

STUDENT HANDBOOK OF THE NURSING PROGRAM'S POLICIES AND PROCEDURES



HEALTH PROFESSIONS
DEPARTMENT

NURSING

ELGIN COMMUNITY COLLEGE
2011

Elgin Community College
Elgin, Illinois
Revised 8/2011

Welcome to the ECC Nursing Program!

You are entering an interesting and challenging portion of your educational career. The study of nursing will place unique demands on your time and stretch your study skills. The Learning Skills Center has resources to help you with study skills, time management and test-taking strategies. The Counseling Center has many services available as well.

We agree with the Mission Statement of the college which affirms the value of student success. There are many services described in the college catalog which are available to help you achieve your educational goals.

The nursing faculty and staff are available during their scheduled office hours to assist you. The most effective way to reach your instructor is to use the house phone in the hall to call their extension. You will either reach the instructor or enter the voice mail system. Phone numbers are posted on the office door and are also listed in the back of this handbook. Office hour schedules will be posted.

ECC's Nursing Program is approved by the Illinois Department of Professional Regulation for both practical and professional nursing and is accredited by the Council of Associate Degree Programs of the National League for Nursing. The National League for Nursing Accrediting Commission (NLNAC) may be contacted at 3343 Peachtree Road NE, Suite 850 Atlanta, GA 30326 or by phone at 404 975-5000.

Please note: ***Criminal background checks and drug testing are required as part of the admissions process for all health professions programs. Students demonstrating a positive background check or drug test will be denied admission to health professions programs. Students demonstrating a positive background check or annual drug test while enrolled in health professions programs will be dismissed from the program.***

TABLE OF CONTENTS

SECTION 1

PHILOSOPHY	3-4
ORGANIZING FRAMEWORK	5
CONCEPTUAL MODEL	6
ORGANIZATION	7
PROGRAM OUTCOMES	8-9
NURSING CURRICULUM PLAN.....	10

SECTION 2

STUDENT POLICIES AND PROCEDURES.....	11-33
A. Professionalism	11
Honesty Policy	11
Professional Dishonesty.....	12
B. Testing and Grading Policies	12-13
C. Criminal Background Checks (CBC) and Drug Testing (DT).....	14
Clinical Evaluation Policies.....	15
Definitions of Behavior/Explanations	15
D. Retention & Promotion.....	16
Readmission Policy	17
Dismissal Policy.....	18
Time Limitations for Completion of the Nursing Program	18
Student Grievance Policy	18
E. Classroom Experience.....	18
Attendance	18
Criteria for Written Assignments.....	18
Behavior Policy.....	18-19
Student Use of Electronic Devices	19
Disability Accommodation Procedure	19
F. Clinical Experience	20
Attendance & Preparation	19-20
Nursing Program Dress Code	20-22
Health Requirements.....	22
CPR Certification.....	23
Liability Insurance.....	23
Transportation to Affiliating Agencies	23
Snow Day Policy	23
Emergency Alert System.....	23
Bloodborne Pathogen Exposure Policy	24
G. Exams, Graduation, Licensure.....	25
Standardized Testing	25
Graduation Requirements	25
NCLEX Examination.....	25
Nursing Licensure	25-26

TABLE OF CONTENTS (Continued)

SECTION 2 (Continued)

H. Computer Labs	26-27
I. Nursing Skills Lab.....	27-29
Pack Purchasing Procedures	27
Skill Validation.....	27
Scheduling Lab Faculty Appointments	27-28
Appointment Cancellation	28
Success with Validations.....	28
Failure with Validations	28-29
Dress Code (Skill Validation)	29
Student Lab Responsibilities	29
Copy Machine	30
Multi Media Materials	30
Reference Materials	30
 CLINICAL AGENCIES.....	 31
 ADMINISTRATION/FACULTY/STAFF	 32

SECTION 3

APPENDIX	33-37
Nursing Course Failure/Withdrawal Contract.....	34-35
Student Lab Report.....	36
Student Handbook Agreement.....	37

PHILOSOPHY

NURSING PRACTICE

We believe nursing practice is a relational, interactive and caring process. Nursing practice is an art and a science through which human needs of individuals and groups within society are addressed. Individuals and groups respond to health and illness as unified systems, and the essence of nursing is in the provision of holistic care. Nursing is defined by research-based theories and includes discipline-specific knowledge, skills and values that are distinct from other domains of healthcare. We believe the nursing process is the foundation of nursing practice and clinical judgment.

THE PRACTICE OF THE ASSOCIATE DEGREE NURSE

As an essential member of the healthcare team, the associate degree nurse functions in the eight nursing core components identified by the NLN: Professional Behaviors, Communication, Assessment, Clinical Decision Making, Caring Interventions, Teaching and Learning, Collaboration, and Managing Care.

Applying the nursing process, the associate degree nurse is prepared to address the acute and chronic needs of patients in a cost-effective manner and practices in a variety of community-based settings. The associate degree nurse collaborates with others in the multidisciplinary health care team in the provision of care and is prepared to practice within the legal and ethical framework of nursing.

NURSING EDUCATION

The primary purpose of nursing education at Elgin Community College is to provide both the foundation of general education and a nursing curriculum that emphasizes the knowledge, skills and values of the profession of nursing. Faculty and students establish a partnership wherein the faculty provides diverse learning opportunities and the student accepts responsibility for their own learning.

The nursing curriculum uses a variety of activities to promote excellence. The program design, implementation, and evaluation are continuously reviewed and revised to achieve and master excellence. These changes incorporate current trends in the Health Care System and Society, as well as research findings/evidenced-based practice.

We believe that lifelong learning is essential to maintain competence and accountability. Participation in the Illinois Articulation Initiative supports the student in continuing education toward the Baccalaureate in nursing degree. Students are encouraged to participate in nursing associations which offer opportunities for professional and personal growth. In accordance with articulation, the ECC nursing program offers a Practical Nursing exit option.

ORGANIZING FRAMEWORK

The Organizing Framework for the nursing program at Elgin Community College is based on the nursing theories of Betty Neuman's Open Systems Theory (<http://neumansystemsmodel.org/>) and Jean Watson's Caring Theory (<http://hschealth.uchsc.edu/son/faculty/caring.htm>). Four systems comprise the structure of this organizing framework: The Student System, the Nurse System, the Health Care System, and the Person System. A caring experience determines the outcome of each system

Student System: The students exhibit a spirit of creative inquiry and accept responsibility for their own learning. Recognizing the uniqueness that each student brings to this program, the nursing faculty nurtures each student's experience and professional development.

Nurse System: In achieving competence, the thinking nurse uses the nursing process when implementing safe, effective patient care within various roles.

Health Care System: Safe, quality health care is attained and continuously improved utilizing the expertise of health care team members, who are knowledgeable of global/community influences as well as state-of-the art research.

Person System: Based on the holistic needs of a person, the person-centered goal is to achieve the highest level of wellness.

These open systems are in constant dynamic interaction with the environment providing for flexibility and adaptation to the changes in nursing and health care. It allows for the incorporation of new variables into its structure as change occurs while maintaining the integrity of research-based nursing practice. Exploration of new ideas and ways of thinking form the foundation of the curriculum structure and its philosophy. It reflects the multifaceted, nonlinear nature of nursing needed in the twenty-first century.

MODEL OF ECC NURSING PROGRAM ORGANIZING FRAMEWORK



ORGANIZATION

LEVELS

The Program is divided into two Levels:

Level 1 is the first year

Level 2 is the second year.

COURSE

A course is the subdivision of a level, carrying a course number and name, for example: Nursing 114.

COURSE CONTENT LEARNING OUTCOMES

Each course has learning outcomes identified in the course syllabus which is the focus of classroom discussion, academic testing and clinical expectations.

LEARNING OUTCOMES (STUDENT)

Every COURSE OUTLINE contains an outline of content and related learning activities. These outlines are designed to provide information, stimulate critical thinking skills and assist the student to apply theoretical knowledge to clinical situations. Upon successful completion of the nursing program, the student will have met the program outcomes.

NURSING EDUCATION PROGRAM OUTCOMES

The Nursing Program includes four semesters of nursing in addition to the general education courses required for the Associate of Applied Science Degree. Nursing students may elect to obtain a Vocational Specialist Certificate after the completion of Level 1 or the first two semesters of nursing courses and the specified general education courses.

Elgin Community College Associate of Applied Science Degree in Nursing

PROGRAM OUTCOMES

- Demonstrates caring and respectful behaviors to diverse populations.
- Participates in self-directed learning, an integral component of life-long learning
- Applies critical thinking skills and evidence - based practice appropriate to the level of novice registered professional nurse
- Utilizes the nursing process in the various roles of the registered professional nurse
- Displays competence in the safe performance of nursing practice appropriate to the level of the novice registered professional nurse
- Collaborates effectively with other members of the health care team
- Uses information and technology to communicate, manage knowledge and support decision-making
- Recognizes the nurse's unique contribution in promoting and delivering quality, holistic health care in a global setting.

Adopted from the "Quality and Safety Education for Nurses", published in *Nursing Outlook*, 55 (3), 2007

Elgin Community College
Vocational Specialist Certificate in Practical Nursing

PROGRAM OUTCOMES

- Demonstrates caring and respectful behaviors to diverse populations.
- Participates in self-directed learning, an integral component of life-long learning.
- Applies critical thinking skills and evidence- based practice appropriate to the level of novice licensed practical nurse
- Utilizes components of the nursing process in the roles of the novice licensed practical nurse
- Displays competence in the safe performance of nursing practice appropriate to the level of the novice licensed practical nurse
- Collaborates effectively with other members of the health care team
- Uses information and technology to communicate, manage knowledge and support decision-making
- Recognizes the practical nurse's contribution in promoting and delivering quality, holistic health care in a global setting

Adopted from the "Quality and Safety Education for Nurses", published in *Nursing Outlook*, 55 (3), 2007

NURSING CURRICULUM PLAN

ASSOCIATE OF APPLIED SCIENCE IN NURSING

Program admission requirement:

CHM 101/112 (5.0); BIO 110 (5.0) and BIO 240 (5.0) = 15 cr. hours

Semester 1

HPE 101	1.0
NUR 114	8.0
NUR 116	2.0
PSY 100	3.0
ENG 101	3.0
Total	17.0 cr. hrs

Semester 3

NUR 212	5.0
NUR 214	5.0
SOC 100	3.0
Total	13.0 cr. hrs

Semester 2

NUR 120	4.5
NUR 122	4.5
NUR 124	1.0
BIO 265	4.0
PSY 218	3.0
Total	17.0 cr. hrs

Semester 4

NUR 220	4.5
NUR 222	4.5
NUR 224	1.0
ENG 102	3.0
Liberal Studies	3.0
Total	16.0 cr. hrs

STUDENT POLICIES AND PROCEDURES

STUDENTS ARE RESPONSIBLE FOR KNOWING THESE POLICIES AND PROCEDURES AND ALSO THOSE IN THE CURRENT COLLEGE CATALOG. IT IS YOUR RESPONSIBILITY TO NOTE ANY CHANGES IN POLICIES OR PROCEDURES.

A. PROFESSIONALISM

Honesty Policy

The public deserves an honest professional in the health care setting. Honesty is required of all Health Professions students.

Health Professions students who obtain passing grades through dishonest means may be incapable of practicing safely and likely incapable of practicing ethically. A dishonest nursing student present risks to clients and to the reputation of the profession.

Furthermore, maintaining honesty within the profession is the responsibility of all nursing students. Therefore, a student who witnesses dishonest behavior on the part of another student or health care worker must report such an incident immediately. In the case of witnessing dishonest behavior of another student, the witnessing student should make their peer aware of the unacceptable behavior and then report the incident to the course instructor. In the case of witnessing dishonest behavior among other health care workers, the student should confer with faculty regarding the incident before taking further action.

When dishonest behavior (academic or professional) is discovered, disciplinary procedures as outlined in the college catalog will be followed. Disciplinary sanctions for students range from a warning; a failure of an exam or assignment; a failure of a course to permanent dismissal from the Health Professions Programs.

Academic dishonesty refers to forms of lying, cheating, or plagiarism that denatures the credibility of the student's academic work. Academic dishonesty is viewed as a highly serious offense within the college community. Examples of academic dishonesty include but are not limited to those listed:

- looking at another student's exam while taking the exam (*allowing another student to look at your exam while taking the exam*)
- exchanging information with another student during the exam
- one student taking an exam for another
- sharing *or receiving* information about an exam from another section or class group
- unauthorized acquisition of exams or other secured academic materials
- receiving credit for another's work or *allowing another to receive credit for your work* (**plagiarism**)
- presenting the words or ideas of another without proper citation of the source (**plagiarism**)
- unauthorized tape-recording or note-taking of a test review
- failure to report any of the above behaviors or other dishonest behaviors when witnessed

Professional Dishonesty

Professional dishonesty (which includes unethical behavior) in the clinical setting is also a serious offense within the college community. Ethical agency is a standard of Elgin Community College's Health Professions Program. Examples of dishonest/unethical clinical behaviors include but are not limited to:

- falsifying documentation
- lying about performance
- failure to self-limit when incompetent to perform a task
- failure to follow procedures according to policy (taking unsafe shortcuts)
- failure to report patient care mistakes to clinical instructor
- covering up for the unsafe behavior of another student
- practice as a nursing student when impaired from drugs or alcohol (Note: students suspected of being impaired from drugs or alcohol will be tested according to the institutional policies of the affiliating clinical facility and Elgin Community College. The student will be responsible for the cost of this testing.)
- any violations of the Health Insurance Portability and Accountability Act (HIPAA)
www.hhs.gov/ocr/hipaa

Some violations of confidentiality specific to the student role include but are not limited to:

- collection of any written information (for personal/educational use) about a patient that identifies the patient by name
 - the unauthorized taking of any client records (or copies) from the patient care unit
 - discussion of clients or care issues outside of the clinical or educational setting and even in those settings, discussion for other than patient care or educational purposes
- any violations of the *Patient Care Partnership* (American Hospital Association, 2003).
 - any violations of the *Code for Nurses* (American Nurses Association 2003)
<http://nursingworld.org/ethics/ecode.htm>

B. TESTING AND GRADING POLICIES

1. **All courses required for the Nursing program must be completed with a C or better and is required to progress in the Nursing program (see page 14).** The grade will be based on an assessment of the individual student's demonstration of mastery of course objectives. Mastery (passing) is achieved when a grade of 80 percent or higher on evaluated learning activities is demonstrated. Learning activities appropriate to course content will be included in the syllabus. Learning activities may include but are not limited to: reading of text, professional journals or other literature, audiovisual or computer instructional materials, group discussion, case study analysis, written papers, simulation, clinical experience and related written work. The letter grade given will be based on assessment of student learning through written test scores and/or through evidence of learning achieved in other activities. The requirements for achieving mastery in each course are based on course content and will be determined by the instructor for the course. Criteria for mastery achievement will be given to students in written form on the first day of the course in the syllabus.

2. If a student must be absent from an exam, a make-up exam shall be taken on the first day of his/her return to school for any college activity, as agreed upon with the instructor. You must contact your instructor in order to make the appropriate arrangements.
3. All requirements must be completed as indicated on the course syllabus. Failure to do so will result in a failure of the course.
4. *ECC Incomplete Policy:* All incomplete grades must be completed within 35 days after the last day of the course, **if approved** by the course instructor. If the student has not contacted the instructor of record by the end of the course, a failing grade will be recorded. A failing grade (F) will be recorded by the Registrar for incomplete grades not cleared within 35 days. Under extreme circumstances, a student may obtain an extension to the 35-day period if the **instructor involved files a formal, written extension form** in the Office of Admissions and Records.
5. Grading Scale:

92-100	A
85-91	B
80-84	C
75-79	D
Below 75	F

A failure in the clinical portion of the course constitutes a failure of the entire course regardless of grades attained in theory. Failure of the course will also result if a student does not pass the lab validations. (See skill validation for more detail)

C. CRIMINAL BACKGROUND CHECKS (CBC) AND DRUG TESTING (DT)

The Illinois Department of Public Health (IDPH) and the Joint Commission has laws and regulations that require Elgin Community College to mandate Criminal Background Checks (CBC) and Drug Testing (DT) of all students in the Health Professions Department. The College will comply fully with the IDPH and the Joint regulations and requirements governing CBC and DT. Those requirements have been incorporated into this procedure. The results of all individual CBC and DT will be kept in a secure location with controlled access. All individual test results will be considered confidential.

Criminal Background Check (no more than 90 days before the first day of class) and Drug Test (no more than 30 days before the first day of class) are required of all Health Professions students after being accepted into the program. This check and test are based on the Illinois Healthcare Worker Background Check Code (IDPH) and the Joint requirements. Students with a history of a felony or disqualifying offense without a waiver from IDPH and/or a positive drug test for illegal substances will be denied admission and/or dismissed from the Health Professions Department. Students with a positive drug test will be referred to the Student Assistance Program at ECC.

In addition, students:

- will be responsible for all costs associated with CBC and DT;
- will be responsible for independently securing all CBC and DT from a drug testing and criminal background check source recommended by the Health Professions Department;
- who refuse to be tested will be considered to be positive on CBC and/or DT and denied admission to the Health Professions Department;
- with a positive DT may not reapply to a Health Professions program for a period of one year, and must supply a letter from a professional source documenting successful rehabilitation;
- must have DT repeated annually while in the Health Professions Department, and may be required to submit to a random drug test if there is cause;
- with two positive DT will be permanently dismissed from the Health Professions Department;
- who leave the program for one or more semesters will be required to be re-tested for CBC and DT upon re-admission;
- who are convicted of a felony after program admission is responsible for reporting that conviction immediately to the Health Professions Department.

RATING SCALE:
P = Pass, F = Fail, D = Deficient

CLINICAL EVALUATION POLICIES

1. Students are evaluated on their progress toward accomplishing the clinical objectives at the midpoint (**formative***) and at the end or final (**summative****) evaluation of each course by the clinical instructor. All students must complete their self-evaluation form and turn it in prior to or at the individual evaluation conference. Individual conferences (formative) may be scheduled at any time, at the discretion of the instructor or upon request of the student.

***Formative evaluation** is a method of evaluating the performance of a student while the student is actively participating in the clinical rotation.

****Summative evaluation** is a method of evaluating the performance of a student at the end of the clinical rotation. The focus is on the outcome and determines if the student has met the course objectives.

2. Clinical evaluations are determined by the student's ability to demonstrate that the student meets the expectations in the performance of nursing skills; demonstrates professional behavior, abides by the Code of Ethics and applies new and previously learned knowledge, appropriate to each course or semester in the program.

DEFINITIONS OF CLINICAL BEHAVIORS/EXPLANATIONS

The Nursing faculty believes the number one priority in the clinical area is the client and their family. The student must consistently demonstrate physical and mental competence when in clinical areas in order to deliver safe client care.

PASS (P): The student meets or exceeds the course objectives by demonstrating behaviors which include providing safe client care; completing all assignments; applying previously learned knowledge, behaviors and skills; communicating effectively and utilizing clinical instructor supervision appropriately.

FAIL (F): The student demonstrates inconsistent, questionable performance. The student fails to progress to the level of clinical competence expected of all students in the provision of safe client care; is lacking in expected knowledge base and fails to recognize or correct deficiencies.

If a student demonstrates **unsafe and/or unprofessional behavior**, the student will be removed immediately from the clinical setting when this **unsafe and/or unprofessional behavior** causes a potential or actual threat to the client's physical or emotional well-being. Other examples of this **behavior** includes, but is not limited to, violations of the ECC drug and alcohol use policy, violations of the Nursing Code of Ethics and the American Nurses Association's Nursing Practice Standards. This **unsafe and/or unprofessional behavior** may result in the immediate failure of the course in which the student is enrolled and may include a recommendation for dismissal from the Nursing Program by the faculty to the Director of the Nursing Program & Associate Dean of Health Professions. A dismissal by the Associate Dean of Health Professions means the student may not return to the Nursing Program.

DEFICIENT (D): This rating may be given for identified weaknesses or inconsistent, unacceptable behavior and requires remediation whether in an entire category or single subset. A Probation Conference (formative) will be held with the student and specific areas needing improvement will be identified and corrective measures stated. This will be written on the clinical evaluation. The student must demonstrate significant improvement in the identified unacceptable behaviors in order to receive a passing (P) grade.

Any **FAIL (F)** rating will result in a failure of the course, regardless of the theory grade. Clinical failure is defined as consistent clinical behaviors, which fail to demonstrate a level of competency commensurate with current placement in the program. A **DEFICIENT (D)** rating will not be acceptable at the final or summative evaluation and is considered a failure (**F**) for the course.

D. RETENTION AND PROMOTION

Students admitted in Fall 2010 to the Nursing Program:

- Students are only allowed 1 failure and 1 withdrawal (regardless of reason) within **Level 1** (Semesters 1 & 2).
- Students are only allowed 1 failure and 1 withdrawal (regardless of reason) within **Level 2** (Semesters 3 & 4).
- Withdrawing from the entire semester counts as 1 withdrawal.
- Upon the occurrence of a 2nd failure or withdrawal in any level, it will result in the student's immediate dismissal from the nursing program.

Students currently enrolled in the Nursing Program who have completed at least 1 semester of the ECC Nursing Program:

- Students who fail THREE NUR prefixed courses **OR** TWO of the same NUR course will result in the student's immediate dismissal from the nursing program

All Students:

- Students who wish to repeat a nursing course must begin by completing this form with the faculty member of record - **Step 1**.
- Meet with the Health Professions Retention Specialist, Bev Felder, HBT160, 847-214-7611 - **Step 2**.
- Meet with the Director of the Nursing Program, Linda Hartley, HBT 187c, 847-214-7304 – **Step 3**.
- The time limit for completion of the ECC Nursing Program is five years from enrollment in the first nursing course to graduation.

Advanced Placement Students

Students who have applied to enter the ECC Nursing Program and have previous nursing courses completed with a C or better or hold an LPN license, will be admitted only on a space available basis. All current nursing students who are eligible to be re-admitted will be offered the opportunity to re-enroll first.

Withdrawal & Re-entry Policy

Students must follow college withdrawal policy. Refer to college catalogue for this policy. Nursing students shall inform the individual instructor of withdrawal from a nursing course and the Director of the Nursing Program of withdrawal from the program and complete the forms for withdrawal. Students who wish to re-enter must complete the required Nursing Failure/Withdrawal Contract. Re-entry into the program/course is determined by the Director of the Nursing Program upon successful completion of the failure/withdrawal contract and a space available basis.

HEALTH PROFESSIONS DISMISSAL POLICY

Students are responsible for maintaining appropriate standards of conduct as described in this student handbook and the Student Code of Conduct/Discipline procedure found in the ECC college catalog. Students are expected to observe Nursing program regulations and meet professional standards as outlined in the American Nurses Association code of ethics.

A written warning will be issued for infractions of program regulations or professional standards.

A copy of the written warning will be kept on file in the Dean of Health Professions office.

Students who continue to violate program regulations or professional standards in which they have previously been given a written warning will be permanently dismissed from the Nursing program.

When behavioral/affective reasons warrant an immediate action, a student may be dismissed from the Nursing program without a written warning.

Students who have been permanently dismissed from the Nursing program are permanently dismissed from the Health Professions division at ECC.

Causes for dismissal include, but are not limited to:

1. Unprofessional or dishonest behavior
2. Actions which jeopardize patient safety
3. Infractions of clinical facility policy

Dismissal Procedure

1. Program officials will review all facts and documentation related to the student's violation of program regulations or professional standards.
2. If warranted, the program official will prepare a *Notice of Permanent Dismissal* that outlines the specific reasons for the dismissal.
3. The program official will meet with the student to present the *Notice of Permanent Dismissal*. A student who is dismissed from the Nursing program will not be permitted to attend any further Nursing classes/clinical and will receive failing grades in the Nursing courses in which they are enrolled.

Due Process / Student Appeal

Students have the right to file a complaint regarding issues that they feel require a resolution. Students should follow the appropriate Student Appeal/Complaint procedure or Grade Appeal procedure as outlined in the ECC college catalog.

Readmission Policy

All students who either fail or withdraw from a course or semester a course must satisfactorily complete the Nursing Failure or Withdrawal Contract and have permission from the Director of the Nursing Program to return to the program.

Student Grievance Policy

A student wishing to file a grievance regarding program policies and procedures must follow the ECC Grievance Policy found in the college catalog. The grievance must be submitted in writing, dated and signed no later than 30 days after the occurrence of the contested event.

Procedure: (specific for nursing students)

1. Appeal to the faculty member.
2. Appeal to Director Nursing Program
3. Appeal to the Dean of Health Professions.
4. Appeal to the Vice President of Teaching, Learning & Student Development.
5. Appeal to the President.

E. CLASSROOM EXPERIENCE

Attendance is recommended at all class sessions. All efforts to be on time are requested. Tardiness disrupts the learning process for others. Classroom discussion will be based on the objectives in the course manuals, as well as additional objectives and/or information identified by instructors. These discussions are designed to prepare the nursing student to function safely and effectively in the clinical area. Students are expected to complete the reading, writing and audio-visual/computer assignments and the learning activities assigned prior to coming to class. Students are responsible for all content and information presented in all classes and are expected to COME TO CLASS PREPARED to participate in the class discussion. Each faculty member may have additional class attendance requirements in their syllabus.

Criteria for Written Assignments

All written assignments should follow the individual faculty member's requirements in the course syllabus.

Behavior Policy

Elgin Community College (ECC) students must adhere to the Student Code of Conduct Discipline Procedure as stated in the college catalog. In addition, during on campus laboratories and clinical experiences, the Health Professions Department requires health profession students to practice safe techniques, remain drug and alcohol free, maintain clear criminal background checks, and demonstrate professional behavior at all times. These additional requirements are necessary because health professions programs require students to perform procedures on fellow students and patients in the laboratory and clinical setting.

Faculty and Laboratory Directors and staff may immediately remove a student from a clinical

experience on or off campus and recommend to the Director of the Nursing Program & Dean of Health Professions a failing grade for a student in the clinical or laboratory setting for unsafe behavior or technique, drug or alcohol use, background check violation, or the demonstration of unprofessional behavior (such as but not limited to: physical or verbal threats, inappropriate comments, physical abuse, offensive touching or use of force on a person without the person's consent, verbal abuse, intimidation, harassment, coercion and/or other conduct which threatens or endangers the health or safety of any person). The Director of the Nursing Program & the Dean of Health Professions will consult with the Dean of Students as to the outcome regarding the student's return to the Nursing Program. The recommendation may result in permanent dismissal from the Health Professions Department.

A student may choose to appeal a failing grade through the Grade Appeal Process as stated in the college catalog. A student may choose to appeal a permanent dismissal from the Health Professions Department through the Disciplinary Procedures as stated in the college catalog.

Student use of Electronic Communication Devices

All electronic devices are to be turned off during class or clinical or be placed on vibrate mode so the device is silent. These devices interfere with the dynamics of the classroom environment. Students must not bring cell phones to any of the hospital based clinical sites, unless used for reference and patient care and must only be used for that purpose.

Students assigned to clinical sites away from the hospital setting are to use personal electronic communication devices only at breaks. No device is to be on an audible setting even if in areas away from the patient care setting.

Students with Disabilities

ECC welcomes students with disabilities and is committed to supporting them as they attend college. If a student has a disability (visual, aural, speech, emotional/psychiatric, orthopedic, health, or learning), they may be entitled to some accommodations, service, or support. While the College will not compromise or waive essential skill requirements in any course or degree, students with disabilities may be supported with accommodations to help meet these requirements.

The laws in effect at the college level state that a person does not have to reveal a disability; but if support is needed, documentation of the disability must be provided. If none is provided, the college does not have to make any exceptions to standard procedures.

All students are expected to comply with the Student Code of Conduct and all other college procedures as stated in the current College Catalog.

Procedure for Requesting Accommodations:

1. Go to SRC108 and sign a release to have documentation sent to the college, or bring in documentation
2. Attend an appointment that will be arranged for you with the ADA coordinator or designee.
3. If you have questions, call 847-214-7220 (TTY-847-214-7392) or e-mail Annabelle Rhoades at arhoades@elgin.edu.

F. CLINICAL EXPERIENCE

Attendance and Preparation

Attendance is required at all clinical laboratory periods. The student *must* contact the assigned health care agency and/or instructor *prior to the beginning of the clinical day* if she/he will be absent. Failure to do so will constitute an unsatisfactory clinical day. All efforts to be on time are expected as part of your professional behavior. All clinical absences will be required to be made up prior to the end of the course.

Adequate preparation for performance in clinical laboratory is required. If a student is not able to demonstrate the expected level of competence in the clinical laboratory, she/he may be dismissed from the clinical laboratory and assigned to the practice lab for additional validation of the skill. Failure to be prepared will constitute an unsatisfactory clinical day and will be counted as a clinical absence. Students will be given a "Student Lab Report" when remediation is necessary in the lab (see appendix).

Patient Data in the Clinical Area

There cannot be any syncing of data on any devices (examples but not limited to: PDA, phones, flash drives, laptop computers, etc) when in the clinical setting. All materials needed for care plans must be hand written. In addition, computers in the clinical setting can only be used for entering patient data. **All** copies of patient data used to plan care must be placed in the shredder before leaving for the day. This is in compliance with HIPAA regulations and must be adhered to at all of our clinical facilities (this violation will be grounds for dismissal from the nursing program).

Professional behavior is expected at all times in class and clinical. A clinical probation or course failure will be given if a student does not comply with the *ANA Code of Ethics*, *ECC Honesty Policy*, *Patient Care Partnership*, *Standards of Practice*, *ECC Dress Code* or the health care agency policy and procedures.

NURSING PROGRAM DRESS CODE

Wearing the Elgin Community College Nursing Program monogram on your uniform jacket or lab coat distinguishes you as an important part of the health care team. Your image as you wear this uniform reflects the high standards of our school and should be worn with pride. The attention that you give to projecting a professional image communicates to the client the quality of care you will provide.

Uniform regulations must be observed in order to protect the physical and psychological well being and safety of the persons in your care, your co-workers and yourself. Therefore, adherence to these regulations is required and is a part of the clinical evaluation. If you do not follow the regulations you will be sent home.

1. The school uniform is to be worn only during a clinical experience; to and from the clinical area and must be laundered after each clinical experience. When validating in the campus lab, the uniform must be worn or you may wear professional attire with a white lab coat.
2. A short sleeve, navy blue scrub top, navy blue pants and a white lab coat will be purchased at the ECC bookstore with the ECC logo and program embroidered on the scrub top and lab coat. Since your sleeves may become soiled while in the clinical setting, you may wear short sleeve plain white tops under your uniform.
3. White lab coats may be worn with the nursing uniform. Sweaters are not part of the uniform, and are not acceptable for patient care.
4. A picture identification (ID) badge is part of the uniform, and is to be worn with the uniform at all times. This officially identifies you as an ECC student and provides access to the clinical agency. You may obtain your ID badge at the ECC Student Life Office, SRC 171, studentlife@elgin.edu. You are not to be in clinical agencies without your uniform and ECC ID badge, unless instructed otherwise.
5. Shoes must be white, made of leather or plastic (without any openings), without any ornamentation/colors and must be kept clean. Shoes provide for the safety and comfort of the wearer with flat heels, with a back on the shoe. Plain white socks that cover your ankle must be worn with your white shoes.
6. Hair should be neat and clean and not hang around the face or fall forward when providing patient care. If hair is long, it must be pulled back. Make-up in all forms, including eye make-up, should be discrete and underplayed. Nails should be well manicured and short. If nail polish is worn, it must not be chipped and should be a light color. **ARTIFICIAL NAILS ARE FORBIDDEN IN ALL CLINICAL AREAS.** Scented products, such a body lotions, perfume or after shave products should not be used, as patients who are ill cannot tolerate strong scents.
7. Male students may wear short, neatly trimmed beards and/or moustaches. Moustaches should not extend beyond the lip line.
8. Wearing of jewelry in the clinical area is not recommended. A plain wedding band and small stud-type earrings are allowed (no hoops or long earrings). Rings with stones may be damaged or lost, and are reservoirs for pathogens. In surgery and OB departments, no jewelry may be worn. The student is responsible for any jewelry worn to the clinical area.
9. Piercing: Only two small stud earrings in each ear are allowed. No other visible piercing is allowed including tongue, eyebrow, lip, nose, etc.

10. No gum chewing is allowed while in the clinical area. Eating and drinking is allowed only in designated areas.
11. Nursing faculty has the right to request that students cover up visible tattoos and piercings.
12. Dress codes for all clinical agencies will be adhered to in addition to these guidelines.

Health Requirements

A health/medical record and evidence of current immunizations are required prior to the first clinical experience. Laboratory (IgG titer) screening results indicating satisfactory levels of immunity to Rubeola, Rubella, Mumps and Chicken Pox must be demonstrated. Forms may be obtained from the Health Professions office. If you decide not to receive the Hepatitis B vaccine, you must sign a declination prior to attending your clinical experience.

A student who has any change in her/his physical and/or psychological condition (including pregnancy and postpartum period) which requires medical attention and/or affects her/his physical or emotional endurance must have a permission form signed by her/his physician to continue in the nursing program. Permission must be renewed to return following delivery/surgery. These forms may be obtained from the Health Professions office and must be returned to the clinical instructor prior to clinical experience.

Prior to each semester, each student will be responsible for updating their health information. Submit a **copy** of your updated health information with your name and student ID number to the Health Professions office by July 1 for fall and by December 20 for spring.

This is a schedule of when the following requirements are due. Physical form, Rubeola, Rubella Mumps and Chicken Pox need only be proven once (when you enter the Nursing Program). **If these are not current, you cannot go to clinical.**

TB test – yearly or verification of health status

If you unable to have a tb test due to a past positive result, you must complete the annual student tuberculosis survey from the health professions office

CPR – 1 or 2 years (depending on your card specifications)

HealthStream – first and third semesters or annually

Tetanus – every 10 years

Hepatitis B – strongly recommended, but still voluntary. If you choose not to have the series of injections or a titer drawn, you must sign the declination section of the form

Health insurance - initially and if OR when you change insurance companies:

Basic Life Support CPR Healthcare Provider Certification

Current cardio-pulmonary resuscitation certification is required of all students for any clinical laboratory that they are enrolled in. Certification must be up-to-date for all clinical

experiences. You will not be allowed to attend clinical laboratory until certification is obtained.

Liability Insurance

It is highly recommended that nursing students have Professional-Personal Liability Insurance coverage while enrolled in nursing courses. Application forms may be obtained from the HP office or may be purchased independently. The cost is subject to change.

Transportation to Affiliating Agencies

Students must provide their own transportation to and from all clinical sites.

Snow Day Policy

Check the [ECC home page](#).

If it is a clinical day, follow the policy that your instructor has given you regarding each agency. Clinical agencies are located over a wide area and weather conditions vary greatly. The school cannot assume risk associated with weather conditions, therefore, the decision about when and where to travel is a matter of individual judgment. A clinical absence due to weather will require a make-up activity as assigned by your instructor.

Emergency Alert System



Register today for ECC's new emergency alert system. Students, faculty and staff will receive text messages if there is a campus emergency.

One minute is all it takes. Sign up today!

1. Log on to emergency.elgin.edu
2. Enter your name, cell number & email address
3. Click to register

When you register, you will receive two messages confirming enrollment, one from ECC and another from our provider, 2sms.com. No further action is required. When a situation arises that requires an emergency broadcast, the college will send a text message to the cell phone number you provided.

BLOODBORNE PATHOGEN EXPOSURE POLICY

In the event that a student or instructor is exposed to blood or body fluids, either in an Health Professions on-campus lab or while at a clinical facility, the policy outlined below must be followed.

1. Immediately report exposure to instructor/clinical coordinator/preceptor.
2. Thoroughly clean area with copious amounts of water and antibacterial soap. In case of splashes to the eyes, flush with water for 10-15 minutes using an eyewash.
3. The student/instructor who is exposed should report to the nearest emergency room for first aid and baseline testing **Note: All health care services provided to a student as a result of an exposure will be at the students own expense.**

*Student/instructor - must be tested for Anti-HBs (if the Hepatitis vaccine series was not received) and HIV Antibody. Consent is required.

*Source - should be tested for HBsAg and HIV Antibody.

*If the source tests positive for HBsAg and the student/instructor tests negative for Anti-HB's it is recommended that the student/instructor receive Hepatitis B immune globulin as soon as possible (within seven days of the exposure).

*If the source is not tested, the student/instructor should be encouraged to receive Hepatitis B immune globulin immediately.

*Follow up HIV antibody testing is recommended for the student/instructor at 6 weeks, 3 months, and 6 months.

*Extended HIV follow-up for up to 12 months is recommended for exposed student/instructors who become infected with HCV following exposure to a source co-infected with HIV and HCV.

4. Complete a **Post Exposure Incident Report** (available in the Health Professions Office, Room 175 of the Health and Business Technology Building).

G. EXAMS, GRADUATION, LICENSURE

CNA CERTIFICATION EXAMINATIONS

Students who are not CNA's, but wish to obtain this certification and be qualified to work as a CNA, may take the certification exam after the first semester of the nursing program. An application form can be obtained in the HP office, HBT 179.

STANDARDIZED TESTING

Standardized examinations are an academic requirement of the nursing program at ECC.. These exams will be scheduled throughout the Nursing Program and may or may not be included as a part of the grade in a particular course.

A comprehensive, final exam will be scheduled during the 4th semester. Specific information regarding the date, time, place, number of attempts & scoring will be found in the NUR 222 course syllabus.

GRADUATION REQUIREMENTS

The college procedure for application for graduation must be followed: Fall – October 1 and Spring – February 1. Watch for announcements throughout the college regarding this important deadline. Students planning to take the state licensing exam **MUST** apply for graduation. After completion of the requirements for the Vocational Specialist Certificate for Practical Nurses or Associate of Applied Science Degree, you will have the privilege of participating in the ECC sponsored graduation ceremonies which are held each year in December and May.

NCLEX EXAMINATION

Following successful completion of the first year of the nursing program and appropriate general education courses, eligible students may apply to the NCLEX-PN examination for practical nurses. After completing the second year of the nursing program and all the required general education courses, eligible students may apply for the NCLEX-RN examination for professional nurses online.

NURSING LICENSURE

Elgin Community College provides the following for **purposes of information only**.

The Illinois Department of Financial & Professional Regulation will ask you to provide "yes" or "no" responses to questions pertaining to the following subject areas at the time you complete your application to take the state licensing exams for licensure as a practical nurse or a registered nurse. In most cases, that will occur about one month prior to graduation from ECC.

- Denial, at any time, of a license, permit, or privilege of taking an examination by any licensing authority
- Encumbrance of any previous or current license or permit (revoked, suspended, surrendered, censured, restricted, limited, placed on probation)
- Chronic physical impairment or disability (past and present)
- Abuse or addiction to alcohol, narcotics, barbiturates and other habit forming substances (past and present)
- Chronic physical disease or condition (past and present)

- Chronic mental or emotional disease or condition (past or present)
- Conviction pertaining to any state and/or federal criminal offense
- Dishonorable discharge from military or from a city, county, state or federal parties
- Default on student loans or child support payments

The specific content of questions will vary and additional questions regarding your personal/medical background may be asked by the time you are ready to complete your application to take the PN or RN licensure exam (NCLEX). You will also need to be fingerprinted again by the State of Illinois for a criminal background check.

You will be expected to answer truthfully all questions asked on the application. Falsification of any information is grounds for the Department of Professional Regulation to deny your license to practice or to take disciplinary action against your license once issued.

An answer of "yes" to any question pertaining to the general subject areas outlined above means that you will be required to write a detailed explanation and submit it along with your completed application.

The State Board of Nurse Examiners may then notify you in writing that you will be required to attend a hearing where your personal and/or medical history will be subjected to additional review and documentation. You will not be granted a license to practice until you go through the hearing process, if called upon to do so. You will, however, be allowed to take your licensing exams, but the results hold no bearing on the outcome of the hearing.

If the State Board of Nurse Examiners finds in your favor, you will be issued a written notification to that effect. In the event that the State Board of Nurse Examiners does not find in your favor, you will be notified in writing that your license to practice will not be granted.

H. COMPUTER LABS

Computer labs are open Mon – Fri 8AM - 10PM and Sat 8 AM - !2 Noon

HBT 183 - 24 computers with printer availability. Please see policy in computer lab. All computers are connected to the Internet and ECC network. You will log in using your ECC Access ID and password. Please do not print more than 15 copies at a time.

I. NURSING VALIDATION LABS

- Health and Business Technology Center HBT 181 and 196
- HBT 181 and 196 – Equipment for procedure practice, sharps storage, study areas, reference books & nursing journals.
- HBT 196A – Refrigerator, microwaves, student coffee bar, and general faculty storage and linen areas

Student may practice validation skills at any time while the Nursing Skills Labs are open. When campus lab classes are not being held, labs are available for practice/study from 8AM-10PM M-F and on Saturdays (HBT 181 only). Please ask nursing lab faculty for assistance with validation equipment if necessary. Practice stations are available for validation practice in HBT 196 and 181. The actual validations are held in HBT 194 and 181B. These two rooms are not to be used for student practice/study except with permission from the lab instructor.

Student Nurse Pack Purchasing Procedures

Students will purchase a lab pack for each semester in the ECC bookstore. This pack contains equipment and supplies to practice and validate for selected skills tied to the nursing courses.

Skill Validations

Throughout the nursing program, there will be selected nursing skills the student must perform (validate) satisfactorily with a lab instructor. Each skill is connected to a course. The student must pass the validation in order to pass the course. Skills are evaluated on a pass/fail basis. Students will have THREE attempts to pass a validation Not only will you perform the skill for the lab validator, but this will also be a time to fine-tune your skills, receive feedback and to validate that you do know the skill.

Scheduling Lab Faculty Appointments

Log on to one of your NUR courses in D2L and you will find a widget for “Nursing Lab Sign-up” and “How it works”. Double click on the widget and use your Google Docs ID and password to schedule your lab appointment and password. Appointments with lab faculty are made for 20 min. to one hour time blocks. Students should not schedule appointment with lab faculty when they are to be attending class, campus lab, or clinical lab. Do not use the validation time as an excuse to be late to class, campus lab or clinical lab. When making an appointment, please include your name, the skill and “**G**” if it is a group session.

Consider other students when making non-validation appointments. Avoid blocking out large time slots; 1 hour is the maximum. This is a benefit for all nursing students and is not to be considered a private tutorial for class work.

Appointments are made for the following reasons:

1. The instructor requires the students to pass a skill validation (i.e. urinary catheterization, sterile dressing change, etc) which is tied to a course. It is expected that the student practice the skill until an acceptable level of competence is mastered. After adequate individual practice, the student will perform the skill according to the requirement of the skill check list and the required time frame assigned to each validation

2. The student has difficulty with a procedure in the clinical area and is given a “Student Lab Report” by the instructor to return to lab for practice and re-validation. Student deficiencies must be completed by the student prior to the next clinical experience.
3. Group demo/practice sessions are an option. It is recommended that no fewer than 4 students be present for a group session. It is expected that the student has reviewed the procedure in the texts, A-V materials, and practiced independently prior to the appointment. Bring the skills checklist book. This will allow for a more productive session. A student cannot be involved with a demo or practice session within 24 hours of their validation appointment.

Appointment Cancellations, No Show and Tardiness

- A cancellation is when an appointment is cancelled 24 hours or less prior to the appointment time.
- A student is granted **one** cancellation per course within the 24 hour period. Cancellations must be done by accessing the Nursing Lab Sign-up website.
- A pattern of cancellations and “no shows” will be cause for a student to be placed on clinical probation regarding accountability and responsibility.
- A “no show” for an appointment is considered an automatic failure for that validation attempt.
- When the lab clock indicates that the student is 10 minutes late for a scheduled appointment, a cancellation will be automatic and the student must reschedule the appointment. You must sign up online.
- If a student cannot be validated because the dress code was not followed, it will be counted as a failure.

Success with validations

The following components of a validation should explain what constitutes a passing grade.

- The student brings correct supplies and equipment.
- Has practiced enough to have a flow and efficient actions with the skill.
- Applies all safety principles.
- Requires minimal coaching from lab validator.
- Follows skill checklist critical elements
- Able to answer critical thinking questions
- Follows dress code
- Performs within the time frame assigned to the skill

If, in the judgment of the lab validator, the student has demonstrated all these aspects of a skill, the student will pass the validation.

Failure with validations

The following components of an unsuccessful validation should explain what constitutes a failure.

- The student comes unprepared with supplies and equipment
- Is lacking evidence of practice of the skill

- Doesn't apply safety principles consistently.
- Requires consistent prompting
- Omits critical elements of the skill checklist.
- Unable to think through and answer critical thinking questions
- Does not follow dress code
- Does not perform within the timeframe assigned to the skill.

If, in the judgment of the lab validator, the student displays these behaviors, the student will fail the validation.

If a student fails the same validation three times, the student fails the course to which the validation is attached.

Dress Code for Validations

Professional attire will be required for all validations. This consists of either the student uniform or casual professional street clothes with a white lab coat. Professional street clothes mean "dress like you would expect to see a professional in a clinic." For us, this means no jeans, no crop tops, no T-shirts, no shorts, etc. White walking shoes (without colored stripes, etc.) may be worn if they have the appearance of nursing shoes. They must be clean and in good condition. Do not wear the navy uniform over street clothes. Wear your picture ID badge. Long hair is to be tied back and pinned up off the shoulders.

Student Lab Responsibilities: It is expected that students WILL:

- Leave the manikins and beds clean with supplies put away and repackaged appropriately.
- Keep all reference materials, lab equipment and sharps in the nursing labs.
- Report any problems with the lab equipment, supplies, beds and manikins to the Lab Validators
- Keep appointments.
- Be prepared for validation.
- Be considerate of those around you - keep noise/voice level under control.
- Treat all supplies and equipment with respect.
- Cancel appointments you are unable to keep according to policy
- Bring required equipment to each validation.
- Push your chairs in when leaving an area.
- Respect possessions of the school and other students.
- Keep coffee bar clean.
- Pay for all coffee bar purchases.

It is expected that students WILL NOT:

- Interrupt the lab faculty during a skill validation or individual/group session for questions or personal attention.
- Take anything from the lab that does not belong to them.
- Bring young children into nursing labs where exposed equipment may present safety problems.

Copy Machine

A copy machine is located in the hallway of HBT. Copies can be made using a renewable copy card available from the machine in the hall. If the copy machine is not operating properly, **stop** using the machine and notify the nursing office staff or lab supervisor.

Multi Media Materials

Faculty will direct students to the library or computer lab, HBT 181, for specific software programs, located only on the network.

Reference Materials

Text and reference books are available for your use in the Nursing labs. You may copy references if you desire. Please return books where you found them. Current nursing journals are located in the main campus library. Some back issues of nursing journals are available.

**Students are not allowed to take reference books or other lab materials home!
This will be considered theft.**

Student Communication

All nursing students must activate their ECC student email account. All changes in policy and procedures, major announcements, etc., will be communicated to you through this email address. If you are not in the habit of checking this account frequently, please have all email from this address forwarded to your personal email accounts. There will no longer be mailboxes or folders for student information on campus.

CLINICAL AGENCIES

NOTE: Miles = 1 way from ECC Main Campus

ABMC

Alexian Brothers Medical Center
800 Biesterfield Road ·
Elk Grove Village, Illinois 60007
847- 437-5500
(Miles = 20)

CNIM

Centegra Hospital of McHenry
4201 Medical Center Drive
McHenry, IL 60050
815-344-5000
(Miles = 27)

CMMW

Centegra Hospital of Woodstock
3701 Doty Rd
Woodstock IL 60098
815-338-2500
(Miles = 24)

CMMS

Centegra Specialty Hospital
527 W. South Street
Woodstock IL, 60098
815-338-2500
(Miles = 26)

Cherished Place

417 West Main Street
W. Dundee IL 60118
847- 586-5784
(Miles = 9)

CDPH

Central DuPage Hospital
25 North Winfield Road
Winfield, IL 60190
630-933-1600
(Miles = 20)

DCHP

Delnor Community Hospital
300 Randall Road
Geneva, IL 60134
630-208-3000
(Miles = 10)

DPCC

DuPage Convalescent Center
400 N County Farm Rd
Wheaton, IL 60189
630-665-6400
(Miles = 22)

Little Angels Nursing Home

1435 Summit Street
Elgin, IL 60120
847-741-1609
(Miles = 7)

MRHP

Marianjoy Rehab Hospital
26W171 Roosevelt Rd.
Wheaton, IL 60189
630 462-4000
(Miles = 25)

PSHP

Provena St. Joseph Hospital
77 North Airlite
Elgin, IL 60123
847-695-3200
(Miles = 3)

SHHP

Sherman Hospital
1425 N. Randall
Elgin, IL 60123
847-742-9800
(Miles = 5)

SHWC

Sherman West Court
1950 Larkin Ave.
Elgin, IL 60123
847-742-7070
(Miles = 3)

SABH

Alexian Bros Behavioral Health
1650 Moon Lake Boulevard
Schaumburg, IL 60194
(847) 882-1600
(Miles = 19)

SAMC

St. Alexius Medical Center
1555 N. Barrington Rd.
Hoffman Estates, IL 60194
847 843-2000
(Miles = 15)

ADMINISTRATION/STAFF/FACULTY

Interim Dean Health Professions

Wendy Miller
wmiller@elgin.edu
 (847) 214-7350

Health Professions PT Administrative Assistant

Lindsay Valentino
 (847) 214-7981

Director Nursing Program

Linda Hartley
lhartley@elgin.edu
 (847) 214-7304

Health Professions PT Clerk-Typist

Megan Hamel
 (847) 214-7306

Office Coordinator Health Professions

Valerie Spurlock
vspurlock@elgin.edu
 (847) 214-7350

Nursing Faculty

You may direct dial any faculty extension by calling 847 214-XXXX (example: to reach Mary Arndt dial 847 214-7315). If that person is not available, please leave a message on their voice mail system or call the Health Professions office.

Nursing faculty may also be reached via e-mail.

For example: marndt@elgin.edu. Simply use first initial & last name@elgin.edu.

Mary Arndt
 Ext. 7315

JoAnne Bohne
 Ext. 7312

Michele Brynelsen
 Ext. 7742

Janet Flynn
 Ext. 7743

Karen Friedberg
 Ext. 7300

Maureen Gramiak
 Ext. 7307

Catherine Incapreo
 Ext. 7314

Maureen Lange
 Ext. 7303

Jennifer Lindquist
 Ext. 7271

Candy Moore
 Ext. 7316

Celia Ramos
 Ext. 7310

Karen Taylor
 Ext. 7744

Judith Thommes
 Ext. 7741

Sharon Walicek
 Ext. 7309

Lisa West
 Ext. 7042

Nursing Skills Labs Ext. 7271 (Jennifer Lindquist) or 7734 (Donna Boyce, Therese Carpizo, Kathleen Mika)

APPENDIX LISTING

1. Nursing Course Failure/Withdrawal Contract
2. Student Lab Report
3. Nursing Student Handbook Agreement

Date: _____ Faculty member signature: _____

Student signature: _____

Step 2: Meeting with Health Professions Retention Specialist to formulate a plan for successful completion of the nursing program.

Plan:

Resources:

Referrals:

Date: _____ HP Retention Specialist signature: _____

Student signature: _____

Step 3: Meeting with the Director of the Nursing Program to obtain permission to repeat a nursing course.

Director Nursing Program's Recommendation:

Director of the Nursing Program _____ Date: _____

Step 4: You will be contacted by the Health Professions Office when a space is available for you in the course for which you are requesting readmission.

July 1, 2010

Copies: Student, Faculty, Student File, R2P2 Committee Chair, HP Retention Specialist, Director of the Nursing Program

**Elgin Community College
Student Lab report**

Student: _____

Date of Occurrence: _____

Procedure(s) to be practiced in ECC lab:

Problem(s) in performing:

Date due:

This procedure(s) must be completed by the due date above or you may not attend your next clinical. You **must sign-up for an appointment** for supervision with the lab instructor.

Lab instructor comments:

Date _____

Lab instructor

White - clinical instructor Yellow - lab instructor Pink - student

ELGIN COMMUNITY COLLEGE

HEALTH PROFESSIONS STUDENT HANDBOOK AGREEMENT

NURSING

Elgin Community College's Nursing Student Handbook provides information regarding the policies and procedures in effect for the Nursing program. Students will be fully informed of any changes to this document.

Students must indicate agreement with each of the following statements by initialing on the lines below.

_____ I have received a copy of the *Nursing Student Handbook of Policies and Procedures*.

_____ I am aware that it is my responsibility to ask questions about the contents of the *Nursing Student Handbook* and have those questions answered to my satisfaction.

_____ I understand that failure to follow any of the policies in the *Nursing Student Handbook* student handbook may result in my dismissal from the Nursing program.

_____ I agree to fully participate in the lab portion of the Nursing program. I understand that this requires hands on participation and that parts of my body will be exposed and touched.

_____ I agree that while enrolled in the Nursing program I will treat my studies, campus labs, and clinical experiences as an employee would treat job responsibilities, recognizing that my instructor assumes the role of my supervisor. I will attempt to learn the technical skills required of a nurse, but also strive to develop professional behaviors and attitudes.

Student (signature)

Date

Student (print name)

CONFIDENTIALITY STATEMENT

I give permission to release information regarding my professional qualities, academic achievement, and clinical performance to the Director of the Nursing Program when responding to requests for employment consideration. This release does not include any information submitted by me or at my direction relating to medical records or reasonable accommodations under the Americans with Disabilities Act. This policy is revocable upon my written request to the Director of the Nursing Program.

Student (signature)

Date

Student (print name)

PHOTOGRAPHY RELEASE

I give permission to release photographs taken for the sole purpose of identification of my status as a student enrolled in ECC's Nursing Program to the affiliated clinical facilities where I will be assigned.

Student (signature)

Date

Student (print name)

PERMISSION TO SURVEY FUTURE EMPLOYER

I give permission to survey my future employer as part of the Nursing Program's assessment process. I understand that this information will be kept confidential and will be used solely for the purpose of evaluating the effectiveness of the program meeting its goals.

Student (signature)

Date

Student (print name)