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Introduction

This Nursing Program Student Handbook is intended to supplement the policies, rules, and regulations applicable to students attending NWC and as provided for in the Northwest College Student Handbook. Differences exist between the Northwest College Student Handbook and the Nursing Student Handbook and relate to National and State Standards of Practice, hospital/facility polices and public safety. The provisions set forth in this handbook shall supersede previous versions of the NWC Nursing Student Handbook and the NWC 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. In the event that revisions or additions to the Nursing Handbook are required, they become effective immediately and students are notified in verbal and written form in a timely manner.

It is the student's responsibility to read carefully the entire Nursing Handbook and comply with all policies and handbook procedures. Students are required to sign a statement acknowledging receipt and agreement with the content found in this Handbook. Students are responsible for keeping their Nursing Handbook updated.

I. Nursing Program Mission & Vision

Mission:

To prepare students as entry-level nurses who provide quality nursing care within the healthcare system.

The NWC Nursing Program recognizes the values, worth, and uniqueness of students preparing to practice in Wyoming, and accepts the challenge of providing a pathway for educational and career mobility.

Vision:

The nursing program is focused on enhancing clinical judgment, 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

The NWC nursing faculty subscribes to the following statements:

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 have the opportunity to 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.
In order to best facilitate a seamless pathway for students to enter nursing and continue their education, the NWC Nursing Faculty have been an active part of the creation of a statewide associate degree nursing curriculum: Revolutionizing Nursing Education in Wyoming (ReNEW). Students completing the LPN Program are eligible for application as Advanced Placement into the NWC ADN Program.

The NWC Program supports the ReNEW Mission and Vision:

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

III. Nursing Program Conceptual Framework

The nursing faculty believes that building a strong foundation by mastering the art and science of nursing leads to competent nursing practice. The curriculum is guided by professional standards in the National League for Nursing’s Core Competencies for Practical/Vocational Nursing Programs and the scope of practice for Licensed Practical Nurses as directed by the Wyoming State Board of Nursing.

The curriculum is organized with six (6) core concepts that are threaded through each course to provide the foundation for appropriate delivery of effective, safe, competent, and appropriate nursing care to diverse populations in a variety of health care settings. The progressive simple to complex development of these concepts leads to achievement of leveled student learning outcomes.
### IV. Nursing Program Leveled Student Learning Outcomes

<table>
<thead>
<tr>
<th>CCC Definition</th>
<th>Safety: Minimize the risk of harm to patients and providers through system effectiveness and individual performance.</th>
</tr>
</thead>
<tbody>
<tr>
<td>PSLO (PN) 1</td>
<td>1. Provide safe nursing care within the healthcare system.</td>
</tr>
</tbody>
</table>
| Semester       | Semester 1:  
NRST-1000: Fundamentals  
NRST-1688: Pharmacology  
NRST-1705: Clinical Experience I (Fundamentals)  
| Semester 2:  
NRST-2605: Maternal Child  
NRST-1745: Nursing Care of Adult I (Chronic M/S)  
NRST-1735: Clinical Experience II (Chronic Diseases, Maternal Child)  
| Semester 3:  
NRST-1635: Mental Health Nursing  
NRST 2615: Nursing Care of Adult II (Acute M/S)  
NRST-2755: Clinical Experience III (Acute Diseases, Mental Health)  |
| SSLO           | Adhere to nursing safety standards when providing nursing care.  
Begin to use strategies to reduce the risk of harm to patients and providers with consideration for professional standards.  
Begin to apply the role of the nurse in promoting safe practice. |
| Semester       |  
NRST-1000: Fundamentals  
NRST-1688: Pharmacology  
NRST-1705: Clinical Experience I (Fundamentals)  
| Semester 2:  
NRST-2605: Maternal Child  
NRST-1745: Nursing Care of Adult I (Chronic M/S)  
NRST-1735: Clinical Experience II (Chronic Diseases, Maternal Child)  
| Semester 3:  
NRST-1635: Mental Health Nursing  
NRST 2615: Nursing Care of Adult II (Acute M/S)  
NRST-2755: Clinical Experience III (Acute Diseases, Mental Health)  |
| SSLO           | Identify the role of the nurse in supporting patient safety.  
Identify the role of the nurse in supporting patient safety.  
Begin to apply the role of the nurse in promoting safe practice. |

<table>
<thead>
<tr>
<th>CCC Definition</th>
<th>Clinical Judgment: The educated conclusion at which a nurse arrives guided by the nursing process and evidence of best practice.</th>
</tr>
</thead>
<tbody>
<tr>
<td>PSLO (PN) 2</td>
<td>2. Incorporate prior knowledge, current research, and clinical experience in decision-making.</td>
</tr>
</tbody>
</table>
| Semester       | Semester 1:  
NRST-1000: Fundamentals  
NRST-1688: Pharmacology  
NRST-1705: Clinical Experience I (Fundamentals)  
| Semester 2:  
NRST-2605: Maternal Child  
NRST-1745: Nursing Care of Adult I (Chronic M/S)  
NRST-1735: Clinical Experience II (Chronic Diseases, Maternal Child)  
| Semester 3:  
NRST-1635: Mental Health Nursing  
NRST 2615: Nursing Care of Adult II (Acute M/S)  
NRST-2755: Clinical Experience III (Acute Diseases, Mental Health)  |
| SSLO           | Identify the steps of the nursing process to provide care  
Begin to apply the nursing process for plans of care and promotion of health.  
Begin to use evidence-based practice and clinical findings to care for patients. |
|               | Identify the role of evidence and appropriate sources  
Begin to incorporate evidence and appropriate sources |
<table>
<thead>
<tr>
<th>CCC Definition</th>
<th>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.</th>
</tr>
</thead>
<tbody>
<tr>
<td>PSLO (PN) 3. Demonstrate leadership skills as part of an interprofessional team to promote desired outcomes.</td>
<td></td>
</tr>
<tr>
<td>SSLO</td>
<td>Discuss the leadership role of the nurse in the healthcare system.</td>
</tr>
<tr>
<td></td>
<td>Recognize the role of the nurse in healthcare delivery</td>
</tr>
<tr>
<td>CCC Definition</td>
<td>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.</td>
</tr>
<tr>
<td>PSLO (PN) 4. Use effective communication and advocacy to provide individualized care.</td>
<td></td>
</tr>
<tr>
<td>SSLO</td>
<td>Determine individual client needs using Maslow’s Hierarchy of Human Needs.</td>
</tr>
<tr>
<td>Distinguish between the concepts and principles of effective and therapeutic communication.</td>
<td>Recognize effective communication techniques to establish therapeutic relationships.</td>
</tr>
<tr>
<td>---</td>
<td>---</td>
</tr>
<tr>
<td>Explore the nurse’s role in advocacy.</td>
<td>Identify the need for advocacy in patient care.</td>
</tr>
</tbody>
</table>

**CCC 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.

**PSLO (PN)**

5. Practice within the core values, principles, and standards of the nursing profession.

<table>
<thead>
<tr>
<th>Semester</th>
<th>PSLO (PN)</th>
<th>Semester 2:</th>
<th>Semester 3:</th>
</tr>
</thead>
<tbody>
<tr>
<td></td>
<td>Explore the core values of professional nursing.</td>
<td>Explore the legal and ethical base for nursing practice, including scope of practice.</td>
<td>Explore the legal and ethical base for nursing practice, including scope of practice.</td>
</tr>
<tr>
<td></td>
<td>Recognize core values and principles of the nursing profession.</td>
<td>Identify legal and ethical standards to the scope of practice.</td>
<td>Identify legal and ethical standards to the scope of practice.</td>
</tr>
<tr>
<td></td>
<td>Demonstrate adherence to the core values and principles of the nursing profession.</td>
<td>Demonstrate adherence to the core values and principles of the nursing profession.</td>
<td>Demonstrate adherence to the core values and principles of the nursing profession.</td>
</tr>
</tbody>
</table>

**CCC 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.

**PSLO (PN)**

6. Utilize the nursing process and a broad knowledge base to maximize health.

<table>
<thead>
<tr>
<th>Semester</th>
<th>PSLO (PN)</th>
<th>Semester 2:</th>
<th>Semester 3:</th>
</tr>
</thead>
<tbody>
<tr>
<td></td>
<td>Explore the core values of professional nursing.</td>
<td>Explore the legal and ethical base for nursing practice, including scope of practice.</td>
<td>Explore the legal and ethical base for nursing practice, including scope of practice.</td>
</tr>
<tr>
<td></td>
<td>Recognize core values and principles of the nursing profession.</td>
<td>Identify legal and ethical standards to the scope of practice.</td>
<td>Identify legal and ethical standards to the scope of practice.</td>
</tr>
<tr>
<td></td>
<td>Demonstrate adherence to the core values and principles of the nursing profession.</td>
<td>Demonstrate adherence to the core values and principles of the nursing profession.</td>
<td>Demonstrate adherence to the core values and principles of the nursing profession.</td>
</tr>
<tr>
<td>SSLO</td>
<td>Describe concepts of health promotion to provide care across the lifespan.</td>
<td>Begin to contribute to evidence-based plans of care to manage health and promote quality of life.</td>
<td>Adapt evidence-based care that reflect changes in health status.</td>
</tr>
</tbody>
</table>

CCC - Core Curricular Concept  
PSLO - Program Student Learning Outcome  
SSLO - Semester Student Learning Outcome
V. Nursing Program Measurements of Effectiveness

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

Meets the Standards of the College and Regulatory Agencies

The Practical Nursing Certificate will continue to meet the standards of:
- Northwest College
- Wyoming State Board of Nursing

Program Completion Rates

Eighty percent (80%) of students who begin the Practical Nursing Certificate program and who do not voluntarily withdraw will satisfactorily complete the program within 1.5 years with a ‘C’ or better.

Licensure Rates of Graduates

75% of PN program graduates taking the NCLEX-PN exam will pass on the first attempt.

Employment of Graduates

Ninety percent (90%) of newly licensed PN program graduates seeking employment will be employed within six to nine months of graduation.

Program Satisfaction

Graduates:
- Ninety percent (90%) of the graduates of the PN program who respond to the survey will indicate either ‘agree’ or ‘strongly agree’ the degree to which the employer/graduate is satisfied with the program.

Employers:
- Ninety percent (90%) of the employers of the PN program graduates who respond to the employer survey will indicate either ‘agree’ or ‘strongly agree’ the degree to which the employer is satisfied with the program.
VI. Code of Ethics for Nurses

Provisions

1. The nurse practices with compassion and respect for the inherent dignity, worth, and uniqueness 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 takes action consistent with the obligation to promote health and to provide optimal care.

5. The nurse owes the same duties to self as to others, including the responsibility to promote health and safety, preserve wholeness of character and integrity, maintain competence, and continue personal and professional growth.

6. The nurse, through individual and collective effort, establishes, maintains, and improves the ethical environment of the work setting and conditions of employment that are conducive to safe, quality health care.

7. The nurse, in all roles and settings, advances the profession through research and scholarly inquiry, professional standards development, and the generation of both nursing and health policy.

8. The nurse collaborates with other health professionals and the public to protect human rights, promote health diplomacy, and reduce health disparities.

9. The profession of nursing, collectively, through its professional organizations, must articulate nursing values, maintain the integrity of the profession, and integrate principles of social justice into nursing and health policy.

2015 American Nurses Association Code of Ethics

www.nursingworld.org/ethics
VII. Maslow’s Hierarchy of Human Needs

- **Physiological**: breathing, food, water, sex, sleep, homeostasis, excretion
- **Safety**: security of body, of employment, of resources, of morality, of the family, of health, of property
- **Love/Belonging**: friendship, family, sexual intimacy
- **Esteem**: self-esteem, confidence, achievement, respect of others, respect by others
- **Self-Actualization**: morality, creativity, spontaneity, problem solving, lack of prejudice, acceptance of facts
VIII. LPN Standards Related to Scope

<table>
<thead>
<tr>
<th>Wyoming State Board of Nursing</th>
</tr>
</thead>
<tbody>
<tr>
<td>LPN Standards Related to Scope</td>
</tr>
</tbody>
</table>

**Assessment**

1. Contribute to the assessment of the health status of clients by:
   a. Recognize client characteristics that may affect the client’s health status;
   b. Gather and record assessment data; and
   c. Demonstrate attentiveness by observing, monitoring, and reporting signs, symptoms and changes in client condition in an ongoing manner to the supervising registered nurse (RN) or physician.

**Nursing Diagnosis**

2. Utilize/apply nursing diagnosis (formulated by RN) as a foundation for implementing interventions:

**Planning**

3. Contribute to the development and modifications of the plan of care by:
   a. Plan episodic nursing care for a client whose condition is stable and predictable;
   b. Assist the registered nurse or supervising physician in identification of client needs and goals; and
   c. Determine priorities of care together with the supervising RN or Provider.

**Implementation**

4. Implement aspects of a client’s care consistent with the LPN scope of practice in a timely and accurate manner including:
   a. Follow nurse and Provider orders and seek clarification of orders when needed;
   b. Administer treatments, medications, and procedures;
   c. Attend to client and family concerns or requests;
   d. Provide health information to clients as directed by the supervising RN or Provider or according to an established education plan; and
   e. Promote a safe client environment.
   f. Institute preventive measures to protect client, others, and self;
   g. Intervene on behalf of a client when problems are identified;
   h. Communicate client information to health team members including:
      1. Client concerns and special needs;
      2. Client status and progress;
      3. Client response or lack of response to interventions; and
      4. Significant changes in client condition; and
   i. Document the nursing care the LPN provided.

**Evaluation**

5. Contribute to evaluation of the plan of care by:
   a. Gather, observe, record, and communicate client responses to nursing interventions; and,
   b. Modify the plan of care in collaboration with a RN based on an analysis of client responses.

**Education**

6. Providing health information to clients as directed by the supervising RN or Provider or according to an established educational plan; *(as stated above in Implementations 4d)*

**Delegation**

7. A LPN assigns and delegates nursing activities. The LPN shall:
   a. Assign nursing care within the LPN scope of practice;
   b. Delegate nursing tasks to CNAs, CNA IIs and MA-Cs. In maintaining accountability for the delegation, the LPN shall ensure that the:
1. CNA, CNA II or MA-Cs has the education, legal authority and demonstrated competency to perform the delegated task;
2. Tasks delegated are consistent with the CNA, CNA II or MA-C’s job description and can be safely performed according to clear, exact, and unchanging directions;
3. Results of the task are reasonably predictable;
4. Task does not require assessment, interpretation, or independent decision making during its performance or at completion;
5. Selected client and circumstances of the delegation are such that delegation of the task poses minimal risk to the client and the consequences of performing the task improperly are not life-threatening.
6. LPN provides clear directions and guidelines regarding the delegated task or, for routine tasks on stable clients, verifies the CNA, CNA II or MA-C follows each written policy or procedure when performing the delegated task;
7. LPN provide supervision and feedback to the CNA, CNA II or MA-C; and
8. LPN observe and communicate the outcomes of the delegated task.

IX. Course Requirements

All nursing courses are sequential and must be taken with the corresponding co-requisite nursing course(s) in each semester. Students must successfully complete all nursing and co-requisite courses in sequence with an ‘S’, ‘Satisfactory’, ‘C’ or 74% or higher within each semester in order 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.

PRACTICAL NURSING CERTIFICATE PROGRAM

There are 6 core courses in the Practical Nursing Certificate Program composed of a theoretical component and 3 courses composed of a clinical component. The theoretical component is graded on a letter basis. The clinical component is graded on “satisfactory/unsatisfactory” basis.

General Education Requirements

<table>
<thead>
<tr>
<th>Number and Title</th>
<th>Credits</th>
</tr>
</thead>
<tbody>
<tr>
<td>ENGL 1010 Introduction to Composition</td>
<td>3</td>
</tr>
<tr>
<td>MATH 1000 Problem Solving</td>
<td>3</td>
</tr>
<tr>
<td>*ZOO 2010 Human Anatomy and Physiology I</td>
<td>4</td>
</tr>
<tr>
<td>*ZOO 2020 Human Anatomy and Physiology II</td>
<td>4</td>
</tr>
<tr>
<td><strong>Total</strong></td>
<td><strong>14</strong></td>
</tr>
</tbody>
</table>

Core Courses

<table>
<thead>
<tr>
<th>Number and Title</th>
<th>Credits</th>
</tr>
</thead>
<tbody>
<tr>
<td>NRST 1000 Fundamentals of Nursing</td>
<td>4</td>
</tr>
<tr>
<td>NRST 1688 Pharmacology for Practical Nursing</td>
<td>4</td>
</tr>
<tr>
<td>NRST 1635 Mental Health Nursing for Practical Nursing</td>
<td>2</td>
</tr>
<tr>
<td>NRST 1705 Clinical Experience I for Practical Nursing</td>
<td>2</td>
</tr>
<tr>
<td>NRST 1735 Clinical Experience II for Practical Nursing</td>
<td>4</td>
</tr>
<tr>
<td>NRST 1745 Nursing Care of the Adult I for Practical Nursing</td>
<td>4</td>
</tr>
<tr>
<td>NRST 2605 Maternal Child Nursing I for Practical Nursing</td>
<td>4</td>
</tr>
<tr>
<td>NRST 2615 Nursing Care of the Adult II for Practical Nursing</td>
<td>4</td>
</tr>
<tr>
<td>NRST 2755 Clinical Experience III for Practical Nursing</td>
<td>5</td>
</tr>
<tr>
<td><strong>Total</strong></td>
<td><strong>33</strong></td>
</tr>
</tbody>
</table>

Prerequisites: ZOO 2010, Anatomy and Physiology I* and ENGL 1010, Introduction to Composition

*If Human Anatomy and Human Physiology are taken as separate courses (i.e. on-line), Human Anatomy must be taken prior to admission, with Human Physiology to be taken first semester.
First Semester (Spring)

<table>
<thead>
<tr>
<th>Course Code</th>
<th>Course Title</th>
<th>Credits</th>
</tr>
</thead>
<tbody>
<tr>
<td>ZOO 2020</td>
<td>Human Anatomy and Physiology II</td>
<td>4</td>
</tr>
<tr>
<td>NRST 1000</td>
<td>Fundamentals of Nursing</td>
<td>4</td>
</tr>
<tr>
<td>NRST 1688</td>
<td>Pharmacology for Practical Nursing</td>
<td>4</td>
</tr>
<tr>
<td>NRST 1705</td>
<td>Clinical Experience I for Practical Nursing</td>
<td>2</td>
</tr>
<tr>
<td><strong>Total</strong></td>
<td></td>
<td><strong>14</strong></td>
</tr>
</tbody>
</table>

Second Semester (Summer)

<table>
<thead>
<tr>
<th>Course Code</th>
<th>Course Title</th>
<th>Credits</th>
</tr>
</thead>
<tbody>
<tr>
<td>NRST 1745</td>
<td>Nursing Care of the Adult I for Practical Nursing</td>
<td>4</td>
</tr>
<tr>
<td>NRST 2605</td>
<td>Maternal Child Nursing for Practical Nursing</td>
<td>4</td>
</tr>
<tr>
<td>NRST 1735</td>
<td>Clinical Experience II for Practical Nursing</td>
<td>4</td>
</tr>
<tr>
<td><strong>Total</strong></td>
<td></td>
<td><strong>12</strong></td>
</tr>
</tbody>
</table>

Third Semester (Fall)

<table>
<thead>
<tr>
<th>Course Code</th>
<th>Course Title</th>
<th>Credits</th>
</tr>
</thead>
<tbody>
<tr>
<td>MATH 1000</td>
<td>Problem Solving</td>
<td>3</td>
</tr>
<tr>
<td>NRST 1635</td>
<td>Mental Health Nursing for Practical Nursing</td>
<td>2</td>
</tr>
<tr>
<td>NRST 2615</td>
<td>Nursing Care of the Adult II for Practical Nursing</td>
<td>4</td>
</tr>
<tr>
<td>NRST 2755</td>
<td>Clinical Experience III for Practical Nursing</td>
<td>5</td>
</tr>
<tr>
<td><strong>Total</strong></td>
<td></td>
<td><strong>14</strong></td>
</tr>
</tbody>
</table>

**PROGRAM TOTAL 47***

* includes prerequisites ZOO 2010 (4 credits) and ENGL 1010 (3 credits)

The credit/contact hours for the Practical Nurse degree are as follows:

<table>
<thead>
<tr>
<th>Course Code</th>
<th>Course Title</th>
<th>Credits</th>
<th>Contact Hours</th>
</tr>
</thead>
<tbody>
<tr>
<td>NRST 1000</td>
<td>Fundamentals of Nursing</td>
<td>4</td>
<td>52.5 hrs. lecture/15 lab</td>
</tr>
<tr>
<td>NRST 1688</td>
<td>Pharmacology for Practical Nursing</td>
<td>4</td>
<td>52.5 hrs. lecture/15 lab</td>
</tr>
<tr>
<td>NRST 1705</td>
<td>Clinical Experience I for Practical Nursing</td>
<td>2</td>
<td>90 hrs. clinical</td>
</tr>
<tr>
<td>NRST 1745</td>
<td>Nursing Care of the Adult I for PN</td>
<td>4</td>
<td>52.5 hrs. lecture/15 lab</td>
</tr>
<tr>
<td>NRST 2605</td>
<td>Maternal Child Nursing for Practical Nursing</td>
<td>4</td>
<td>60 hrs. lecture</td>
</tr>
<tr>
<td>NRST 1735</td>
<td>Clinical Experience II for PN</td>
<td>4</td>
<td>180 hrs. clinical</td>
</tr>
<tr>
<td>NRST 1635</td>
<td>Mental Health Nursing for PN</td>
<td>2</td>
<td>30 hrs. lecture</td>
</tr>
<tr>
<td>NRST 2615</td>
<td>Nursing Care of the Adult II for PN</td>
<td>4</td>
<td>52.5 hrs. lecture/15 lab</td>
</tr>
<tr>
<td>NRST 2755</td>
<td>Clinical Experience III for PN</td>
<td>5</td>
<td>225 hrs. clinical</td>
</tr>
</tbody>
</table>
### X. Nursing Program Approximated Costs

#### Practical Nursing Certificate Program

**APPROXIMATE BREAKDOWN OF COSTS**  
Approximate entrance test costs: $250.00

<table>
<thead>
<tr>
<th>THREE SEMESTERS</th>
<th>UNIFORMS/EQUIPMENT</th>
</tr>
</thead>
<tbody>
<tr>
<td>a.</td>
<td>2 uniforms (scrubs)  $ \ 150.00</td>
</tr>
<tr>
<td>b.</td>
<td>White shoes         $ \ 60.00</td>
</tr>
<tr>
<td>d.</td>
<td>Bandage scissors     $ \ 6.00</td>
</tr>
<tr>
<td>e.</td>
<td>Stethoscope          $ \ 80.00</td>
</tr>
<tr>
<td>f.</td>
<td>Penlight             $ \ 10.00</td>
</tr>
<tr>
<td>g.</td>
<td>Watch (with second hand or digital with seconds) $ \ 20.00</td>
</tr>
<tr>
<td><strong>TOTAL</strong></td>
<td>$ \ 326.00</td>
</tr>
</tbody>
</table>

<table>
<thead>
<tr>
<th>TUITION/FEES/BOOKS</th>
<th>Unifroms/Equipment</th>
</tr>
</thead>
<tbody>
<tr>
<td>In ADN, there is liability insurance 15.00</td>
<td></td>
</tr>
<tr>
<td>Course Fees</td>
<td>$ \ 856.00</td>
</tr>
<tr>
<td>College Tuition (In-State)</td>
<td>$ \ 5,232.00</td>
</tr>
<tr>
<td>HESI Fees</td>
<td>$ \ 421.50</td>
</tr>
<tr>
<td>Books</td>
<td>$ \ 1,100.00</td>
</tr>
<tr>
<td>Liability Insurance</td>
<td>$ \ 15.00</td>
</tr>
<tr>
<td><strong>TOTAL</strong></td>
<td>$ \ 7,624.50</td>
</tr>
</tbody>
</table>

| MISC. COSTS | **Travel/Lodging (to & from clinicals)** $ \ 800.00 |
|-------------| NCLEX Fees $ \ 200.00 |
| State Board Fees (Licensure, WY) | $ \ 190.00 |
| **TOTAL**   | $ \ 1,190.00 |

| APPROXIMATE TOTAL COSTS | $ \ 9,140.50 |
| (without room and board) | |

**Students must provide own transportation between the clinical facilities including, but not limited to; Powell, Worland, Lovell, Cody, and Basin. In addition, students may have to pay for food and housing during some clinical experiences.**
XI. NWC Administrative Organization Chart with Nursing Department
Nursing Student Handbook

Policies and Procedures
I. Admission Process

Students are admitted to the PN students each spring term. The application process and details for the student selection process is outlined in the application packet available online at www.nwc.edu/nursing. Scores on the TEAS test and the student’s GPA (grade point average) from the pre-requisite courses in the program of study are used to rank complete applications for acceptance into the nursing program. Applications are reviewed by the Director and faculty of the Nursing Program after the submission deadline. Applications that are incomplete or submitted past the application deadline will not be considered. Students are required to meet technical and physical requirements as part of a two-tiered admission process. Please see application information on the website for the most up to date information.

Practical Nursing Certificate Program
All materials must be received in the Nursing Department by the last Friday in October of each year.

Student Selection Process
1. Current Lab Science within the last 5 years
2. Math course (1000, 1400) within the last 5 years or Accuplacer or ALEKS placement at MATH 1000
3. Students have completed all the pre-requisite courses & provided state issued Certified Nursing Assistant documentation within the online application.
4. Students have completed the TEAS test and met the individual score requirement
5. Students have met the cumulative GPA requirement of 2.5 in using ENGL 1010 and ZOOL 2010
6. Students have submitted official transcripts from all schools to registrar.
7. Students have submitted application online by the deadline.
8. Students have met with PN Coordinator.

Students who wish to apply but are currently enrolled in a pre-requisite course during the fall semester will be placed on an alternate list.

Policy for Mid-Program Admission
The PN program only admits mid-program admissions for returning students (re-admission) or transferring students in the summer. NWC’s PN program does not permit program entrance in the fall semester. An applicant must be in good standing with NWC and NWC’s nursing department or transfer institution to be considered for admission mid-program. The time period between the applicant’s last day in their previously attended nursing program and first day of the summer 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 and will be required to apply for the entire program.

The applicant must submit a letter of request for mid-program admission to the PN Coordinator and/or Director of Nursing no later than April 15. If a position is available, the applicant will be asked to demonstrate competency and proficiency up to the end of the previous semester through satisfactory skill demonstration and content testing as outlined by the PN Program Coordinator.

The applicant must also 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
admission 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. The technical standards must be completed by the applicant and the pre-entrance physical examination must be completed by a healthcare provider no later than April 15.

Should a limited amount of space be available, applicants will be chosen based on the following criteria:

1. Interview with the Director of Nursing and PN Program Coordinator
2. Content Testing Scores
   - HESI: Fundamentals
   - HESI: Pharmacology
   - Other National Test from another Institution (i.e. ATI or Kaplan)
3. Skill Demonstration
   - Skill: Physical Assessment
   - Skill: Indwelling Foley Catheter
   - Skill: Medication Administration

The Director and the Program Coordinator will review the applicant's performance in previous nursing classes, consult with the PN program faculty, and consider evaluations/feedback from a variety of sources while the student was in the program when making the determination for re-entry. The applicant will be notified in writing regarding his/her acceptance or denial into the PN nursing program mid-program.

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 by 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 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 Director of Nursing shall do so by the following:
- Direct interaction with and supervision of the students in the clinical area related to clinical activities, including simulation, clinical pre and post conference.
- Participation in collaborative conversations with other faculty to support student success
- Ensuring that each student in the clinical section completes a self-evaluation/Clinical Evaluation Tool as required by instructor
- Conduct periodic meetings as needed with students to discuss evaluations and collaboratively develop a plan for needed changes.
- Review Preceptor and ancillary feedback
- Midterm and End of Semester evaluations
- Providing feedback to student 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:

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

**Semester Evaluation**

Students will be evaluated on a midterm and end of semester basis by the Northwest College nursing 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. Students meeting learning outcomes may request a one-on-one meeting with faculty to discuss their evaluations. Students not meeting learning outcomes will be required to meet with faculty and/or the Nursing Program Coordinator and/or Nursing Director.

**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 remediation plan that addresses the areas of concern and outline areas needing improvement and support student success. The Nursing faculty, Nursing Program Coordinator, and Director of Nursing will follow the protocol outlined below:

1. **Problematic/disciplinary behavior documented.** Problematic behavior will be documented in writing by faculty, discussed with student and placed in the student’s academic file. The student, Nursing Program Coordinator and Director of Nursing 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, very serious lapse in meeting the expectations outlined in the Nursing Student Handbook becomes evident, the steps below will be followed:
   
   a. **Warning Letter:**
   Warning Letter outlining the student’s continuation of problematic behavior or lapse in meeting the expectations outlined in the Nursing Student Handbook. The letter will be composed by the Nursing Program Coordinator in conjunction with the faculty member initiating the Warning Letter.

   b. **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 in order 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.
c. **Probationary Status & Contract:**
Upon collaboration with the NWC 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. Student may petition the faculty for removal from probation at the end of one semester on probation. If successful, the probationary status will be removed. If the petition is unsuccessful, the probationary status remains for the remainder of the program. 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 Director of Nursing will be scheduled to discuss progression or dismissal from the program.

d. **Monthly Progress:** The Nursing Program Coordinator will collaborate with nursing faculty to determine student’s performance/progress toward the goals outlined in the contract. Student will meet monthly with the Director of Nursing or designee 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 contract, a meeting with the Director of Nursing will be scheduled to discuss progression or dismissal from the program.

### Student Suspension
Students who fail to comply with NWC Nursing Program standards, policies and procedures will be contacted by faculty and/or the Nursing Director 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 Director, the student will be placed on suspension from Nursing Program until the student has taken the proper and necessary steps to meet with the faculty and/or Director and resolve all issues of concern. Students placed on suspension will not be allowed to attend Nursing classes, clinical learning experiences or other Nursing Program activities. Examples of behaviors that can result in suspension include but are not limited to:

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

### 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, however students will need go through the process of withdrawal from nursing courses and take care of financial aid/business office obligations.
- For withdrawal from nursing courses outside the withdrawal timeframe, students will need to contact the Registrar’s office for withdrawal through the Student Appeals process outlined in the NWC Student Handbook.
- Formal notification to the nursing department and an exit interview with the Director of Nursing or designee is required if the student plans to seek readmission to the Nursing Program.
- The student will be required to reapply for admission to the Nursing Program following the ‘Readmission’ policy outlined in the Nursing Student Handbook.

### PROGRESSION
All nursing courses are sequential. Students must successfully complete all nursing and courses within the program of study with a ‘C’, ‘S’, ‘Satisfactory’, 74% or higher within each semester as scheduled according to the academic plan in order to progress to the next semester.

Students who fail a non-nursing course, thus fall out of sequence with their academic plan, must immediately contact their advisor to determine ability to remain in the nursing program.

Failure to successfully complete (C or above) any nursing course within sequence within each semester render the student ineligible to progress to the next semester.

An “S” (Satisfactory) is required for clinical skill check offs. If the student is unable to satisfactorily complete a required skill check-off after the third attempt, a meeting will be scheduled with the Director of Nursing for possible dismissal from the program.

DISMISSAL

Students exhibiting behaviors/actions outside the expectations outlined in the NWC 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 Director of Nursing may choose to dismiss the student from the program immediately without continuing the ‘As Needed Evaluation’ protocol.

Dismissal from the NWC Nursing Program does not impact classes outside of the nursing curriculum, unless there has been a breach of Northwest College Student Handbook policy. Dismissible offenses include but are not limited to the following:

- Unprofessional attitude, conduct and/or behavior as outlined in the Nursing Student Handbook.
- Violation of Northwest College Student Handbook policy and procedures.
- 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.
- Violation of facility or Nursing Student Handbook policies that jeopardize facility relationships and/or penalize the NWC Nursing Program from future facility experiences and opportunities.
- Violation of the substance abuse policy resulting in positive screening result that is validated by medical professional documentation.
- Federal HIPAA Violations
  - Tier one: unintentional violations will result in verbal and written reprimand with probation for the remainder of the program.
  - Tier two: intentional access will result in dismissal from the Nursing Program without readmission option.
- Failing to meet leveled learning outcomes in all nursing courses indicated by a final course average of ‘C’, 74% or ‘S’, Satisfactory.
  - Failing to obtain a “C”, ‘S’, ‘Satisfactory’, or 74% or higher in core nursing courses after two attempts will result in dismissal without the option of re-entry.
  - Failing to complete coursework within designated deadline will result in the conversion of ‘I’ Incomplete grade to ‘F’ for final grade.
- 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/NWC staff, classmate, or faculty member.
• Failing to obtain a “C” 74% or higher in a general education course required for the Nursing Program degree after three (3) attempts results in dismissal without the option for readmission.
• Violation(s) of Academic dishonesty policy or plagiarism as defined by Northwest College.
• Consistent failure to comply with the policies and procedures set forth by NWC and/or the Nursing Department or additional violations while in probationary status.

Re-entry following dismissal may be considered if evidence is presented that reflects that the problem or problems related to the dismissal have been or are being resolved. Re-entry may be denied based on past academic performance, 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 Director of Nursing in collaboration with evidence presented by the Nursing Program Coordinator and Nursing Faculty.

**Student Due Process**
Students wishing to appeal a faculty or administrative decision are assured 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 Life and Health Sciences 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 NWC Student Handbook.

**Completion Requirements/Graduation**
Students of NWC’s 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 NWC.

Completion of NWC specific degree/certificate requirements (in good standing) permits a student to graduate from NWC 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/certificate, students will be eligible to take the National Council Licensure Examination. A passing score on the examination allows them to use the title of Licensed Practical Nurse. Graduates may seek employment in the state in which they are licensed.

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**III. Student Services & General Information**

**STUDENT SERVICES**

Nursing Students are encouraged to access a variety of Student Services via the Northwest College website.
**Accident and Health Insurance**

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

**Liability Insurance**

Professional liability insurance is purchased annually (usually at the beginning of the fall semester) as an embedded fee through the course registration process and is valid for one academic school year.

**Library and Reference**

Students are urged to use the NWC Hinckley Library facilities and on-line data bases. Visit the [Hinckley Library](#) page on the NWC 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 houses computers explicitly for nursing student use donated through the generosity of Dr. Haberland. Students are expected to respect the posted signs indicating ‘no food or drink’ and to keep the computer lab neat and orderly. Nursing students may use the computer lab during any of the times available on the posted ‘lab schedule’ outside the computer lab entry door. No children are allowed in the nursing computer lab during or after regular working hours without obtaining permission in advance from the Nursing Program Coordinator or the Director of Nursing. Students are expected to be courteous to other users by using their own personal headphones and keeping the noise level down. For computer problems encountered in the computer lab during the regular work day, contact a NWC Nursing Program faculty if available. If unavailable, follow protocol outlined on the [Computing Services](#) website.

**Student Activities and Organizations**

NWC 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 NWC ‘[Student Life](#)’ website for more information.

**Class Representatives**

The role of the class representatives is intended to facilitate communication between the faculty and the student body. The class representative is not intended to serve as a mediator for conflict among class members, policy maker for class activities, mandate fund-raising efforts, or enforce compliance with decisions made by the faculty or other class members.

1. Each incoming cohort will be asked to select class representatives during the first semester of Nursing School. The term of the representatives is for the duration of their program of study. Should the elected student(s) not continue in the program, choose to resign from the designation of representative or if the elected student is placed on probation, the class will be asked to elect another representative.

2. The elected student representative (s) will serve as a liaison with the faculty and will attend one faculty meeting each month. The representative (s) from each class, or designee, will also serve on the Nursing Advisory Board and are expected to attend biannual meetings of their respective Boards.

3. The class representative (s) will be responsible for coordinating the pinning ceremony events with the Director of Nursing or designee. The class members are expected to serve in various capacities during the pinning ceremony.

**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 an individual, but may not solicit donations or funding as a class representative. Students wishing to raise funds toward costs incurred during nursing school or 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 nursing program have the opportunity to 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 on the NWC Campus in Powell.

**Financial Aid**
Students at NWC may obtain scholarships and financial aid according to need and ability as determined by NWC or by the guidelines of the granting agency. Forms and inquiries concerning this aid may be obtained from the Director of Financial Aid at NWC. Northwest College is in compliance with Higher Education Re-authorization Act Title IV eligibility and certification requirements are maintained. For more information visit ‘Financial Aid’ on the NWC website.

**Tuition and Fees**
- The costs for attending Northwest College is located on the ‘Admissions Costs & Deadlines’ section of the NWC website. Students in the Nursing Program will incur additional expenses for travel, lodging, equipment, supplies and course fees. Approximated costs of the nursing program are outlined in the Nursing Student Handbook.
- Students are encouraged to apply for available scholarships and are responsible for making the appropriate financial arrangements with the financial aid and business office. Official transcripts will not be sent from NWC until all financial obligations have been paid.

**Academic Code of Conduct**
Students are responsible for adhering to the NWC Academic Code of Conduct. Violations in the academic integrity will follow the procedure outlined in the NWC Student Handbook.

**Academic Advisement**
All nursing students must be assigned a nursing advisor. Whenever possible the student will have the same advisor throughout the three semesters in the Nursing Program. Students can request a change of advisor from the Academic Services Office. All students are required to attend advising day each semester while in the Nursing program to ensure that:
- Students are in sequence with required courses
- Grades for required courses are satisfactory; “S” or “C” 74% or higher
- Students are meeting program requirements for progression and continuation in the program

A degree audit must be completed and brought with the student during the fall semester advising day for PN students

Although PN students will not be registering for classes in the final semester of the program, students will still be required to attend advising day in the final 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

Additional advising appointments may be initiated by either the student or the faculty advisor.

**Student Health Services**
Student health services are available on the campus of NWC. Please refer to NWC Student Health & Safety for more information regarding this service.
Counseling and Testing Services
The nursing faculty does not provide personal counseling. This service is available through the Student Success Center in the lower level of Coulter Hall. 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 NWC Student Success Center.

Students with Disabilities
Northwest College is dedicated to removing barriers and opening access for students with disabilities in compliance with ADAAA 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 lower level of Colter Hall. Students can also visit the NWC Disability Support website for more information.

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 or for ‘call’. 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 special permission is obtained from the instructor, Nursing Program Coordinator and/or Director of the Nursing Program or designee prior to any learning experience.
• For the sake of client safety, a student cannot work a shift or take call just prior to the assigned clinical time without permission from the instructor. 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. Further referral to the Director of the Nursing Program or designee from a nursing faculty member will ensue if concerns persist.

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. Cell phones may not be on person while in clinical experiences. The instructor reserves the right to keep the phone until class, clinical or learning activities are complete if the cell phone is used or visible. 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.

**Tobacco**
Smoking, e-cigarettes (vaping) or any other form of tobacco use is not allowed in the Yellowstone Building or at clinical facilities.

**Change of Name and Address**
The student is responsible to notify 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 online nature of the PN Program coursework, it is essential that students have a properly functioning computer that has internet capabilities and the NWC recommended minimum hardware requirements. Students have multiple opportunities to utilize computer labs on campus and are required to be aware of computer resources on campus and/or for maintaining proper function of personal computer. Electronic/computer failure 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**
Each student in each graduating class is expected to participate in the Pinning Ceremony to mark the completion of the program of study in nursing. Under the direction and approval of the Director of Nursing 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 pinning ceremony. Slideshows are shown prior to the beginning of the pinning ceremony and during the reception only. The slideshow and music must be approved by the Director of Nursing or designee.

For the pinning ceremony, students will wear clinical uniforms, white 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. Students arriving for pinning in inappropriate dress will not be permitted to participate in the ceremony.

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

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**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 interfere with academic or clinical progress. The faculty reserves the right to restrict the student's clinical practice when a health related problem or
potential problem exists. Students must adhere to the health and safety rules and regulations of assigned clinical agencies.

In the event of extended interruption of classroom or clinical activities due to hospitalization or health related circumstances, the student will be required 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.

**IMMUNIZATIONS & CPR REQUIREMENTS**

The Nursing Department has a contract with each of the health care facilities which are utilized for student learning experiences. A provision of these contracts requires that all students enrolled in the Nursing Program show proof of immunity for a variety of disease processes and current CPR certification.

Our clinical facilities require **American Heart Association Basic Life Support for Health Care Providers. No other CPR certification will be accepted.** If already certified, students must re-certify every two years and remain current with certification while a student in the Nursing Program.

Additionally, all students must show proof that all of the immunizations, immunities, and/or lab tests are current before the student will be allowed to attend and participate in any patient contact experience. Immunizations are available from personal health care provider, student health on the NWC campus or from your local Public Health office.

*Immunization documentation and CPR Certification are mandatory and are due to CastleBranch prior to the deadline outlined by the Conditional Acceptance Letter. Failure to complete these requirements by the deadline significantly alters the entrance process, and could result in forfeiture of position in the program. Immunizations & CPR certification must remain current while in the program. Ongoing documentation indicating CPR certification renewal and immunization updates while in the program are required. Failure to do so results in an inability to attend clinical, classroom or lab until documentation is provided of current immunization or CPR certification status. Student’s absences will be considered unexcused and subject to the absence policy.*

**SUBSTANCE ABUSE POLICY**

The nursing faculty requires that nursing students provide safe, effective, and competent nursing care. To fulfill this purpose, nursing students must be free of chemical impairment during participation in any part of the nursing program including classroom, laboratory, and clinical settings.

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

**Procedure for intervention when substance abuse is suspected in a student**

Assessment

1. Initiated any time student is in the student role and substance abuse is suspected.
2. Signs and behaviors to observe for substance abuse: *See observation checklist.*
Intervention

1. If one or more of the signs/behaviors on the observation checklist are observed in the student the faculty member will obtain a witness and approach the student suspected of substance abuse behavior following this procedure:
   a. 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 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.
   b. Testing the student for substance abuse- if there are reasonable grounds to believe the student is engaging in substance abuse, the student will be requested to have a drug screening of urine and blood done immediately. They will be advised of their right to refuse such testing. If a student refuses to have an immediate drug screening this refusal is deemed to be grounds for immediate dismissal from the Nursing Program.
      i. Faculty members or witness will call the director of the nursing program or designated other faculty member for immediate assistance (considering that the other students cannot be abandoned in the clinical or classroom setting).
      ii. Testing will take place as soon as possible at nearest testing facility. The student will assume costs.
      iii. 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 or laboratory responsibilities for the day; a make-up may be given if appropriate. The student is instructed to arrange for transportation home.
      iv. A report of observed student behaviors indicative of chemical 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.
      v. A copy of this report will be placed in the student’s file. The Division Chair and Vice President for Academic Affairs will be notified.

2. Student with a positive test will have the following options:
   a. Students receiving a positive screen for a properly prescribed and utilized medication may provide appropriate statement from their health care provider affirming that the medication was obtained legitimately. The nursing faculty, in conjunction with the primary care provider, will determine if the student is safe to practice in the clinical setting.
   b. The student may choose to withdraw from the program.
   c. A follow up drug screen will be conducted. The cost of the follow up drug screen is the responsibility of the student. The student will not be allowed to attend clinical until the follow up screen has been completed.

3. A negative result in the follow up drug screen allows the student to continue in the program under probation. A continued positive screen will result in dismissal from the Nursing Program.

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 admission 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 nursing education program.

Prior to admission 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.

<table>
<thead>
<tr>
<th>Functional Ability</th>
<th>Standard</th>
<th>Examples of Required Activities</th>
</tr>
</thead>
<tbody>
<tr>
<td>Gross Motor Skills</td>
<td>Gross motor skills sufficient to provide the full range of safe and effective patient care activities.</td>
<td>Move within confined spaces such as treatment room or operating suite.</td>
</tr>
<tr>
<td></td>
<td></td>
<td>Assist with turning and lifting patients.</td>
</tr>
<tr>
<td></td>
<td></td>
<td>Administer CPR.</td>
</tr>
<tr>
<td>Fine Motor Skills</td>
<td>Fine motor skills sufficient to perform manual psychomotor skills</td>
<td>Pick up and grasp small objects with fingers such as insulin syringe, pills.</td>
</tr>
<tr>
<td></td>
<td></td>
<td>Perform tracheotomy suctioning, insert urinary catheter.</td>
</tr>
<tr>
<td>Physical Endurance</td>
<td>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</td>
<td>Walk/stand for extended periods of time; turn, position, and transfer patients. Manually resuscitate patients in emergency situations.</td>
</tr>
<tr>
<td>Physical Strength</td>
<td>Physical strength sufficient to perform full range of required patient care activities</td>
<td>Push and pull 50 pounds. Lift/move heavy objects from 35 – 50 pounds.</td>
</tr>
<tr>
<td>Mobility</td>
<td>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</td>
<td>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</td>
</tr>
<tr>
<td></td>
<td>Description</td>
<td>Examples</td>
</tr>
<tr>
<td>---</td>
<td>-----------------------------------------------------------------------------</td>
<td>--------------------------------------------------------------------------</td>
</tr>
<tr>
<td>Visual</td>
<td>Normal or corrected visual ability sufficient for accurate observation and performance of nursing care.</td>
<td>See objects up to 20 feet away. Visual acuity to read calibrations on 1 ml syringe. Assess skin color (cyanosis, pallor).</td>
</tr>
<tr>
<td>Tactile</td>
<td>Tactile ability sufficient for physical monitoring and assessment of health care needs.</td>
<td>Feel vibrations (pulses). Detect temperature changes. Palpate veins for cannulation.</td>
</tr>
<tr>
<td>Smell</td>
<td>Olfactory ability sufficient to detect significant environmental and patient odors</td>
<td>Detect odors from patient (foul smelling drainage, alcohol breath). Detect smoke.</td>
</tr>
<tr>
<td>Communication</td>
<td>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 expressions, affect and body language.</td>
<td>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 health state and responses to treatment from patients or family members. Convey information to patients and others as necessary to teach, direct and counsel individuals in an accurate, effective and timely manner. Recognize and report critical patient information to other caregivers.</td>
</tr>
<tr>
<td>Conceptual/Spatial Abilities</td>
<td>Conceptual/spatial ability sufficient to comprehend three-dimensional and spatial relationships.</td>
<td>Comprehend spatial relationships in order to properly administer injections, start intravenous lines, assess wounds of varying depths, and recognize normal/abnormal anatomy.</td>
</tr>
<tr>
<td>Emotional/Behavioral &amp; Professional Attitudes and Interpersonal Skills</td>
<td>Demonstrate honesty, integrity and ethical behavior including adherence to the professional nursing code of conduct. Present professional appearance and demeanor, compassion, concern.</td>
<td>Establish rapport with patients, instructors and colleagues. Respect and care for persons whose appearance, condition, beliefs and values may be in conflict with their own.</td>
</tr>
<tr>
<td>Cognitive/Quantitative Abilities</td>
<td>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.</td>
<td>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, and monitor and equipment calibrations, printed documents, flow sheets, graphic sheets, medication administration records, other medical records and policy and procedure manuals.</td>
</tr>
<tr>
<td>---------------------------------</td>
<td>-------------------------------------------------------------------------------------------------</td>
<td>--------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------</td>
</tr>
<tr>
<td>Clinical Reasoning</td>
<td>Ability to reason across time about a patient’s changing condition and/or changes in the clinician’s understanding.</td>
<td>Evaluate patient or instrument responses, synthesize data, draw sound conclusions.</td>
</tr>
</tbody>
</table>
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 admission 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.

Reasonable Accommodation. 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 in an attempt 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 determine accommodations he contact person is Kim Fletcher, Disabilities Coordinator at the Northwest College Student Success Services, 307-754-6135 Kim.Fletcher@nwc.edu. Whether or not a requested accommodation is reasonable will be determined on a case by case basis.

V. Academic Policy & Professional Guidelines

GRADING POLICY FOR THE NURSING PROGRAM

The NWC Nursing Program follows the letter-grading criterion as outlined in the Northwest College catalog. A minimum grade of 2.0 (C) is required in each nursing and PN academic plan course requirement in order to progress in the program and graduate with a PN degree. The grading scale, as published by Northwest College and adapted by this Nursing Program, is as follows:

Grading Scale

<table>
<thead>
<tr>
<th>Grade</th>
<th>Percentage</th>
<th>Points</th>
</tr>
</thead>
<tbody>
<tr>
<td>A</td>
<td>95 - 100%</td>
<td>4.0</td>
</tr>
<tr>
<td>A-</td>
<td>90 - 94%</td>
<td>3.7</td>
</tr>
<tr>
<td>B+</td>
<td>87 - 89%</td>
<td>3.3</td>
</tr>
<tr>
<td>B</td>
<td>84 - 86%</td>
<td>3.0</td>
</tr>
<tr>
<td>B-</td>
<td>80 - 83%</td>
<td>2.7</td>
</tr>
<tr>
<td>C+</td>
<td>77 - 79%</td>
<td>2.3</td>
</tr>
<tr>
<td>C</td>
<td>74 - 76%</td>
<td>2.0</td>
</tr>
<tr>
<td>C-</td>
<td>71 - 73%</td>
<td>1.7</td>
</tr>
<tr>
<td>D+</td>
<td>68 - 70%</td>
<td>1.3</td>
</tr>
<tr>
<td>D</td>
<td>65 - 67%</td>
<td>1.0</td>
</tr>
<tr>
<td>D-</td>
<td>61 - 65%</td>
<td>0.7</td>
</tr>
<tr>
<td>F</td>
<td>Below 60%</td>
<td>0.0</td>
</tr>
<tr>
<td>U</td>
<td>Unsatisfactory</td>
<td>0.0</td>
</tr>
<tr>
<td>S</td>
<td>Satisfactory</td>
<td>0.0</td>
</tr>
<tr>
<td>W</td>
<td>Withdrawn</td>
<td>0.0</td>
</tr>
<tr>
<td>WI</td>
<td>Administrative Withdraw</td>
<td>0.0</td>
</tr>
<tr>
<td>I</td>
<td>Incomplete</td>
<td>0.0</td>
</tr>
</tbody>
</table>
**Course Sequence Requirements**

Students must successfully complete all nursing courses in sequence, per the PN Academic Map, with a "S", "Satisfactory", "C" or 74% or higher within each semester in order to progress to the next semester. All courses required for graduation from the Nursing Program must be completed with a 2.0 or better. **Students who are out of sequence are required to meet with their advisor immediately to determine options for program progression or if dismissal and re-entry are required.**

**ASSIGNMENTS AND GRADING**

Many 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 NWC recommended minimum hardware requirements. These are listed in the computer requirements under the General Policies section of the handbook.

Electronic/computer failure does not exempt students from assignment due dates, course work requirements, or examination deadlines.

**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 receive a zero.
- Extenuating circumstances for late assignments may be considered on an individual basis.

**Exams**

Exams for classroom will be online and proctored unless otherwise designated by the instructor. The location and time will be designated by the instructor. The exams are calculated as part of the overall course grade according to the course syllabus.

Students are expected to take an exam on the day it is scheduled. Students may not make-up a missed exam unless prior arrangements are made with instructor. Any missed exam without prior instructor approval cannot be made-up and will receive a score of zero. **Students who are tardy to the exam will not be allowed to take the exam and will receive a zero.**

**Examination and Exam Question Review policy**

1) Students are not allowed to have any electronic storage devices in their possession during an exam or exam question review. This includes but is not limited to cell phones, iPads, or advanced capability watches such as an Apple watch. Students will be asked to remove/store all electronic devices outside the testing area.
2) Faculty will provide calculators if questions require calculation.
3) Whiteboards will be provided to students by the instructor and must be returned at the end of the exam. No other paper, pens, or writing devices/equipment will be allowed during exams.
4) Downloading or reproducing any exam or any part of an exam is considered academic dishonesty and will be subject to disciplinary action.
5) No hats, caps worn on the head in the testing room. No sunglasses, hoodies or jackets can be worn in the testing room.
6) Students are given an opportunity to review exam questions after the completion of the exam with the intent to support student remediation efforts. Therefore, students will have the opportunity to review the exam immediately after taking the test. However, once 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.

**Homework & Group Assignment Policy**

1) 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.

2) For group assignments, all members of the group are required to turn in the required forms as outlined in the course syllabus in order 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 Nursing program though lab experiences. Instructors will inform students of 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 will be provided to students prior to skill demonstration.

Checklists will indicate critical areas. **Students cannot satisfactorily complete a skill demonstration if a critical 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 schedule a repeat demonstration with different instructor. The repeat demonstration will be evaluated in the same way as the first attempt. If, on the repeat 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 will give a recommendation to the Nursing Program Coordinator for remaining in program with remediation or dismissal. The final determination will be made by the Director of Nursing.

**Skills Demonstration Procedure**

- Students will report for demonstration wearing NWC student uniform and following other dress code requirements.
- Students will arrive on time and prepared for scheduled demonstration.
- Instructor(s) will observe skill demonstration and evaluate student using provided skills checklist.
- Use of checklists, notes, cues or peer-direction will be at the discretion of the instructor.
- After the allotted time has passed, the skill will be stopped and the student will receive the grade earned up to that point.

**HESI Requirement**

The Northwest College Nursing Department utilizes HESI as required content that supplements the curriculum. Students will be encouraged to successfully achieve proficiency at instructor determined benchmarks in all content area exams and the Exit Exam. Students scoring below the expected benchmark will be expected to remediate according to the instructor’s directions and required to take the HESI exam a second time. The higher of the two scores will be used for the
final exam grade. Should a student not complete the remediation plan, he or she will not be permitted to take the second attempt and will receive a zero on the exam. If a student receives a zero for either the first or second HESI attempt due to being late or not completing the required remediation, then the first and second attempts will be averaged.

**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 in order 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 NWC faculty. Participatory clinical ratio will not exceed 1:8. The clinical evaluation tool will be used to grade participatory clinical experiences.

II. **Ancillary Clinical Experiences:** Ancillary experiences are observational. Students do not perform hands-on nursing care when NWC faculty are not present. ‘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. **Skill Lab/SIM Experiences:** Students perform skills demonstration, participate in simulation experiences, and work through virtual simulation scenarios. Evaluation tools/rubrics or written outcome assignments as outlined on the course syllabus will be used to evaluate Skill lab/SIM experiences.

IV. **Preceptor Guided Clinical Experiences:** Preceptors are utilized to allow students the opportunity to practice hands on skills and achieve a level of proficiency in nursing care. Preceptors are chosen in collaboration with surrounding clinical institutions and are based on criteria outlined in the Preceptor Handbook. 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 that demonstrates clinical growth from program beginning to end. Students are expected to utilize skill 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.

Other forms of evaluation may include: Preceptor feedback, ancillary feedback, written outcomes grading.

**Clinical Skills**

Skills may only be performed with an instructor or nurse designated by the instructor. Some skills may be performed independently, **ONLY** at the discretion of the instructor. Students **will never**
administer any form of medication, via any route, to any patient without the presence of an
instructor or approval to use a designated nurse preceptor.

ATTENDANCE POLICY

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

**Class or Clinical Absence**
Regardless of the credit hours, nursing students are discouraged from missing any scheduled
nursing course learning activity (includes clinical). If unavoidable, the absence will be determined
to be ‘excused’ or ‘unexcused’ by the faculty who teach the course.

More than one ‘unexcused’ absence or two ‘excused’ absences per semester will result in the
initiation of the procedure of ‘Problematic/Disciplinary Behavior’ as outlined in the Nursing Student
Handbook.

All clinical absences are required to be made up. Students who 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.

**Class or Clinical Tardy**
Tardy is defined as arriving to class or clinical after the designated start time has passed.
Students who are tardy to clinical learning activities or scheduled exams will be not be allowed to
stay and will be marked absent. The nursing student may be tardy one time for classroom lecture
per semester. The second tardy will initiate the “Problematic/Disciplinary” protocol per the Nursing
Student Handbook.

**College Authorized Event**
Students may request to attend a Wyoming Nursing Association (WNA) or Student Nursing
Association (SNA) or other college authorized event. If granted, resultant absences will be
considered ‘excused’ and cannot exceed 2 clinical and 2 classroom per semester. Student’s
request will be denied if student is on probation, requested absences exceed acceptable limits of
absences already incurred by student during the semester, or if clinical schedule cannot
accommodate the request.

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

Faculty will follow the Clinical Professional Guidelines in the classroom, clinical facility, sim and
clinical lab settings. Students may be sent home from a clinical experience and charged with an
absence if instructor determines student is unsafe, and/or unprofessional in behavior or
appearance.

**Safe Nursing Practice and Clinical Directives**
Unsafe clinical practice is grounds for dismissal from the Nursing Program and is determined by
the following:
• Students will be required to adhere to national and state standards of practice and practice within legal and ethical frameworks.
• Students will be held accountable to adhere to the ANA Code of Ethics for Nurses
• Students will be held accountable to adhere to the Wyoming State Board of Nursing (WSBN) Nurse Practice Act and the WSBN Rules and Regulations. [https://nursing-online.state.wy.us](https://nursing-online.state.wy.us)
• Students are required to adhere to individual facility policies at all times (Policies will be reviewed with students prior to and during clinical learning experiences)
• Students are required to adhere to the medication administration policy at all times.
• Students must obtain instructor’s permission and receive instruction regarding skill performance prior to performing nursing skills. (See ‘Clinical Skills’)
• Students must check in and out with instructor before leaving/entering the floor in clinical site experiences.
• The consumption of illegal drugs, prescription drugs that significantly impair judgement and behavior, or alcohol prior to, or during, 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.

Any student who appears to meet the definition of ‘chemically 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 nursing faculty and Director of Nursing or designee.

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 also includes college sponsored events on and off campus.

Examples of unprofessional attitude/conduct and/or behavior are (not limited to):
• Continual antagonism of instructors or classmates, and/or repeatedly causing dissension among others.
• Engaging in Facebook and other social media activities, gaming, shopping or browsing on any electronic device during testing, classroom, laboratory, clinical experiences or other learning experiences.
• Profanity
• Intoxication, 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.
• Breach in ANA Code of Ethics for Nurses.

Behavioral Expectations for college sponsored experiences/activities
Nursing students are granted the privilege to represent Northwest College Department of Nursing, as well as the profession of nursing, at a number of 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:
• Students are required to act professionally and practice safely at all times as outlined in the Nursing Student handbook and according to state and national standards. (See Professional Attitude, Conduct and/or Behavior in Nursing Handbook)
• 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 any and all information relating to patients confidential.
• 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 during orientation at the beginning of each semester.
• 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.
• Breach of confidentiality as defined in Federal HIPAA regulations and individual facility policies constitute grounds for dismissal from the program.
  o Tier one: unintentional violations will result in verbal and written reprimand with the student being placed on probation for the remainder of the program.
  o 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 NWC student uniform during all clinical/lab/SIM experiences, and as directed by nursing instructors. Students may be dismissed from the experience and charged with an ‘unexcused’ absence at the discretion of the instructor if professional appearance criteria are not followed. NWC student uniforms are intended to be worn for NWC Nursing Program experiences only.

The student uniform includes:
• NWC student uniform with label on left sleeve depicting students status in the nursing program
• White socks
• All white shoes, comfortable, well-fitting, which totally enclose the foot
• College-issued name tag worn on the left side of the uniform
• White undershirts or white lab coats may be worn with the uniform and must have student name tag
• Watch with sweeping second-hand or digital second-indicator

Additional Clinical Requirements:
• Stethoscope with a diaphragm and bell
• A black fine point ballpoint pen
• Bandage scissors
• 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 will be 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 (with the exception of 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 pony tails must be secured to prevent falling over shoulder. Bangs are acceptable as long as they are out of eyes.

Nails
Artificial nails/nail tips are strictly 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 odor.

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 NWC Standards of Student Conduct Smoking Policy.

Off-Hour Clinical Site Behavior and Appearance
- 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.
- Students must be wearing a lab coat and/or name tag, indicating their student status, and state their purpose for being in the institution to the supervisor.
- 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.
- Students must inform the supervisor prior to accessing the medical record and check out with the institution’s staff when leaving.
- Students may not perform any kind of hands-on activity with the patients during off-hours.
- All confidentiality and professional behavior requirements apply.

Community Service
Community Service is a valued component of NWC mission and the Nursing Program’s 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 Process
MEDICATION ADMINISTRATION POLICY
Northwest College Practical Nursing Certificate Program

1. Any scheduled or non-scheduled medication prepared, administered and recorded by a Practical 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.

2. Practical Nursing students **will not** be responsible for carrying the Narcotic Keys.

3. Practical Nursing students may give medication using the following table as a guide. **Please note:** The instructor or designated nurse must directly supervise when applicable.

<table>
<thead>
<tr>
<th>Type of Medication</th>
<th>1st Semester</th>
<th>2nd Semester</th>
<th>3rd Semester</th>
</tr>
</thead>
<tbody>
<tr>
<td>Pediatric clients (clients under the age of 18)</td>
<td>NO</td>
<td>YES w Instructor or Designated Nurse</td>
<td>YES w Instructor or Designated Nurse</td>
</tr>
<tr>
<td></td>
<td></td>
<td>NO Intramuscular, Subcutaneous, or Intradermal medications to children below the age of 8.</td>
<td>NO Intramuscular, Subcutaneous, or Intradermal medications to children below the age of 8.</td>
</tr>
<tr>
<td>Oral</td>
<td>YES w Instructor</td>
<td>YES w Instructor or Designated Nurse</td>
<td>YES w Instructor or Designated Nurse</td>
</tr>
<tr>
<td>Sublingual</td>
<td>YES w Instructor</td>
<td>YES w Instructor or Designated Nurse</td>
<td>YES w Instructor or Designated Nurse</td>
</tr>
<tr>
<td>Subcutaneous</td>
<td>YES w Instructor</td>
<td>YES w Instructor or Designated Nurse</td>
<td>YES w Instructor or Designated Nurse</td>
</tr>
<tr>
<td>Intradermal</td>
<td>YES w Instructor</td>
<td>YES w Instructor or Designated Nurse</td>
<td>YES w Instructor or Designated Nurse</td>
</tr>
<tr>
<td>Intramuscular</td>
<td>YES w Instructor</td>
<td>YES w Instructor or Designated Nurse</td>
<td>YES w Instructor or Designated Nurse</td>
</tr>
<tr>
<td>Rectal</td>
<td>YES w Instructor</td>
<td>YES w Instructor or Designated Nurse</td>
<td>YES w Instructor or Designated Nurse</td>
</tr>
<tr>
<td>Eye/Ear drops &amp; Nasal</td>
<td>YES w Instructor</td>
<td>YES w Instructor or Designated Nurse</td>
<td>YES w Instructor or Designated Nurse</td>
</tr>
<tr>
<td>Transdermal/Topical</td>
<td>YES w Instructor</td>
<td>YES w Instructor or Designated Nurse</td>
<td>YES w Instructor or Designated Nurse</td>
</tr>
</tbody>
</table>

**IV Skills**

| Observe and Monitor IV Fluid Management | NO | YES w Instructor or Designated Nurse | YES w Instructor or Designated Preceptor |
| Calculate and Maintain Flow rate of Peripheral IV Infusions | NO | YES w Instructor or Designated Nurse | YES w Instructor or Designated Preceptor |
| Discontinue Peripheral IV Infusions | NO | YES w Instructor or Designated Nurse | YES w Instructor or Designated Preceptor |
| Report & Document Observations & Procedures relating to IV Fluid Treatment | NO | YES w Instructor or Designated Nurse | YES w Instructor or Designated Preceptor |
Wyoming State Board of Nursing  
LPN IV Therapy Scope of Practice

The LPN may perform the following procedures as noted above under the supervision of a registered nurse, advanced practice nurse, physician, or dentist, due to the basic knowledge and skills acquired in a state board approved practical nursing program:

- Observe and manage IV fluid which are the comprehensive activities which include, but are not limited to: observing, monitoring, discontinuing, maintaining, regulating, adjusting, and documenting;
- Calculate and maintain flow rate of peripheral IV infusions;
- Discontinue peripheral venous access lines and infusions; and
- Report and document observations and procedures relating to IV fluids.

For the student who successfully passes the IV-C check-off, the student may perform the following duties under the direction of a NWC Nursing Instructor or Designated RN:

<table>
<thead>
<tr>
<th>The LPN Student MAY</th>
<th>LPN Student MAY NOT</th>
</tr>
</thead>
<tbody>
<tr>
<td>*Collect blood samples via: - Phlebotomy; - *CVAD including PICC line; and - Dialysis access site (chronic dialysis setting)</td>
<td>The LPN shall not collect blood samples from: - Individuals under the age of twelve (12); - An arterial line.</td>
</tr>
<tr>
<td>*Insert a vascular access device, less than three (3) inches in length into a peripheral vein in individuals age twelve (12) years and over.</td>
<td>The LPN shall not insert: - Peripheral devices in individuals under the age of twelve (12); - Midline catheters; or - CVAD including PICC lines.</td>
</tr>
<tr>
<td>*Mix, label and administer IV fluids and medications that are not restricted by institutional policies for individuals aged twelve (12) years and over.</td>
<td>The LPN shall not administer: - Cardiac pressor agents; - Neuromuscular blocking agents; - Concentrated electrolytes (ie: potassium, magnesium sulfate); - Moderate sedation in adults and children; - Minimal sedation in children; - Lipid-based medications; - Heparin; - Insulin; - Albumin; - Conventional counterparts methotrexate for non-oncologic use; - Chemotherapy agents; - Parenteral anticoagulants; - Neuraxial opioids; - Any other IV medication class the RN determines may cause an unsafe reaction/response based on the individual patient and the LPN’s abilities; - IV fluids/medications to individuals under the age of twelve (12)</td>
</tr>
<tr>
<td>*Bolus/push antibiotics.</td>
<td>The LPN shall not administer the first dose, which shall only be bolused/pushed by the RN who assesses for allergic response.</td>
</tr>
<tr>
<td>Action</td>
<td>Restriction</td>
</tr>
<tr>
<td>-----------------------------------------------------------------------</td>
<td>---------------------------------------------------------------------------------------------</td>
</tr>
<tr>
<td>*Monitor blood and blood products infusion.</td>
<td>The LPN shall not monitor blood and blood products infusion until the RN has assessed the first hour of the infusion.</td>
</tr>
<tr>
<td>*Maintain peripheral access device:</td>
<td></td>
</tr>
<tr>
<td>- Change peripheral IV tubing(s) and dressings; and</td>
<td>The LPN shall not remove:</td>
</tr>
<tr>
<td>- Maintain patency using a saline or nontherapeutic dose of heparin flush solution.</td>
<td>- Peripheral vascular access devices for individuals under the age of five (5).</td>
</tr>
<tr>
<td>Remove:</td>
<td></td>
</tr>
<tr>
<td>- Peripheral vascular access device for individuals age five (5) years and over.</td>
<td></td>
</tr>
<tr>
<td>CVAD including PICC lines:</td>
<td>The LPN shall not administer:</td>
</tr>
<tr>
<td>- *Access a CVAD;</td>
<td>- Cardiac pressor agents;</td>
</tr>
<tr>
<td>- Administer total parenteral nutrition (TPN);</td>
<td>- Neuromuscular blocking agents;</td>
</tr>
<tr>
<td>- *Mix, label and administer IV fluids and medications that are not restricted by institutional policies for individuals age twelve (12) years and over; and</td>
<td>- Concentrated electrolytes (ie: potassium, magnesium sulfate);</td>
</tr>
<tr>
<td>- Provide CVAD care including dressing change, flushing and locking.</td>
<td>- Moderate sedation in adults and children;</td>
</tr>
<tr>
<td>Monitor and collect data from a patient controlled administration (PCA) pump.</td>
<td>- Minimal sedation in children;</td>
</tr>
<tr>
<td></td>
<td>- Lipid-based medications;</td>
</tr>
<tr>
<td></td>
<td>- Heparin;</td>
</tr>
<tr>
<td></td>
<td>- Insulin;</td>
</tr>
<tr>
<td></td>
<td>- Albumin;</td>
</tr>
<tr>
<td></td>
<td>- Conventional counterparts methotrexate for non-oncologic use;</td>
</tr>
<tr>
<td></td>
<td>- Chemotherapy agents;</td>
</tr>
<tr>
<td></td>
<td>- Parenteral anticoagulants;</td>
</tr>
<tr>
<td></td>
<td>- Neuraxial opioids;</td>
</tr>
<tr>
<td></td>
<td>- Any other IV medication class the RN determines may cause an unsafe reaction/response based on the individual patient and the LPN's abilities;</td>
</tr>
<tr>
<td></td>
<td>- IV fluids/medications by CVAD to individuals under the age of twelve (12); or</td>
</tr>
<tr>
<td></td>
<td>- Discontinue or remove any CVAD including PICC lines.</td>
</tr>
<tr>
<td></td>
<td>The LPN shall not:</td>
</tr>
<tr>
<td></td>
<td>- Initiate or discontinue a PCA pump infusion;</td>
</tr>
<tr>
<td></td>
<td>- Change the settings of a PCA pump;</td>
</tr>
<tr>
<td></td>
<td>- Change the cassette or syringe of a PCA pump.</td>
</tr>
</tbody>
</table>
Chronic Dialysis Setting for individuals age twelve (12) years and over:
- Initiate and discontinue dialysis infusions using an established access – including subclavian, internal jugular, femoral vein, fistula and right atrial catheters;
- Perform peripheral venipuncture for the purpose of hemodialysis;
- Flush tubing of access device and withdraw blood and heparinized saline from the various accesses for the purpose of removing the heparin and establishing patency;
- Administer IV medications and solutions during hemodialysis;
- Perform dressing changes to various access sites; and
- Discontinue peripheral vascular access lines.

The LPN shall not:
- Access dialysis catheters, fistulas or grafts in a non-chronic dialysis setting for any purpose;
- Provide dialysis access care/fluids to individuals under the age of twelve (12).
## VII. Faculty and Staff Contact Information

<table>
<thead>
<tr>
<th>Faculty and Staff</th>
<th>Room Number</th>
<th>Phone Number</th>
<th>Email Address</th>
</tr>
</thead>
<tbody>
<tr>
<td>PN Faculty</td>
<td></td>
<td></td>
<td></td>
</tr>
<tr>
<td>Karen Bowen</td>
<td>YB149</td>
<td>754-6479</td>
<td><a href="mailto:Karen.Bowen@nwc.edu">Karen.Bowen@nwc.edu</a></td>
</tr>
<tr>
<td>Christina Brewer</td>
<td>YB 157</td>
<td>754-6035</td>
<td><a href="mailto:Christina.Brewer@nwc.edu">Christina.Brewer@nwc.edu</a></td>
</tr>
<tr>
<td>Cathy Clark</td>
<td>YB</td>
<td>754-6484</td>
<td><a href="mailto:Catherine.Clark@nwc.edu">Catherine.Clark@nwc.edu</a></td>
</tr>
<tr>
<td>Billy Crawford</td>
<td>YB 158</td>
<td>754-6483</td>
<td><a href="mailto:Billy.Crawford@nwc.edu">Billy.Crawford@nwc.edu</a></td>
</tr>
<tr>
<td>Nichole Gutierrez</td>
<td>YB</td>
<td>754-6484</td>
<td><a href="mailto:Nichole.Gutierrez@nwc.edu">Nichole.Gutierrez@nwc.edu</a></td>
</tr>
<tr>
<td>Jessica Heny</td>
<td>YB</td>
<td>754-6484</td>
<td><a href="mailto:Jessica.Heny@nwc.edu">Jessica.Heny@nwc.edu</a></td>
</tr>
<tr>
<td>Tina King</td>
<td>YB 160</td>
<td>754-6284</td>
<td><a href="mailto:Tina.King@nwc.edu">Tina.King@nwc.edu</a></td>
</tr>
<tr>
<td>Tina Smith</td>
<td>YB 151</td>
<td>754-6037</td>
<td><a href="mailto:Tina.Smith@nwc.edu">Tina.Smith@nwc.edu</a></td>
</tr>
<tr>
<td>Nursing Coordinator</td>
<td></td>
<td></td>
<td></td>
</tr>
<tr>
<td>Davette Frey</td>
<td>YB150</td>
<td>754-6481</td>
<td><a href="mailto:Davette.Frey@nwc.edu">Davette.Frey@nwc.edu</a></td>
</tr>
<tr>
<td>Senior Program Asst.</td>
<td></td>
<td></td>
<td></td>
</tr>
<tr>
<td>Caitlin Schaefer</td>
<td>YB161</td>
<td>754-6484</td>
<td><a href="mailto:Caitlin.Schaefer@nwc.edu">Caitlin.Schaefer@nwc.edu</a></td>
</tr>
<tr>
<td>Director of Nursing &amp; Chair of Life and Health Sciences Division</td>
<td></td>
<td></td>
<td></td>
</tr>
<tr>
<td>Marneé Crawford</td>
<td>YB162</td>
<td>754-6474</td>
<td><a href="mailto:Marnee.Crawford@nwc.edu">Marnee.Crawford@nwc.edu</a></td>
</tr>
<tr>
<td>Administration</td>
<td></td>
<td></td>
<td></td>
</tr>
<tr>
<td>Dr. Gerald Giraud, Vice President of Academic Affairs</td>
<td>ORB126C</td>
<td>754-6235</td>
<td><a href="mailto:Gerald.Giraud@nwc.edu">Gerald.Giraud@nwc.edu</a></td>
</tr>
</tbody>
</table>
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RULES AND REGULATIONS AGREEMENT

I have received a copy of the Northwest College 2019 LPN Nursing Program Student Handbook and acknowledge that I am accountable for reading it in its entirety. I acknowledge that I am accountable for understanding the content contained in this handbook and any future revisions provided to me by the PN Coordinator. The policies and procedures in this Handbook have been reviewed with me. 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 and my eligibility to graduate.

__________________________________________________
Signature of Student

_______________________________________________
Printed Name

___________________________________________
Date