complete a required skill check-off after the third attempt, a meeting will be scheduled with the Nursing Program Director, Nursing Program Coordinator and/or relevant faculty member and the student to discuss the unsuccessful attempts. The student may continue in current coursework until the Nursing Program Director confers with nursing faculty members and reviews documents. The Nursing Program Director will make the final decision regarding the student’s option to remain in the program or be dismissed from the program.

Each semester each student is required to successfully complete a dosage calculation exam with a 74% or higher. If unsuccessful, the student will have the opportunity to remediate and take the

exam again, a total of three times. If after the third attempt, the student is unsuccessful in achieving the 74% benchmark, the student may continue participation in the current coursework until the exams can be reviewed by other nursing faculty members and the Nursing Program Director. If the final grade is below 74% after the review, the student will be dismissed from the nursing program regardless of their nursing course grade average at the time.

Clinical experiences are integrated into each of the core nursing courses. Students are required to successfully obtain an average of 'S' on the CET and an overall average of 74% or above in the clinical portions of the NURS 1100, NURS 1200, NURS 2300, NURS 2400 course by the end of each semester to progress to the next semester and remain in the program. If a student is unable to successfully meet the clinical outcomes as evidenced by a clinical homework grade average of below 74% or 'U' Unsatisfactory average clinical grade on CETs within their current core nursing course, the student will be ineligible to progress to the next semester's nursing coursework, regardless of the didactic coursework grade, and will be dismissed from the program.

DISMISSAL

Students exhibiting behaviors/actions outside the expectations outlined in the Northwest College Nursing Student Handbook will result in the initiation of the 'As Needed Evaluation' protocol. If it is determined during the investigation that the breach is severe in nature or that multiple dismissible offenses have occurred, the Nursing Program Director may choose to dismiss the student from the program immediately without continuing the 'As Needed Evaluation' protocol.

Dismissible offenses include but are not limited to the following:

1. Unprofessional attitude, conduct and/or behavior as outlined in the Nursing Student Handbook.
2. Violation of Northwest College Student Handbook policies and procedures.
3. Violation of state or national standards of practice or actions outside the legal or ethical framework outlined by the ANA Code of Ethics for Nurses.
4. Violation of facility or Nursing Student Handbook policies that jeopardize facility relationships and/or penalize the Northwest College Nursing Program from future facility experiences and opportunities.
5. Positive drug screening results of illegal substances such as, but not limited to, marijuana, and its forms and derivatives.
6. Positive drug screening results without legitimate explanation to the Medical Review Officer.
7. Switching or altering a urine sample for drug screening to avoid positive drug screening.
8. Unmet clinical outcomes due to unvaccinated status without approved exemptions, inability to meet clinical outcomes due to clinical facility refusal of student, or any other situation in which clinical outcomes cannot be met.
9. Federal HIPAA Violations
 - a. Tier one: unintentional violations will result in verbal and written reprimand with probation for the remainder of the program.
 - b. Tier two: intentional violations will result in dismissal from the Nursing Program without readmission option.
10. Failing to meet leveled student learning outcomes, including clinical outcomes, in all nursing courses indicated by a final course average of 'C,' 74% or 'S', Satisfactory.

11. Failing to achieve 74% or greater clinical grade including a CET average of ‘S’ Satisfactory by the end of the semester is grounds for dismissal, regardless of the didactic course grade.
12. Failing to complete incomplete coursework within designated deadline will result in the conversion of ‘I’ Incomplete grade to ‘F’ for final grade.
13. Failing to satisfactorily complete any of the required clinical skills check-off after three attempts regardless of the current grade in the nursing course.
14. Failure to pass (74% or higher) any of the dosage calculation exams after the third attempt results in dismissal, regardless of the current grade in the nursing course.
15. Failure to complete non-nursing courses with a ‘C’ or above within the sequence as outlined in the ADN Plan of Study.
16. Failure to complete non-nursing courses with a ‘C’ or above within three attempts.
17. Behavior or action outside safe nursing practice as noted in the clinical and professionalism directives that jeopardizes the safety of patients, staff, or classmates. The unsafe behavior may be from isolated, related, or unrelated incidents, intentional or unintentional, resulting in harm or no harm to the client, facility/ Northwest College staff, classmate, or faculty member.
18. Violation(s) of Academic dishonesty policy or plagiarism as defined by Northwest College.
19. Consistent failure to comply with the policies and procedures set forth by Northwest College and/or the Nursing Department or additional violations while in probationary status.
20. Administration of medication without the presence of an instructor or a current Northwest College nursing program approved nurse preceptor who has been assigned to the student.
21. Violation of the “New Criminal or Abuse Activity Policy” in the Nursing Student Handbook.

If a student is dismissed twice from the nursing program, there is no option to re-apply or re-enter the Northwest College Nursing Program for a third time. If a student commits a tier two HIPAA violation, the result is dismissal without the option of readmission or re-entry.

Dismissal from the Northwest College Nursing Program does not impact classes outside of the nursing curriculum unless there has been a breach of Northwest College Student Handbook policy.

Student Due Process

The Northwest College Nursing Department ensures student due process by adhering to the Northwest College [grievance and appeals process](#) outlined in the Northwest College Student Handbook. To initiate a grievance or appeal, students are expected to follow the following chain of command to resolve all concerns and issues:

1. The student will first go to the instructor(s) directly involved with the concern.
2. If the issue is not resolved, the student can choose to discuss the issue with the Nursing Program Coordinator, followed by the Director of Nursing.
3. If the issue is not resolved with the Director of Nursing, the student can choose to discuss the issue with the Chair of the Health Professions Division.
4. If the issue is not resolved, the student can choose to discuss the issue with the Dean of Student Learning.

5. If the issue is not resolved, follow formal Northwest College appeals process as outlined in the Northwest College Student Handbook.

Completion Requirements/Graduation

Students at Northwest College Nursing Program are eligible for graduation upon successful completion of the program as evidenced by receiving a “C” or above in all academic courses and by completing any additional requirements requested by Northwest College.

Completion of Northwest College specific degree requirements (in good standing) permits a student to graduate from Northwest College and receive the appropriate degree/certificate which conforms to Wyoming State Board of Nursing and Wyoming Community College Commission requirements.

Upon receipt of their degree, students will be eligible to take the National Council Licensure Examination for Registered Nurses (NCLEX-RN). A passing score on the examination allows them to use the title of Registered Nurse. Graduates may seek employment in the state in which they are licensed or in states with compact nursing licensure agreements.

Students successfully completing the second semester of the nursing program may be granted an LPN certificate, indicating the successful completion of the LPN certificate, upon request from the Registrar. Students interested in taking the NCLEX-PN must work through the Nursing Program Coordinator to prepare and sit for the exam.

III. Student Services & General Information

STUDENT SERVICES

Nursing Students are encouraged to access a variety of [Student Services](#) via the Northwest College website, including Tutoring Center & TRIO.

Accident and Health Insurance

Students are encouraged to purchase and carry their own personal health insurance.

Library and Reference

Students are urged to use the Northwest College Hinckley Library facilities and on-line databases. Click on the [Hinckley Library](#) on the Northwest College website to find library hours, policies and instructions for access of library resources. Librarians are linked into each nursing course for easy student access. Transcripts will not be sent if there are outstanding library fines/fees.

Nursing Computer Lab

The Nursing Department in Powell houses computers explicitly for nursing student use donated through the generosity of Dr. Haberland. A shared computer lab is available for students at the NORTHWEST COLLEGE Cody Center as well. Students are expected to respect the ‘no food

and drinks without lids' policy to keep the computer lab neat and orderly. Nursing students may use the computer lab during any of the times when students are not testing or when there are no classroom/lab/clinical activities planned. Students may also use laptops through [TriO](#).

No children are allowed in the nursing computer lab during or after regular working hours. Students are expected to be courteous and wear their own headphones if listening to audio material.

For computer problems encountered in the computer lab during the regular workday, contact Northwest College Nursing Program faculty if available. If unavailable, follow protocol outlined on the [Computing Services](#) website.

Student Activities and Organizations

Northwest College provides extensive opportunities for participation in activities and student organizations. Students are encouraged to become involved with at least one organization or activity on campus. Visit the Northwest College '[Student Life](#)' website for more information.

Student Participation:

Each semester, the Nursing Program Director will meet with each cohort to facilitate communication. The Nursing Program Director will follow the SBAR format to obtain feedback from students, respond to students' comments, and use the information to inform program decisions, problem solve, and work alongside faculty to foster open communication among all students.

Each student cohort will be asked to select class a representative to attend the Nursing Advisory Board meeting held bi-annually. The role of the representative is to share information about the cohort relating to clinical, lab and classroom activities and answer questions that any board member has during the meeting.

Fund Raising

Nursing students are not expected to raise funds to attend any part of their clinical experiences or meet other coursework expectations. Students may seek scholarships as individuals but may not solicit donations or funding as a class representative. Students wishing to raise funds for the benefit of students outside learning opportunities are encouraged to contact the faculty mentor for the local Student Nurses' Association for further direction.

Student Nurses' Association

Students interested in nursing or currently in the Northwest College Nursing Program can participate in the local Student Nurses' Association. The Student Nurses' Association mentors the professional development of future registered nurses and facilitates their entrance into the profession by providing educational resources, leadership opportunities, and career guidance. Meetings are held monthly during the academic year. For more information, contact the Student Nurse Association faculty mentor.

Financial Aid

Students at Northwest College may obtain scholarships and financial aid according to need and ability as determined by Northwest College or by the guidelines of the granting agency. Forms

and inquiries concerning this aid may be obtained from the Director of Financial Aid at Northwest College. Northwest College complies with Higher Education Re-authorization Act Title IV eligibility and certification requirements are maintained. For more information visit [‘Financial Aid’](#) on the Northwest College website.

Tuition and Fees

The costs for attending Northwest College is located on the [‘Admissions’](#) section of the Northwest College website. Students in the nursing program will incur additional expenses for travel, lodging, equipment, supplies and course fees. Approximated costs of the Northwest College Nursing Program are outlined in the Nursing Student Handbook section IX and located on the nursing website in the application documents. Students are encouraged to apply for available scholarships and are responsible for making the appropriate financial arrangements with the financial aid and business office.

Academic Code of Conduct

Students are responsible for adhering to the [Northwest College Academic Code of Conduct](#).

Academic Advisement

All nursing students are assigned a nursing faculty member as an advisor and are expected to work with them throughout the course of the Northwest College Nursing Program. Students can request a change of advisor from the [Academic and Career Advising Center](#). All students are **required** to connect with their advisor each semester while in the Nursing program to ensure that:

- Students are in sequence with all required courses in the Northwest College Academic map.
- Students are meeting program requirements for progression and continuation in the program.

Although sophomore RN students will not be registering for classes in the final semester of the program, students will still be required to connect with their advisor in the final/spring semester to:

- Review student’s program standing and eligibility for graduation.
- Review that students remain in sequence with required courses.
- Review grades for required courses are satisfactory; “S” or “C” 74% or higher.
- Discuss current plan for preparing to take the NCLEX exam.

Additional advising appointments may be initiated by either the student or the faculty advisor at any time during the semester.

Academic Calendar

The Northwest College [Academic Calendar](#) is available on the college website.

Student Health Services

Student health services are not available on the campus of Northwest College. Please refer to [Northwest College Student Handbook](#) for “Student Health” for more information regarding this service.

Counseling Services

The nursing faculty does not provide personal counseling. This service is available through the Student Success Center located in the Orendorff building. The SSC has professionally licensed counselors who can provide personal, career, and crisis intervention counseling in a confidential atmosphere to any student requesting it. To find out how to schedule an appointment or find out more information, visit the Northwest College [Student Success Center](#).

Students with Disabilities

Northwest College is dedicated to removing barriers and opening access for students with disabilities in compliance with ADA and Section 504 of the Rehabilitation Act. It is the student's responsibility to make an appointment with the Disability Support Services (DSS) Coordinator to provide documentation of a disability (whether it is psychiatric, learning, mobility, health related or sensory) and to inquire about accommodations for courses each semester. To contact the DSS Coordinator, call 754-6135 or stop by the Student Success Center located in the Orendorff Building. Once the student has established an accommodation request with the Student Success Center, **is it the expectation that the student will discuss the accommodations with the nursing faculty member so that collaborative arrangements to meet the request can be made within the department and the Student Success Center.**

Computer Services

[Computing Services](#) information is available via the website with additional information and links for assistance.

GENERAL POLICIES

Employment Policy Work and "being on call" is not considered an excuse for tardiness or absences. Students may not leave clinical, lab or class to go to work. Students may not accept 'on-call' duties while attending any learning experience. The student's departure to go to work or leave for 'on-call' will be considered as 'unexcused absence' and will follow policy as such.

Students should not schedule appointments or plan to leave any learning experience early unless prior special permission is obtained from the instructor, Nursing Program Coordinator and/or Nursing Program Director.

For the sake of client safety, a student cannot work a shift or "take call" just prior to the assigned clinical experience. If the instructor determines that the student is excessively fatigued and cannot perform safely, the student will be sent home and it will be considered an unexcused clinical absence.

Should it become evident that excessive work hours are interfering with classroom and/or clinical performance, the student will be counseled initially by the faculty member(s) who are concerned.

Refund Policy

Students, who leave the program prior to completion, will receive a refund of tuition according to the [refund schedule](#) as shown in the Northwest College Catalog.

Student Use of Telephones (calls/texting/cameras)

Cell phones are to be turned off and put away during all learning activities unless using them to access nursing resources. Students must be prepared to show instructor that they are using their phone for learning at any point if asked. Cell phones may be used judiciously in clinical experiences to access learning resources or monitor own health condition. Other uses must be expressly permitted by your clinical instructor. Students may not use their phone, for any reason, in the patient room or any areas prohibited by clinical facility policy. If permission is not obtained or the use of the cellular device is not connected to the learning activity, the instructor reserves the right to keep the phone until class, clinical, or learning activities are complete. The student may not leave class, clinical experience, or lab to answer a phone call unless extenuating circumstances necessitate, and the student has made arrangements prior to lab/class with the instructor. Personal calls, texting and taking pictures with cell phones, tablets or other camera devices are prohibited during clinical experiences. Pictures or text messages containing any identifying patient information during clinical experience will be subject to the HIPPA Violation policy in the Dismissal section of the Nursing Student Handbook.

Tobacco

Smoking, e-cigarettes (vaping) or any other form of tobacco use is not allowed in any of the NORTHWEST COLLEGE buildings or at clinical facilities.

Change of Name and Address

The student is responsible for notifying the nursing office and the records office at the college of any changes in contact information for the duration of the program and immediately after graduation.

Computer Requirements

Because of the blended nature of the Northwest College ADN Nursing Program coursework, it is essential that students have a properly functioning computer that has internet capabilities and the Northwest College recommended minimum hardware requirements. Students are encouraged to access the “Online Learning” resources to facilitate computer readiness and Moodle LMS platform information. Students have multiple opportunities to utilize computer labs on campus and are provided with information relating to request help and gain access to the computer resources on campus. Students are responsible for maintaining proper function of student’s own personal computer and are provided with information to trouble-shoot problems through the Northwest Computing Services. Electronic/computer failure of a personal nature does not exempt students from assignment due dates, course work requirements, or examination deadlines.

Family Members on Campus

The Nursing Program follows the Northwest College Student Handbook policy which discourages the extended presence of children or other family members in the learning and working environment on the campus. This includes the nursing labs, simulation lab, computer lab, medication administration area, debriefing area, or classrooms.

The Pinning Ceremony

Regardless of whether the pinning ceremony is physically held on campus or virtually, each student in each graduating class is expected to participate in the Northwest College Nursing Program Pinning Ceremony to mark the completion of the program of study in nursing. Questions relating to attendance/participation must be discussed individually by appointment

with the Nursing Program Director. Under the direction and approval of the Nursing Program Director or designee, each graduating cohort is responsible for choosing processional and recessional music, the keynote speaker and planning speakers for each student-led component of the Northwest College Nursing Program Pinning Ceremony. Slideshows are shown prior to the beginning of the pinning ceremony. If pinning ceremony is virtual, the slideshows and music will be part of the pinning ceremony video. The slideshow and music must be approved by the Nursing Program Director.

For the pinning ceremony, students are expected to wear clinical uniforms, completely white shoes or completely black shoes, and name badges. Hair may be down, and jewelry may be worn. The student should consider what would look professional and confer with the faculty for approval if there is any question regarding appropriateness.

The graduating class, as a whole, is responsible for collaborating with the Nursing Department to have a digital portrait of all graduating students within the cohort taken for display in the Nursing.

Department. The digital portrait will be printed by the Northwest College Print Services and displayed for one year in the Nursing Department then donated back to students within the cohort.

If the pinning ceremony is physically held on the Northwest College campus, representatives from the freshman class will be chosen from among their membership to participate in handing out pinning ceremony programs and assisting family members to the stage for pinning, as necessary.

IV. Student Health & Safety Responsibilities

Students must have the cognitive and physical ability to meet course outcomes and to render nursing care with reasonable skill and safety to clients and self. It is the student's responsibility to advise the faculty of pregnancy, allergy, any acute or chronic health conditions, infectious diseases or any such conditions that may influence academic or clinical participation or affect the health and safety of themselves, their clinical education partners, patient, peers, faculty, or staff at Northwest College. The faculty also may restrict or reassign the student's clinical practice experiences when a health-related problem or potential problem exists.

Students are expected to be considerate of the health and safety of others by choosing to stay home when ill and contact the nursing faculty members for alternative methods for receipt of learning experience and opportunities for achieving the learning outcomes for the classroom, lab, or clinical experience. Students also must adhere to the health and safety rules and regulations of assigned clinical agencies, including vaccination policies, masking, and COVID-19 testing if required. Instructors may ask students to leave the clinical facility and forfeit their clinical experience if they do not comply with the clinical facility health and safety processes that include vaccination documentation, exemption approval, masking, eye protection, and/or COVID-19 testing. Furthermore, students who are unable to complete their required clinical objectives due to non-compliance with clinical agency health and safety requirements may be dismissed from the program.

In the case of extended interruption of classroom or clinical activities due to hospitalization or health related circumstances, the student will be required to communicate with the nursing instructor and may be asked to provide a written statement from a qualified health care provider regarding any restrictions or required accommodations before being allowed to resume classroom and clinical activities.

Clinical Compliance Requirements

As a provision of the clinical education contract with the clinical facilities, **current** immunization documentation, skill certifications, and documentation of other clinical facility requirements are **mandatory** for the duration of the program. A current list of requirements is maintained in Castle Branch Compliance Tracking. Students must establish an account with Castle Branch as part of the entrance process and can view and update clinical requirements and program requirements through Castle Branch for the duration of the program. Students who allow their immunizations, certifications, or other facility requirement documentation to expire while in the program will be suspended from clinical experiences until they are in-compliance within the Castle Branch tracker. Missed clinical days follow the absence policy. These absences will be counted as unexcused and need to be made up.

Waiver forms are available for students who choose not to vaccinate for certain diseases. Students are required to submit a vaccination waiver prior to clinical experiences. Please be advised that all students enrolled in health-related programs must comply with the clinical partner requirements to participate in the required clinical experiences in the program. At this time, we have clinical agencies that honor vaccination waivers within their facility, and we will route students with waivers to those facilities to meet their outcomes. However, the clinical agency requirements may change at any time. **In the case that there are no clinical opportunities for the students using a vaccination waiver to meet clinical outcomes, vaccination compliance will be required to progress in the program.**

Impairment-Free Policy

Nursing students must be free of illegal drugs, alcohol intoxication, or prescribed medication that impacts the health and safety of college employees, peers, clinical institution staff, or patients during participation in any part of the Northwest College Nursing Program including classroom, laboratory, and clinical settings. The use of illicit drugs, alcohol, or other drugs with the potential for impairing clinical judgment and performance by students is prohibited on Northwest College and clinical partner properties. Please note that you are responsible for complying to the Wyoming State law regarding legality of recreational or prescribed drugs. Therefore, students must comply with this policy and will be required to complete an incoming drug screen and will be subject to random or for reasonable suspicion drug screening throughout the program.

Consequences:

Negative drug/alcohol test result:

Students will continue to participate in nursing program coursework.

Positive drug/alcohol test result:

Students will be suspended from nursing program coursework until review by the Medical Review Officer and appropriate Northwest College staff. As part of the review, documentation may be required from a healthcare provider affirming that the detected drug is a legal, prescribed medication.

If through the review process, it is determined that the legal, prescribed medication alters the student's ability to provide safe patient care, the student will be placed on clinical experience suspension until medication adjustments can be made and a second drug screening test can occur.

If the student is intoxicated and/or tests positive for blood alcohol (above 20 mg/dl 0.02) during clinical experiences, the student will be sent home, placed on suspension, and an investigation conducted. At the conclusion of the investigation, the Nursing Program Director will determine the student's ability to remain in the program or be dismissed.

If the student tests positive for any drug considered illegal by Federal or Wyoming State law, such as Marijuana or its derivatives in any form, the student will be dismissed from the program.

Refuses drug/alcohol test: The test will be considered positive, and the student will be dismissed from the program.

Chemical Impairment Policy

The Northwest College Nursing Program faculty defines the chemically impaired student as a person who, while in an academic or clinical setting, is under the influence of alcohol, illegal drugs or over-the-counter drugs, prescription medications, inhalants, or synthetic designer drugs, or has abused, either separately or in combination: alcohol, illegal drugs, over-the-counter drugs, inhalants, or synthetic designer drugs. Inappropriate use of the substances includes episodic misuse or use that has produced psychological and/or physical symptoms of impairment. The nursing faculty will intervene with the chemically impaired student in the established procedure.

I. Procedure for intervention when chemical impairment is suspected in a student.

A. Assessment

1. Observation Checklist completed any time student is in the student role and impairment is suspected.

B. Intervention

If one or more of the signs/behaviors on the observation checklist are observed in the student, the faculty member will take the following action:

After obtaining a witness, the faculty member and witness approach the student suspected of impaired behavior follows this procedure:

- 1) Remove student to a private area to preserve confidentiality. With the witness present, question the student regarding the use of any substances

and, if used, what, when, and how much it was used and by what route it was taken. Discuss the sign(s) and/or behavior(s) observed and allow the student to provide a brief verbal explanation.

- 2) If the signs and symptoms on the observation checklist provide probable suspicion of impairment, the student will be asked to immediately submit a urine test at the nearest lab facility. Students will be advised of their right to refuse such testing, including dismissal policy.
- 3) If a student refuses to immediately submit a urine sample for drug screening, this refusal is considered a positive test for substances. The student will be sent home from clinical and suspended from engaging in clinical, lab, and classroom activities until further notice. The faculty will immediately notify the Nursing Program Director. Consultation with the Division Chair or the Vice President of Academic Affairs regarding next steps will take place next.
- 4) If student agrees to submit for drug screening, a faculty member will call the Nursing Program Coordinator or designated other faculty member for immediate assistance (considering that the other students cannot be abandoned in the clinical, lab, or classroom setting).
 - a. Testing will take place as soon as possible at nearest testing facility. The faculty will follow the chain of custody protocol and the program will assume costs of drug screening. If student requires transportation to nearest lab facility for testing, student transportation is arranged according to faculty discretion in consultation with the Director of Nursing or designee
 - b. The student is informed of the faculty's responsibility to excuse a student who appears physically or mentally unable to provide safe, effective supportive client care; the student is relieved of further classroom, clinical, or laboratory responsibilities for the day. The possibility of a make-up clinical, lab or classroom activity may be given at the discretion of the faculty in consultation with the Director of Nursing. The student and instructor work together to arrange for student's safe transportation home.
 - c. A report of observed student behaviors indicative of impairment prepared by the involved faculty member is submitted to the Director of the Nursing program. The director will inform appropriate faculty members also involved with the student on a "need to know" basis.
 - d. A copy of this report will be placed in the student file. The Division Chair and Vice President for Academic Affairs will confer on next steps.
- 5) Student with a positive test will have the following options:
 - a. Students receiving a positive result from the drug screen for a properly prescribed and utilized medication will follow the "Impairment Free Policy" in the Nursing Student Handbook.
 - b. The student may choose to withdraw from the program.
 - c. The student testing positive for an illegal drug will be dismissed from the program.

- 6) A negative result in any drug screen allows the student to continue in the program but placed on probation relating to impaired judgement and patient safety concerns.

II. Procedure for when a student is randomly selected for random-drug screen.

- A. Students will be randomly chosen by outside vendor agency. NWC staff or vendor agency staff will approach students, inform them of their being chosen for random drug screen, and will immediately take them to the nearest bathroom facility.
- B. NWC staff or vendor agency staff will inform the student that a urine sample must be obtained and provide them with the items necessary to gather this sample.
- C. NWC staff or vendor agency staff will remain in or near the bathroom facility until urine sample is obtained. If a student is unable to provide a sample within 2 hours, the student will be considered positive.
- D. Once the urine sample is obtained, the NWC staff or vendor agency will follow the chain of custody protocol outlined by the nearest hospital lab or vendor facility.
- E. Consequences of results will follow the “Impairment Free Policy” in the Nursing Student Handbook.

New Criminal or Abuse Activity Policy

Students enrolled in any Northwest College nursing, allied health, or EMS program are required to disclose all criminal history accurately and completely prior to, and during their enrollment. Even though the student has successfully passed the background check required to enter the program, this policy includes reporting all criminal history (felonies, misdemeanors, serious traffic violations, citations, probation violations, and failures to appear) that occurs following your acceptance, and throughout the duration of your enrollment in the program. If unsure as to whether something falls within the requirements of reporting, students are required to report and check in with the Nursing Program Coordinator. For each arrest, charge, or conviction, the student must report the date, location, and outcome. Upon discovery that the student has failed to report any part of their criminal history, the student may be immediately dismissed from the program and may be denied future enrollment.

Procedure

This procedure applies to all Northwest College nursing, allied health, and EMS students. Should a criminal incident occur, the student shall notify the Nursing Department Program Assistant via email within 2 days of being arrested, charged, convicted of any crime, or being identified as an alleged perpetrator, reported perpetrator, or accused person in an abuse investigation. The Director of Nursing/Allied Health/EMS and the appropriate program coordinator will be notified. Students will be notified by the Director or designee that they are placed on suspension and may not attend clinical experiences following criminal incident until clearance from the Director has been granted. A new background check through Castle Branch may be required at the student’s own expense.

STEP ONE: Reporting Criminal or Abuse Activity

Responsible Party: Student

Action: Contact the Nursing, Allied Health, and EMS Department Program Assistant via email, Nursing@nwc.edu, and report the criminal or abuse activity. If it is after business

hours, email the Nursing Program Coordinator, Davette.Frey@nwc.edu. Currently, the student is suspended from all clinical activity. Missed clinical experiences will need to be made up and will be considered unexcused absences.

STEP TWO: Initiation of Documentation of Reported Criminal or Abuse Activity

Responsible Party: Program Assistant for Nursing, Allied Health, and EMS Department

Action: Contact the student to provide documents and instructions for completion of the Report of New Criminal or Abuse Activity Form. Notifies the Director of Nursing/Allied Health/EMS and the appropriate program coordinator.

STEP THREE: Completion of the Report of New Criminal or Abuse Activity Form

Responsible Party: Student

Action: Within 24 hours of receiving the document from the Nursing Program Assistant, Allied Health, and EMS Department, complete and submit the Report of New Criminal or Abuse Activity Form to the Nursing/Allied Health/EMS Program Director.

STEP FOUR: Review of New Criminal or Abuse Activity

Responsible Party: Director of Nursing/Allied Health/EMS

Action: Notifies appropriate program coordinators of student's report and placement of student on suspension from clinical experiences pending review.

Reviews the Report of New Criminal or Abuse Activity Form alongside the appropriate program coordinator. Gathers any additional information needed and may request students submit for a new background check through Castle Branch if deemed necessary. Makes decision based on information gathered to determine action to be taken. Decisive action will be taken by the Director of Nursing/Allied Health/EMS. Notification of the decisive action will be communicated to the student and appropriate program coordinator by the Director of the Nursing/Allied Health/EMS.

Outcomes

Review of information will include prior criminal or abuse history, pattern of criminal or abuse activity, legal restrictions relating to attendance in college or clinical experience participation, risk posed to the college, other students, clinical partners, and/or patients. Based on the review of this information, the following outcomes will occur.

APPROVED: Student will be approved to continue in their program.

RESTRICTED APPROVAL: Student will be given restricted approval to continue in the program on probation. The probationary status will follow the handbook process that includes a contract and regular meetings with the Director of Nursing/Allied Health/EMS or designee.

DISMISSAL: Student will be dismissed from the program. Examples of dismissible criminal or abuse activity are convictions that are deemed serial in nature, legal restrictions that prevent attendance in college or clinical experience participation, high risks for the college, students, clinical partners and/or patients, unresolved arrests, probation violations, warrants, sex offender status, false statement about criminal history, or founded/substantiated abuse. Dismissal will

also occur if the student does not cooperate with the reporting procedure, misses deadlines for submitting documentation, refuses additional background checks through Castle Branch, provides false/misleading information, or omits information.

NORTHWEST COLLEGE TECHNICAL STANDARDS

The purpose of the Nursing Program is to educate students to meet the program outcomes and to ensure that no graduate will pose a danger to the patient. Nursing students will receive both classroom and clinical instruction in multiple nursing specialty areas (Medical/Surgical, Maternal/Child, Pediatric, Mental Health, etc.) and will be required to demonstrate competency in each area.

The student must be able to demonstrate, with or without reasonable accommodation, physical, cognitive, and behavioral abilities required for satisfactory completion of all aspects of the program curriculum and clinical agency requirements. Any applicant who has met the necessary academic prerequisites and can, with or without reasonable accommodation, meet and/or perform the Nursing Program Technical Standards will be accepted for admission.

Prior to entrance and for the duration of the program students must be free from communicable diseases, infection, psychological disorders and other conditions that present a threat to, or negatively impact the safety and wellbeing of faculty, other students, patients, or would prevent the successful performance of the responsibilities and tasks required in the Northwest College Nursing Program.

Prior to entrance individuals will be asked to verify that they can meet the following Nursing Program Technical Standards with or without accommodation(s) and complete a pre-entrance physical examination form verified by a health care provider.

Please carefully read the Nursing Program Technical Standards.

Functional Ability	Standard	Examples of Required Activities
Gross Motor Skills	Gross motor skills sufficient to provide the full range of safe and effective patient care activities.	Move within confined spaces such as treatment room or operating suite. Assist with turning and lifting patients. Administer CPR.
Fine Motor Skills	Fine motor skills sufficient to perform manual psychomotor skills	Pick up and grasp small objects with fingers such as insulin syringe, pills.
		Perform tracheotomy suctioning, insert urinary catheter.

Physical Endurance	Physical stamina sufficient to remain continuously on task for up to 12-hour clinical shift while standing, sitting, moving, lifting, and bending to perform patient care activities	Walk/stand for extended periods of time; turn, position, and transfer patients. Manually resuscitate patients in emergency situations.
Physical Strength	Physical strength sufficient to perform full range of required patient care activities	Push and pull 50 pounds. Lift/move heavy objects from 35 – 50 pounds.
Mobility	Physical ability sufficient to move from room to room and maneuver in small spaces; full range of motion to twist/bend, stoop/squat, reach above shoulders and below waist and move quickly; manual and finger dexterity; and hand-eye coordination to perform nursing activities	Move around in work area and treatment areas. Position oneself in the environment to render care without obstructing the position of other team members or equipment
Hearing	Auditory ability sufficient for physical monitoring and assessment of patient health care needs.	Hear normal speaking level sounds. Hear auscultatory sounds. Hear auditory alarms (monitors, fire alarms, call bells). Hear cries for help.
Visual	Normal or corrected visual ability sufficient for accurate observation and performance of nursing care.	See objects up to 20 feet away. Visual acuity to read calibrations on 1 ml syringe. Assess skin color (cyanosis, pallor).
Tactile	Tactile ability sufficient for physical monitoring and assessment of health care needs.	Feel vibrations (pulses). Detect temperature changes. Palpate veins for cannulation.
Smell	Olfactory ability sufficient to detect significant environmental and patient odors	Detect odors from patients (foul smelling drainage, alcohol breath). Detect smoke.
Communication	Oral communication skills sufficient to communicate in English with accuracy, clarity and efficiency with patients, their families, and other members of the health care team, including non-verbal communication, such as interpretation of facial	Give verbal directions to or follows verbal directions from other members of the healthcare team and participate in health care team discussions of patient care. Elicit and record information about health history, current

	<p>expressions, affect and body language.</p> <p>Demonstrate the development of mature, sensitive, and effective relationships with patients and their families, supervisors, and coworkers.</p>	<p>health state and responses to treatment from patients or family members.</p> <p>Convey information to patients and others as necessary to teach, direct and counsel individuals in an accurate, effective, and timely manner.</p> <p>Recognize and report critical patient information to other caregivers.</p>
<p>Conceptual/Spatial Abilities</p>	<p>Conceptual/spatial ability sufficient to comprehend three-dimensional and spatial relationships.</p>	<p>Comprehend spatial relationships to properly administer injections, start intravenous lines, assess wounds of varying depths, and recognize normal/abnormal anatomy.</p>

<p>Emotional/ Behavioral & Professional Attitudes and Interpersonal Skills</p>	<p>Demonstrate honesty, integrity and ethical behavior including adherence to the professional nursing code of conduct.</p> <p>Present professional appearance and demeanor, compassion, concern for others, interest for the welfare of others.</p> <p>Demonstrate emotional stability and appropriate behavior sufficient to assume responsibility/ accountability for actions.</p> <p>Emotional health requires them to utilize their intellectual abilities fully, exercise good judgment, complete all responsibilities attendant to the nursing diagnosis and care of patients promptly, and safely.</p> <p>Must be able to adapt to changing environments, to display flexibility, and to learn to function in the face of uncertainties inherent in the clinical problems of many patients.</p>	<p>Establish rapport with patients, instructors, and colleagues.</p> <p>Respect and care for persons whose appearance, condition, beliefs, and values may conflict with their own.</p> <p>Deliver nursing care regardless of patient's race, ethnicity, age, gender, religion, sexual orientation, or diagnosis.</p> <p>Conduct themselves in a composed, respectful manner in all situations and with all people.</p> <p>Work with teams and workgroups.</p> <p>Establish and maintain therapeutic boundaries.</p> <p>Demonstrate emotional skills to remain calm and maintain professional decorum in an emergency/stressful situation.</p> <p>Demonstrate prompt and safe completion of all patient care responsibilities.</p> <p>Adapt rapidly to changing environment/stress.</p>
		<p>Exhibit ethical behaviors and exercise good judgment.</p> <p>Self-aware and able to determine when support or assistance is needed to care for client properly and safely.</p>

Cognitive/ Quantitative Abilities	Reading comprehension skills and mathematical ability sufficient to understand written documents in English and solve problems involving measurement, calculation, reasoning, analysis, and synthesis. Follow instructions and safety protocols.	Calculate appropriate medication dosage given specific patient parameters. Analyze and synthesize data and develop an appropriate plan of care. Collect data, prioritize needs and anticipate reactions. Transfer knowledge from one situation to another. Accurately process information on medication container, physicians' orders, monitor and equipment calibrations, printed documents, flow sheets, graphic sheets, medication administration records, other medical records and policy and procedure manuals.
Clinical Reasoning	Ability to reason over time about a patient's changing condition and/or changes in the clinician's understanding.	Evaluate patient or instrument responses, synthesize data, draw sound conclusions.
Flexibility	Adapt to Nursing Department course scheduling policy.	Available to work the hours of an assigned schedule which could include any shift and day of the week.

After entrance to the Nursing Program, the student is responsible for notifying their nursing instructor of conditions that impact the student's ability to meet the Nursing Program Technical Standards. Any change in the student's ability to meet and/or perform the Nursing Program Technical Standards would require the student to provide appropriate documentation (as identified by the Nursing Program) that they once again meet Technical Standards.

Students will be caring for patients throughout their clinical rotations that are either chronically or acutely ill. Therefore, students must wear the appropriate PPE during patient care activities and follow the clinical institution's protocols for health and safety.

Reasonable Accommodations

Applicants who disclose a disability are considered for admission if they are otherwise qualified so long as such accommodation does not significantly alter the essential requirements of the curriculum and the educational program, or significantly affect the safety of patient care or others. When applicants or students disclose a disability, the provision of reasonable accommodations will be considered to assist these individuals in meeting these required technical standards.

Reasonable accommodations will be made to facilitate successful completion of the nursing curriculum and preparation for the national registry examination. Students interested in determining accommodations may contact Disabilities Support Services Coordinator at the Northwest College Student Success Services, 307-754-6227 Whether or not a requested accommodation is reasonable will be determined on a case-by-case basis in collaboration with the nursing faculty and Nursing Program Director (if needed) and the Student Success Center.

V. Academic Policy & Professional Guidelines

GRADING POLICY FOR THE NURSING PROGRAM

The Northwest College Nursing Program follows the letter-grading criterion as outlined in the Northwest College catalog. A minimum grade of 2.0, (C), 74% is required in each nursing and ADN academic plan course requirement to progress in the program and graduate with an ADN degree. Grades including math dosage calculation exams are calculated to the hundredths (XX.XX) and are **not rounded up or down**. The grading scale, as published by Northwest College and adapted by this Nursing Program, is as follows:

Grading Scale

A = 95 - 100%	4.0 points
A- = 90 – 94.99%	3.7 points
B+ = 87 – 89.99%	3.3 points
B = 84 – 86.99%	3.0 points
B- = 80 – 83.99%	2.7 points
C+ = 77 – 79.99%	2.3 points
C = 74 – 76.99%	2.0 points
C- = 71 – 73.99%	1.7 points
D+ = 68 – 70.99%	1.3 points
D = 65 – 67.99%	1.0 point
D- = 61 – 64.99%	0.7 point
F = Below 60.99%	0.0 point
U = Unsatisfactory	0.0 point
S = Satisfactory	0.0 point
W = Withdrawn	0.0 point
WI = Administrative Withdraw	0.0 point
I = Incomplete	0.0 point

Course Sequence Requirements

Students must successfully complete all courses in the ADN program of study in sequence, per the ADN Program of Study, with an "S", "Satisfactory", "C" or 74% or higher within each semester to progress to the next semester. **Final nursing course grades of 73.99% or below will not be considered a successful completion of the course and will result in dismissal from the program.** All courses required for graduation from the Nursing Program must be completed with a "C" 2.0 or better. **Students who are out of sequence with ADN plan of study courses are required to meet with their advisor immediately. The faculty member is required to meet**

with the Nursing Program Director to determine options for program progression or if dismissal and re-entry are required.

ASSIGNMENTS AND GRADING

Class assignments and learning resources are required to be submitted or viewed electronically; therefore, it is essential that students have a properly functioning computer that has internet capabilities and the Northwest College recommended minimum hardware requirements. These are listed in the computer requirements under the General Policies section of the handbook.

Although personal electronic/computer failure does not exempt students from assignment due dates, course work requirements, or examination deadlines, technical difficulties encountered by the student as a result of the Northwest College LMS problems or technical challenges with other vendors providing websites containing student assignments will be considered on a case-by-case basis by the faculty.

Classroom and/or Clinical/Lab/SIM Assignment Grading

To be eligible to receive full credit for assignments, the assignment must follow guidelines for completing the assignment. Assignments are to be submitted to the instructor of the course on the date and time specified to receive full credit.

- All late assignments will not be reviewed by faculty and will receive a score of “zero.”
- Extenuating circumstances for late assignments may be considered on an individual basis.

Exams

All nursing final exams will be proctored. Exams and quizzes within each nursing course will be proctored at the discretion of the course instructor. Students are informed of testing times and room locations and are expected to follow the proctoring processes outlined by the nursing faculty, student success center staff, using the ATI guidelines. Students requiring accommodations for testing must coordinate arrangements prior to testing time with their nursing faculty member and the Student Success Center staff.

All ATI final exams are offered twice and calculated as 20% of the overall course grade. All other exams throughout the course are calculated as outlined in the course syllabus. Students who arrive late for an exam may not take the exam and will receive a score of zero. Students who miss an exam may not make up the exam and will receive a score of zero.

Examination and Exam Question Review Policy

Testing Guidelines will follow the NCSBN Examination Candidate Rules:

1. All electronic devices (cell/mobile/smart phones, smart watches, MP3 players, fitness bands, jump drives, cameras, etc.) must be secured outside the testing area. All personal items must be stored outside the testing area.
2. Students may not access study notes, cell/mobile/smart phones, smart watches, MP3players, fitness bands, jump drives, cameras, or any other electronic device at any time during testing.

3. Bags, purses, wallets, watches of any kind, coats, hats or caps, hoodies over the head, outerwear, medical aids/devices, food or drink, gum/candy, lip balm, scarves/gloves are not allowed in the testing room.
4. Students may not remove examination items and/or responses (in any format) or notes about the examination from the testing room.
5. Students may not disclose or discuss with anyone information about the items or answers seen in the exam. This includes posting or discussing questions on the internet or social media websites.
6. Students may not reconstruct exam items using own or other memory of the exam.
7. Students may not seek help from any other person in answering items (in person, by phone, text or by email) during your examination.
8. Students may not copy or reconstruct exam items during or following the exam for any reason. Do not copy exam items word-for-word on the note boards provided.
Writing on any materials other than the note board is strictly prohibited. Do not make notes to yourself on your hands or anywhere on your body about items you see on the exam.
9. Students experiencing problems during the exam, raise your hand and the instructor will assist.
10. Students are given an opportunity to review exam questions after the completion of the exam with the intent to support student remediation efforts. Students will have the opportunity to review the exam immediately after taking the test, not to exceed 10 minutes. However, once the student exits the exam area and/or the exam closes, the exam questions will not be available. Faculty will review exam question statistics for errors and make grade adjustments as needed after the exam closes. Students may make an appointment with the instructor to discuss how to connect with resources that would facilitate their learning a concept. However, specific questions and answers on the test are not negotiable.
11. Students must leave the testing room immediately after reviewing the exam unless requested by the instructor to perform additional tasks before exiting. You may not re-enter the computer lab until the testing period has ended.
12. When testing, all items are to be **stored in personal vehicle or locker**. Keys are the exception to this rule and may be kept in the classroom during the exam with the permission of the instructor.

Homework & Group Assignment Policy

From date that grades are posted in Moodle, students will have seven (7) days to make an appointment with their instructor to discuss scoring of homework assignment. After the deadline has passed, scoring will not be adjusted. For group assignments, all members of the group are required to turn in the required forms as outlined in the course syllabus for any of the members to receive a score. Failure to follow the group assignment guidelines results in a zero for each group member. Late submissions will follow the assignment grading policy.

Skill Demonstration Grading

Nursing skills are introduced throughout the Northwest College Nursing Program through lab experiences. Instructors will inform students of the procedure for skill evaluation and time allowed for completion. Time will be formally established for students to practice skills and remediate with instructors. Informal skill practice in lab may be scheduled through an instructor. Instructor or designee must be present with students if the lab is used for skills practice.

Skills checklists with critical areas indicated will be provided to students prior to skill demonstration.

Students cannot satisfactorily complete a skill demonstration if a critical (make or break) area is omitted. Instructor discretion will be used to determine ‘Satisfactory’ completion of a skill demonstration when multiple non-critical elements are omitted, the student is disorganized or not prepared, exceeds time limits and/or other patient safety concerns arise.

Students who do not achieve a ‘Satisfactory’ score upon completion of the skill on the first attempt must remediate and return for a second demonstration with different instructor. The second demonstration will be evaluated in the same way as the first attempt. If, on the second demonstration, the student does not achieve ‘Satisfactory’ completion, a different instructor will evaluate the student’s third attempt, using the same process of evaluation. If, on the third attempt, the student does not ‘Satisfactorily’ complete the skill, the faculty member evaluating will confer with another faculty member to confirm unsatisfactory performance on the third attempt. If both instructors agree that the third attempt of the skill was unsuccessful, they will provide documentation of all three skill evaluation attempts to the Nursing Program Director for review. The suspension and progression policy will be followed and the final determination relating to dismissal will be made by the Director of Nursing.

Skills Demonstration Procedure

1. Students will report for the skill demonstration wearing Northwest College student uniform and following other dress code requirements.
2. Students will arrive on time and prepare for scheduled demonstration.
3. Instructor(s) will observe skill demonstrations and evaluate students using provided skills checklist.

ATI Requirement

The Northwest College Nursing Department utilizes ATI as required content that supplements the curriculum. All students, regardless of entry point, are required to purchase all the necessary ATI content as required for the Nursing Program. **Students are expected to successfully achieve Level II on all ATI proctored exams** in the first three semesters. Students scoring below the expected Level II benchmark will be required to remediate according to the instructor’s directions and scheduled to take the ATI exam a second time. The student’s highest ATI proctored test score will be used to calculate the student’s final course grade.

All ATI final exams (including the comprehensive predictor) are proctored face-to-face on the NORTHWEST COLLEGE Powell campus and are calculated as 20% of the overall course grade.

Nursing Course & ATI Exam	Gradebook score for ATI Proficiency score Level 3 or above	Gradebook score for ATI Proficiency scores Level 2 or above	Gradebook score for ATI Proficiency scores Level 1 or above	Proficiency Score cutoff
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NURS 1100 Concept Level 1 or ATI Fundamental Final Exam	100%	Pro-rated according to syllabus	Pro-rated according to syllabus	Any score below Level 2 is a zero
NURS 1200 Concept Level 2 Final Exam	100%	Pro-rated according to syllabus	Zero	Any score below Level 2 is a zero
NURS 2300 Concept Level 3 Final Exam	100%	Pro-rated according to syllabus	Pro-rated according to syllabus	Any score below Level 1 is a zero

Students in NURS 2400, fourth semester of the nursing program, are expected to achieve a score indicating a 90% probability or greater of passing the NCLEX on the ATI Comprehensive Predictor exam. Students scoring below the expected level of 90% probability of passing the NCLEX will be required to remediate according to the instructor's directions and scheduled to take the ATI Comprehensive Predictor a second time. The student's highest ATI Comprehensive Predictor score will be used to calculate 20% of the student's final course grade. Students performing at or above the 90% probability benchmark on the ATI Comprehensive Predictor will be calculated to an equivalent gradebook score using the NORTHWEST COLLEGE Nursing Department grading scale. Students performing below a 90% probability of passing the NCLEX on the ATI Comprehensive Predictor exam will receive a zero on the final exam grade.

CLINICAL EXPERIENCE

Post Clinical Conferences

Post-clinical conference discussions are a means of assisting students in evaluating their own effectiveness in the clinical area. They also serve to help faculty determine the student's level of understanding and response to clinical events to provide the student with appropriate, individualized learning experiences. Each student is expected to attend and participate in post-clinical conferences.

Forms of Clinical Experience

- I.** **Participatory Clinical Experiences:** Students may perform hands-on patient care and nursing care/skills under the direct supervision and assistance of Northwest College nursing faculty members. Participatory clinical ratio will not exceed 1:8. The clinical evaluation tool, clinical homework assignments, and clinical behavior assessment will be used to grade participatory clinical experiences.
- II.** **Ancillary Clinical Experiences:** Ancillary experiences are active observation. Students will receive guidelines from the instructor specific to each experience and the student's focus will be directed toward the objectives that must be completed. Students' hands-on participation is limited to CNA skills and scope of practice. If the student gives medication or performs a skill outside of the CNA scope in an ancillary

clinical setting (excluding skills allowed in item III: OB, ER, and OR) the student will be immediately suspended from clinical experiences and pending investigation, may result in possible dismissal. ‘Ancillary Feedback’ forms will be used in conjunction with written outcomes assignments (per course syllabus) to evaluate ancillary experiences. Students are expected to obtain all ‘Y’ on ‘Ancillary Feedback’ forms. Students attaining ‘N’ on the ‘Ancillary Feedback’ form will be addressed per the ‘As Needed Evaluation’ protocol.

III. ER, OB, or OR Experiences: Students participating in clinical experiences in the Operating Room, Obstetrical Units, or Emergency Room may start IVs and place foley catheters under the direct supervision of a staff RN after the student has been checked off in labs. Please note that medications may not be given (including lidocaine) without a Northwest College nursing instructor present. However, students may flush with saline to establish IV. Students rotating through the region’s Obstetrical units may perform cervical checks, and other OB specific skills under the direct supervision of the OB nurse.

Skill Lab/SIM Experiences: Students perform skills demonstrations and engage in simulation experiences with simulators and virtual reality scenarios, alongside the Northwest College nursing faculty. Multiple modalities of assessment are used to evaluate students in simulation. This includes, but is not limited to, the following: 1) vSim for Nursing - completion of pre- and post-simulation quizzes, the simulation, and SBAR reporting. Students also are required to complete relevant pharmacological, discharge, and concept map worksheets. 2)The students engaged in the simulation will be debriefed by the instructor using the Debriefing with Good Judgment model flowing through the three common phases of the debriefing process. 3)Standardized skills checklists are used to evaluate any skills that are checked off during simulation or skill labs.

IV. Preceptor Guided Clinical Experiences (4th semester ONLY): Preceptors are nurses working within the clinical facilities that have been orientated as a preceptor within the current academic year by the Northwest College faculty nursing faculty. Preceptors are nurses that are paired one-to-one with a final semester nursing student (NURS 2400) by the Northwest College faculty nursing faculty member. Preceptor nurses are designated with input from the clinical facility leadership using criteria outlined in the Northwest College Preceptorship Handbook.

Students are assigned a preceptor by the Nursing Program coordinator. Student-Preceptor pairs operate within the confines of the of the preceptor’s assignment for the shift. Students work the assigned nurse preceptor’s schedule to complete the required patient care duties, reporting and documentation duties as required within the medical record. Students are responsible for gaining approval and coordinating preceptorship schedule with the Nursing Program Coordinator. If a student needs to change the schedule or is experiencing challenges with the preceptor, the student must coordinate with the Nursing Program Coordinator to resolve the issues. If the assigned nurse preceptor is relocated during a shift off the medical-surgical unit for any reason, the student may follow the preceptor, and maintain the same guidelines outlined in the preceptorship experience.

If the student's assigned nurse preceptor is sent home for any reason, the student must receive instructions from the Northwest College nursing faculty member or Nursing Program Coordinator for next steps (reassignment or leaving as well). Preceptor-Student pairs follow the Medication Administration and IV Skill policies located within this handbook. Any skills or medication administration that is performed by the student outside the confines of the direct supervision of the assigned nurse preceptor will result in suspension, investigation, and potential dismissal proceedings. Preceptor guided clinical experiences are evaluated according to the 'Preceptor Feedback' form.

Clinical/Lab/SIM Grading

Students will be evaluated using a progressive clinical evaluation tool, clinical homework assignments, and clinical behavior assessment that demonstrate clinical growth from program beginning to end. Students are expected to utilize skills and knowledge gained from previous semesters and experiences.

Objectives for individual clinical/lab/SIM experience, as well as any other coursework requirements are outlined in each course syllabus. Clinical/lab/SIM grades will be entered into course gradebook and are weighted per course syllabus. Students receiving an "U" Unsatisfactory CET grade will be required to make up the clinical experience. Students with an overall clinical grade of below 74% or a CET average of Unsatisfactory "U" will not progress to the next semester and be dismissed from the program regardless of the didactic course grade.

Other forms of evaluation may include Nurse Preceptor feedback, Ancillary Staff feedback, written outcomes grading.

Clinical Skills

Skills may only be performed alongside a Northwest College nursing instructor, or while operating within the parameters of Active Observation, ER and OR experiences, or preceptor guided clinical experience guidelines in the handbook. **Students will never administer any form of medication, via any route, to any patient without the presence of a Northwest College nursing instructor or in their fourth semester alongside their assigned nurse preceptor, as outlined by the preceptor-guided clinical experiences.** Administering medications outside the parameters as outlined in the nursing student handbook constitutes practicing without a license and will result in suspension, an investigation, and possible dismissal proceedings.

Students are responsible for their own actions and are accountable to the parameters for skill performance and medication administration. If there is a question, it is the student's responsibility to ask before you act. If in doubt about whether it is okay to give medications or practice a skill, the answer is 'no' until you receive confirmation from your nursing instructor.

Skills documentation provides a means of tracking skills performed by the student which have been observed by Northwest College nursing faculty or designated nurse. Students are responsible for obtaining instructor or observing nurse signatures on the Skills Log.

Clinical Incident Procedure

Clinical incident reports are required in the case where an actual or potential error occurred that jeopardized or could jeopardize a client's or student's safety in the clinical setting. The

generation of an incident report prompts immediate remedial action by the nursing instructor in collaboration with the student and the facility where the incident occurred. The student is responsible for immediately reporting the incident to the nursing instructor and working with the nursing instructor to begin the paperwork process. The incident form is available from the nursing instructor and requires completion by the student and nursing instructor prior to forwarding it to the Nursing Program Coordinator and Director of Nursing. Once the student reports the incident, it is the nursing clinical faculty member's responsibility to work with the clinical facility staff to follow the facility's incident protocol in addition to the Northwest College Nursing program protocol.

ATTENDANCE POLICY

The Nursing Department and Faculty of Northwest College will adhere to the following attendance policy:

Class Absence or Tardy

Nursing students are discouraged from missing any learning activity. This includes synchronous learning at a distance via Zoom. The third unexcused absence from lecture will prompt the implementation of the "Problematic/Disciplinary" behavior protocol, resulting in a Warning Letter, contract, and probation.

Tardy is defined as arriving at a synchronous Zoom lecture or any face-to-face learning experience after the designated start time has passed. The third time the nursing student is tardy to lecture will prompt the implementation of the "Problematic/Disciplinary" behavior protocol, resulting in a Warning Letter, contract, and probation.

Clinical Absence or Tardy

Tardy is defined as arriving at a lab, simulation, or clinical site after the designated start time has passed. Students are required to arrive on time and participate in all scheduled lab and clinical experiences. Students who are tardy to clinical learning activities may not be allowed to stay and will be considered absent. If an unavoidable tardy is known, the student must connect with the instructor to determine if they should continue to their lab, simulation, or clinical destination or if they are not allowed to attend.

Students are asked to stay home and not attend any face-to-face experience if they are ill. Illness-related absences will be considered excused, and students are expected to work with their nursing instructor to reschedule labs, simulation, and clinical experiences and to meet learning outcomes of missed lab, simulation, and clinical.

If an absence is non-illness related and unavoidable, the absence will be determined to be 'excused' or 'unexcused' by the faculty who teach the course. The third unexcused absence from lab, simulation, or clinical will prompt the implementation of the "Problematic/Disciplinary" behavior protocol, resulting in a Warning Letter, contract, and probation.

No matter the circumstances, all clinical absences are required to be made up. Students who lack clinical experience are expected to work with their instructor and be willing to work weekends, evening, and breaks if necessary to make-up clinical hours. Students who are absent and do not notify instructor and do not attend clinical are considered a “no call/no show” and will be immediately escalated to “Problematic/Disciplinary” protocol per the Nursing Student Handbook, resulting in a Warning Letter, contract, and probation.

CLINICAL AND PROFESSIONAL DIRECTIVES

Violations of clinical and professional directions, which cause injury or potential injury to anyone, may result in the student being dismissed from the classroom, clinical/lab/SIM setting at the discretion of the faculty and the ‘As Needed Evaluation’ process will be initiated.

The discretion of the Nursing Program Director will be used to determine dismissal and/or the student’s eligibility for readmission.

Students may be sent home from a clinical experience and charged with an absence if instructor determines student is unsafe.

If student chooses not to comply with the health and safety measures established by Northwest College and clinical education partner policy, student will be subject to disciplinary action that may include probation or dismissal from the nursing program.

College Authorized Event

Students may request to attend a Wyoming Nursing Association (WNA) event or Student Nursing Association (SNA) event. If granted, resultant absences will be considered 'excused' and cannot exceed two clinical and two classroom sessions per semester. Student’s request will be denied if college sanctioned travel is not allowed, student is on probation, student’s nursing course average is below 74%, requested absences exceed acceptable limits of absences already incurred by student during the semester, or if clinical schedule cannot accommodate the request.

Safe Nursing Practice and Clinical Directives

Unsafe clinical practice is grounds for dismissal from the Nursing Program and is determined by the following:

1. Students will be required to adhere to national and state standards of practice and scope of practice within legal and ethical frameworks.
2. Students will be held accountable to adhere to the ANA Code of Ethics for Nurses and the International Code of Ethics for Nurses.
3. Students will be held accountable to adhere to the Wyoming State Board of Nursing (WSBN) Nurse Practice Act and the WSBN Rules and Regulations. <http://nursing.state.us>
 - a. Students are required to always adhere to individual facility policies (Policies will be reviewed with students prior to and during clinical learning experiences).
 - b. Students are required to always adhere to the medication administration policy.
4. Students must obtain instructor’s permission and receive instruction regarding skill performance prior to performing nursing skills. (See ‘Clinical Skills’).
5. Students must check in and out with instructor before leaving/entering the floor in clinical site experiences.

6. The consumption of drugs or alcohol prior to attendance of any classroom, clinical/lab/SIM experience is expressly forbidden. The unlawful use, possession, or distribution of a controlled substance as defined in Section I-V of Section 303 of the Controlled Substance Act (21 U.S.C. 812) and W.S. S35-7-1011 through 1022 and amendments thereof is forbidden.
7. Students will be expected to use good judgement and follow the processes for health and safety while participating in learning activities on the Northwest College campus and during clinical experiences in patient care areas.
8. Any student who appears to meet the definition of 'impaired' as stated in the 'Substance Abuse Policy' of the Nursing Student handbook will be immediately removed from the classroom, clinical/lab/SIM experience, and the 'Substance Abuse Policy' will be initiated by the Northwest College Nursing Program faculty, Nursing Program Coordinator and/or Director of Nursing.
9. Administration of medication without the presence of an instructor or a current Northwest College nursing program approved nurse preceptor during their assigned preceptorship rotation is grounds for dismissal.

Professional Attitude, Conduct and/or Behavior.

Unprofessional attitude, conduct and/or behavior is defined as the inability to work productively, constructively, and cooperatively with others. Expectations of professional attitude, conduct and/or behavior are upheld in the classroom, clinical/lab/SIM environments, and includes college sponsored events on and off campus.

Examples of unprofessional attitude/conduct and/or behavior are (not limited to):

1. Continual antagonism of instructors or classmates, and/or repeatedly causing dissension, among others.
2. Engaging in Facebook, Snap Chat, Instagram, and other social media activities, gaming, shopping, or browsing on any electronic device during testing, classroom, laboratory, clinical experiences, or other learning experiences.
3. Profanity
4. Intoxication, while in class, lab, in clinical experience, or on student's free time, while attending college sponsored event to the point that endangers self or other students, displays belligerent or otherwise unprofessional behavior is prohibited.
5. Breach in [ANA Code of Ethics for Nurses](#).
6. Violation of the [Northwest College Student Code of Conduct](#)
7. Failing to follow and/or violating clinical education partner health and safety protocols or policy.

Behavioral Expectations for College Sponsored Experiences/Activities

Nursing students may be granted the privilege to represent Northwest College Department of Nursing, as well as the profession of nursing, at several off-campus experiences to include (but not limited to) community service events, health fairs, and nursing student conferences. While these experiences take place away from Northwest College campus, they are subject to all Northwest College Student Handbook, and Nursing Student Handbook policies.

During college-sponsored experiences/activities:

1. Students are required to always act professionally, and practice safely as outlined in the Nursing Student handbook and according to state and national standards. (See Professional Attitude, Conduct and/or Behavior in Nursing Handbook)
2. Students are expected to be on time, be prepared for each experience with the appropriate supplies/paperwork and ready to actively engage in the planned off-campus experience.

Confidentiality

Students are required to keep all information relating to patient's health confidential.

1. Students must adhere to HIPAA regulations which will be reviewed with students by the faculty and a HIPAA content module must be completed and signed by each student annually.
2. Students are expected to protect the private health information of peers, clinical partner staff, faculty, and Northwest College staff.
3. Texting, computer, cell phone communications and photos from smart phones, iPads, tablets, etc., as well as other forms of social media provide unintentional or intentional risks of breaching confidentiality and violating HIPAA regulations. Students are responsible for adhering to the guidelines as established by the ANA regarding social media. Click on [NCSBN Social Media Guidelines for Nurses Video](#).
4. Breach of confidentiality as defined in Federal HIPAA regulations and individual facility policies constitute grounds for dismissal from the program.
 - a. Tier one: unintentional violations will result in verbal and written reprimand with the student being placed on probation for the remainder of the program.
 - b. Tier two: intentional violations will result in dismissal from the Nursing Program without possibility for readmission.

Professional Appearance

All students are required to wear the Northwest College Nursing Student uniform during all clinical/lab/SIM experiences, and as directed by Northwest College Nursing Program faculty.

Students may be dismissed from the experience and charged with an 'unexcused' absence' by the Northwest College Nursing Program faculty, Nursing Program Coordinator, and /or Nursing Program Director if professional appearance criteria are not followed.

The student uniform includes:

1. Northwest College nursing student uniform with appropriate Northwest College nursing program embroidered logo.
2. Solid white, grey, or black socks
3. Solid white or solid black shoes, comfortable, well-fitting, which totally enclose the foot.
4. The student's own college-issued photo ID was worn on uniform.
5. Optionally black lab coats, and/or white undershirt or approved red undershirts may be worn with the uniform and must have student name tag.
6. Watch with ability to monitor seconds.
7. Appropriate face covering as required by clinical facility (check with instructor to determine level of face covering required)
8. Eye protection meeting OSHA requirements

Additional Clinical Requirements:

1. Stethoscope with a diaphragm and bell
2. A black fine point ballpoint pen

3. Learning resources as directed by instructor.

Tattoo Policy

All visible tattoos on the arms, wrists and front or back torso must be covered with clothing. Tattoos on the hands, head, neck, and fingers may remain uncovered.

Jewelry

Acceptable jewelry includes a wedding band only (no high-profile rings or other rings are acceptable). One pierced post-style (stud) earring in each ear lobe is permitted. All other visible body piercings are not permitted and must be removed prior to entering the clinical site. Students are not permitted to wear bracelets (except for Medic Alert bracelet), chains, necklaces, drop earrings or rings with stones in clinical environments.

Hair

Mustaches and beards are permitted per facility policy, but must be clean, trimmed, and well-groomed. Hair must be neatly styled and groomed. Hair longer than collar-length must be pulled back from the face and secured neatly in a manner to prevent hair from falling in the face (ponytail, braid, or bun). Long braids or ponytails must be secured to prevent falling over the shoulder. Bangs are acceptable if they are out of eyes.

Nails

Artificial nails/nail tips are prohibited in all clinical environments. Nails must be natural, neatly maintained at length no longer than the fingertip, and kept free of debris and polish.

Hygiene

Good personal hygiene is a responsibility of each student and is respectful of patients and colleagues in the clinical environment. Students are expected to bathe regularly, to conduct proper oral hygiene, and in general to prevent offensive body odors. Scented soaps, lotions, perfumes, and colognes may offend or illicit allergic responses among patients and clinical staff and should be avoided while students are engaged in clinical settings. Students must be clean and free of any offensive body odors, including cigarette odors.

Gum/tobacco

No gum chewing, vaping (use of e-cigarettes) or tobacco products allowed during clinical experiences. While on campus, students are expected to adhere to the [Northwest College Standards of Student Conduct Smoking Policy.](#)

Off-Hour Clinical Site Behavior and Appearance

1. Students obtaining information for care plan development or clinical paperwork, outside the assigned clinical timeframe, must check in with the institution's supervisor upon arrival.
2. Students must be wearing appropriate face covering as required by the institution, student ID, lab coat (if desired) and state their purpose for being in the institution to the clinical area supervisor.
3. Students going to the clinical areas to get assignments or to do reference work from charts are prohibited from wearing blue jeans, tank tops, tee shirts, shorts, flip flops, bare midriffs, excessively tight clothing, low cut tops, and/or see-through fabrics.

4. Students must inform the supervisor of the institution prior to accessing the medical record and check out with the institution's staff when leaving.
5. Students may not perform any kind of hands-on patient care activity with any patient outside of the clinical assignment timeframe.
6. All confidentiality and professional behavior requirements apply.

Community Service

Community service is a valued component of Northwest College Nursing Program's mission and desire to be a part of the community we serve. Therefore, community service is a required part of nursing coursework. Community Service expectations will be outlined by the instructor and expected to be completed by each student with the appropriate documentation by the end of each semester. **Failure to fulfill the community service expectation will result in an 'I'/'Incomplete' final course grade.** Once the community service time is made up, the grade will be converted to the earned grade in the course. If the mutually agreed upon deadline has passed for the community service completion, the grade will convert to 'U,' Unsatisfactory, resulting in a failure to progress in the program.

VI. Medication Administration and IV Skill Policies

Northwest College ADN Nursing Program

1. Students **may not** give medications in ‘active observation’ settings.
2. The term ‘designated nurse’ applies to nurses working within the facility that the Northwest College nursing instructor agrees is acceptable to accompany student for direct supervision during student’s implementation of a particular skill except for medication administration.
3. The term ‘designated preceptor’ is defined as a current Northwest College nursing program approved nurse preceptor during their assigned preceptorship rotation in their fourth semester.
4. Associate Degree Nursing students **will not** be responsible for carrying the narcotic keys.
5. Any scheduled or non-scheduled medication prepared, administered, and recorded by an Associate Degree Nursing student **must** be co-signed by an instructor (or designated preceptor if applicable) from Northwest College on the Medication Administration Record and any record that is required per hospital policy.
6. **Nursing students may not give medications without the presence of the instructor or designated preceptor (as defined in #3 above).**

General Medication Skills				
Route or Skill	1 st Semester	2 nd Semester	3 rd Semester	4 th Semester
Oxygen administration	Connecting tubing, transferring from wall oxygen to portable oxygen. All other actions relating to oxygen delivery or titration must be with an instructor or designated nurse.	Connecting tubing, transferring from wall oxygen to portable oxygen. All other actions relating to oxygen delivery or titration must be with an instructor or designated nurse.	Connecting tubing, transferring from wall oxygen to portable oxygen. All other actions relating to oxygen delivery or titration must be with an instructor	Connecting tubing, transferring from wall oxygen to portable oxygen. All other actions relating to oxygen delivery or titration must be with an instructor
Pediatric clients (clients under the age of 18)	YES, w Instructor	YES, w Instructor	YES PO, IV, Nebulizer, IM meds w Instructor	YES, PO or IM, IV or Nebulizer Instructor or Designated Preceptor
Oral * *chemotherapy drugs follow facility protocol	YES, w Instructor	YES, w Instructor	YES, w Instructor	YES, w Instructor or Designated Preceptor
Sublingual	YES, w Instructor	YES, w Instructor	YES, w Instructor	YES, w Instructor or Designated Preceptor
Subcutaneous	YES, w Instructor	YES, w Instructor	YES, w Instructor	YES, w Instructor or Designated Preceptor

Intradermal	YES, w Instructor	YES, w Instructor	YES, w Instructor	YES, w Instructor or Designated Preceptor
Intramuscular	YES, w Instructor	YES, w Instructor	YES, w Instructor	YES, w Instructor or Designated Preceptor
Rectal	YES, w Instructor	YES, w Instructor	YES, w Instructor	YES, w Instructor or Designated Preceptor
Eye/Ear drops & Nasal	YES, w Instructor	YES, w Instructor	YES, w Instructor	YES, w Instructor or Designated Preceptor
Transdermal/Topical* *chemotherapy drugs follow facility protocol	YES, w Instructor	YES, w Instructor	YES, w Instructor	YES, w Instructor or Designated Preceptor

IV-related Skills

Route or Skill	1st Semester	2nd Semester	3rd Semester	4th Semester
Add medication to IV containers	No	YES, w Instructor	YES, w Instructor	YES, w Instructor or Designated Preceptor
IV push	No	No	YES, w Instructor	YES, w Instructor or Designated Preceptor

IV Code drug administration	No	No	No	No
Moderate or Conscious Sedation IV	No	No	No	No
Paralytics IV	No	No	No	No
IV chemotherapy medications	No	No	No	No
Monitor and/or Infuse Blood/Blood products	No	No	YES, w Instructor No for children under 18	YES, w Instructor or Designated Preceptor No for children under 18
Make medication adjustments via change to PCA pump or syringe pumps	No	No	YES, w Instructor No for children under 18	Yes, w Instructor or Designated Preceptor No for children under 18
Set up PCA pump	No	No	YES, w Instructor or accompanied by Designated Nurse with instructor's consent	YES, with Instructor or Designated Preceptor

Spike bag & Prime line	No	YES, w Instructor	Independent with Instructor's consent	Independent with Instructor or Designated Preceptor's consent
IV piggy back	No	No	YES, w Instructor	YES, w Instructor or Designated Preceptor

Peripheral IV

Route or Skill	1st Semester	2nd Semester	3rd Semester	4th Semester
IV fluid/solution change from one solution to another in an existing peripheral IV	No	YES, w Instructor	YES, w Instructor or accompanied by Designated Nurse with instructor's consent to include central lines	YES, w Instructor or Designated Preceptor to include central lines
Changing saline lock to continuous infusion by connecting new IV fluid/solution to a peripheral IV	No	Yes, w Instructor	YES, w Instructor or accompanied by Designated Nurse with instructor's consent to include central lines	YES, w Instructor or Designated Preceptor to include central lines
Flush peripheral Saline locks for maintenance of patency	No	Yes, w Instructor	YES, w Instructor or accompanied by Designated Nurse with instructor's consent	YES, w Instructor or Designated Preceptor
Regulate flow of peripheral line infusions	No	Yes, w Instructor	YES, w Instructor or accompanied by Designated Nurse with instructor's consent	YES, with Instructor or Designated Preceptor
Perform peripheral Venipunctures to include saline flush to establish placement	No	YES, w Instructor	YES, w Instructor or Designated Nurse with Instructor's consent <u>No children under 12</u>	YES, w Instructor or Designated Preceptor <u>except for children under 12</u>

Change established peripheral IV to saline lock	No	YES, w Instructor	Independent with Instructor's consent or accompanied by Designated Nurse with Instructor's consent	Independent with Instructor or Designated Preceptor's consent
Change IV administration set for established peripheral lines	No	YES, w Instructor	Independent with Instructor's consent or accompanied by Designated Nurse with Instructor's consent	Independent with Instructor or Designated Preceptor's consent
Set up for peripheral IV infusions for administration via pump	No	YES, w Instructor	Independent with Instructor's consent or accompanied by Designated Nurse with Instructor's consent	Independent with Instructor or Designated Preceptor's consent

Discontinue peripheral IV lines	No	YES, w Instructor	Yes, with Instructor or accompanied by Designated Nurse with Instructor's consent	Independent with Instructor or Designated Preceptor's consent
Change peripheral IV-line dressing to include site insertion care	No	Yes, w Instructor	Yes, with Instructor or accompanied by Designated Nurse with Instructor's consent	Independent with Instructor or Designated Preceptor's consent
Monitor peripheral line infusions	No	YES, w Instructor	Independent with Instructor consent or accompanied by Designated Nurse with Instructor's consent	Independent with Instructor or Designated Preceptor's consent
Central & PICC lines				
Route or Skill	1st Semester	2nd Semester	3rd Semester	4th Semester
Regulate flow of PICC line or other central line infusions	No	No	YES, w Instructor or accompanied by Designated Nurse with instructor's consent NO for children under 18	YES, w Instructor or accompanied by Designated Nurse with instructor's consent NO for children under 18
Flush Saline or Heparin in PICC or Central Lines for maintenance of patency	No	No	YES, w Instructor or accompanied by Designated Nurse with instructor's consent	YES, w Instructor or Designated Preceptor
Perform PICC line insertion	No	No	NO	NO
Discontinue PICC lines, arterial lines, or any other central lines	No	No	NO	NO
Monitor central line infusions	No	No	Yes, w Instructor or accompanied by Designated Nurse with Instructor's consent	Independent with Instructor or Designated Preceptor's consent

VII. Faculty and Staff Contact Information

Faculty and Staff	Room Number	Phone Number	Email Address
Nursing Program Coordinator			
Davette Frey	YB 150	754-6481	Davette.Frey@nwc.edu
Full Time Faculty			
Billy Crawford	YB158	754-6483	Billy.Crawford@nwc.edu
Joneen Costigan	YB 160	754-6284	Joneen.Costigan@nwc.edu
Jessica Heny	YB149	754-6494	Jessica.Heny@nwc.edu
Jillian Taylor	YB148	754-6479	Jillian.Taylor@nwc.edu
Denise Schuler	YB 159	754-6478	Denise.Schuler@nwc.edu
Adjunct Faculty			
Samantha Brinklow			Samantha.Brinklow@nwc.edu
Barbara Mullaney			Barbara.Mullaney@nwc.edu
Nichole Gutierrez			Nichole.Gutierrez@nwc.edu
Ashley Love			Ashley.Love@nwc.edu
Senior Office Assistant	YB 161	754-6484	Nursing@nwc.edu
Director of Nursing/Allied Health/EMS, and Chairperson of Health Professions Division			
Dr. Marneé Crawford	YB162	754-6474	Marnee.Crawford@nwc.edu
Administration			
Mr. David Erickson, Interim Vice President of Academic Affairs	ORB126C	754-6235	David.Erickson@nwc.edu

NORTHWEST COLLEGE NURSING PROGRAM

RN Nursing Student Handbook

By signing below, I acknowledge that I have received an orientation to the Northwest College ADN Nursing Program Student Handbook and am aware of where to access it for future reference. I understand and acknowledge that these policies will be utilized in determining my fulfillment of the requirements of the program, my ability to continue in the Nursing program. I understand I will be notified in a timely manner of changes and that it is my responsibility to access the handbook and ask the instructor for assistance in understanding the policies.

Signature

Date

Printed Name

