

Northwestern Michigan College

**Nursing Program
Student Policy Book
January 2009**

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WELCOME

Dear Nursing Student:

Welcome to Northwestern Michigan College's Nursing Program. You have chosen to become a member of a health profession that is most rewarding, challenging, stimulating and demanding. This exciting career challenge is about to begin. The NMC nursing program faculty all wish you success as you pursue your nursing career. So study hard, take advantage of all learning activities, seek new learning experiences, and take responsibility for your own learning. We are here to assist you to reach your goal to become a member of the nursing profession!

KEYS TO SUCCESS

Take full advantage of every learning opportunity. Make an effort to see the purpose of every assignment whether it is a reading assignment or a client care assignment. By recognizing the purpose, every assignment becomes a learning opportunity. Do your best. Strive to discover and perform new skills. Your mastery, retention and application of the knowledge and skills required to provide quality care is of prime importance. One measurable degree to which you achieve nursing knowledge and skill will be reflected by your grades. The other important measure is patient/client satisfaction after you have taken care of them for the day. Ask yourself; "Am I providing the highest quality nursing care that I want my loved ones to receive when they are a patient?" and "Am I learning everything I possibly can in this course?" "What and how can I do things better next time?" Reflect on your learning.

Keep in contact with your academic nursing advisor. A nursing faculty academic advisor was assigned to you upon entrance to the program. If you do not remember who it is, the Health Occupations office manager can help you. Let your advisor know how you are doing once a semester. If you are having difficulty in a class, talk with your advisor early. She/he can be very helpful so you can be successful navigating through the nursing program.

This policy book is provided so that you may have a full understanding of the Nursing Program philosophy, student expectations, policies and clinical regulations. *Read it carefully as your signature on the verification form indicates that you understand and will abide by the policies of the program.*

With best wishes for success,

Anne Barton-Dempsey MSN, RN
Director of Nursing

Jean Rokos MSN, RN
Academic Chair, Health Occupations

Northwestern Michigan College

Mission

The nursing programs support the mission of Northwestern Michigan College by providing a curriculum through which qualified learners develop a commitment to the nursing profession and achieve the competencies essential to safe, effective entry level nursing practice in a variety of health care settings.

Statement of Philosophy

Our philosophy of Nursing is based upon the concepts of **nursing, nurse, person/client, health, and environment.**

Nursing is an art and a science. Nursing synthesizes interdisciplinary knowledge from the fields of science, communication, and social science to collaborate with all healthcare providers and consumers. Nursing is a unique, holistic, professional approach to client care. This caring approach is embodied in the nursing process and it is guided by evidence based research, critical thinking, and professional practice guidelines. Through client collaboration and advocacy, the nurse promotes the optimal health of individual persons and families within communities throughout all stages of life. The nurse is a competent, caring individual who wisely uses available resources in a variety of healthcare settings. Nurses have a professional responsibility to be legally, ethically, and morally accountable for their actions.

Persons are holistic beings. Every person is comprised of physiological, psychosocial, intellectual, cultural, and spiritual characteristics. Persons function as individuals and clients within the environmental context of family, community and society and have a right to make their own healthcare decisions. In choosing nursing care, they establish relationships with nurses to achieve higher levels of individual or group wellness, maintain optimal health status, and /or prevent and treat illness.

Health is a dynamic state in which the person, throughout the lifespan, adapts along the wellness-illness continuum. Health involves interactions within the environment, encompasses all human dimensions, and incorporates the values and cultural beliefs of individuals, families, and/or communities.

The environment is comprised of the internal and external forces which creates the context within which the person interacts and functions. This context has the potential to enhance or diminish the health of the person.

Environmental factors for all persons are genetics, personality traits, family, community, culture, and the socioeconomic circumstances of a person's life.

Organizing Framework

The organizing framework provides a means for implementing the mission and philosophy of the nursing programs at Northwestern Michigan College. Students are given opportunities to develop skills in critical thinking through an evidence based nursing process approach to clients in a caring and holistic manner. Students learn appropriate nursing interventions and client management strategies, increase communication and collaboration skills, and demonstrate appropriate professional ethics and values. Nursing education occurs within a variety of healthcare systems and community settings. Through the development of these multifaceted skills and behaviors, students will graduate from their respective programs prepared to take the PN and/or RN NCLEX exam.

Practical Nursing Program Competencies

Northwestern Michigan College practical nursing graduates will demonstrate competency in the following areas:

- Critical Thinking:

Understands all elements of the Nursing Process within the scope of the Practical Nurse guidelines

Participates in the assessment data gathering and implementation of the comprehensive plan of care for all ages of stable clients

Implements the appropriate aspects of care within the PN scope of practice under the supervision of a registered nurse or physician

- Client Management Skills:

Prioritizes and manages stable patient/client care

Demonstrates organizational skills and the ability to adapt to changes when providing care to clients

- Communication and Collaboration Skills:

Demonstrates therapeutic communication skills with clients and families and collaboration with members of the healthcare team

Communicates relevant, accurate, and complete verbal information in a concise and clear manner to the healthcare team and clients

Demonstrates the ability to communicate using healthcare technologies appropriate to enhance the delivery of patient care

Demonstrates competent documentation in the English language in all theoretical and clinical learning assignments

- Professional Ethics and Values:

Demonstrates accountability for all actions

Practices within the legal and ethical standards of nursing practice

Demonstrates ethical behavior such as veracity, beneficence, fidelity and confidentiality

- Caring Holistic Nursing Interventions:

Provides holistic, caring approaches to all patient encounters in diverse stable settings

Provides accurate and safe nursing care within the guidelines of the practical nurse scope of practice

Demonstrates correct performance of all technical patient care skills and medical equipment operations

Recognizes appropriate opportunities for effective teaching interventions

Associate Degree Nursing Program Competencies

Northwestern Michigan College associate nursing graduates will demonstrate competency in the following areas:

- **Critical Thinking:**

Assesses, analyzes and critically evaluates patient data to plan care using the nursing process and exhibits the ability to adapt to changes when providing care to clients in a variety of clinical settings

Imposes the criterion of solid reasoning such as precision, relevance, depth and accuracy as important aspects of the nursing process

Formulates clinical judgments using critical thinking skills to ensure accurate and safe care in complex unstable patient populations

- **Client Management Skills**

Demonstrates management characteristics and organizational skills providing care in a variety of healthcare settings

Provides prioritized nursing care that contributes to safe and high quality patient outcomes

Demonstrates patient/client management decisions using critical thinking skills to ensure accurate and safe care in unstable complex patient populations

Demonstrates competence in the use of healthcare technology

- **Communication and Collaboration Skills:**

Creates therapeutic teaching/learning plans when interacting with clients and support persons

Communicates relevant, accurate and complete information in a concise and clear manner to the healthcare team and clients

Demonstrates the ability to communicate using healthcare technologies appropriate to enhance the delivery of patient care

Demonstrates competent documentation in the English language in all theoretical and clinical learning assignments

Maintains effective working relationships and open communication with interdisciplinary health care team members

- **Professional Ethics and Values**

Demonstrates accountability for all actions

Practices within the ethical, legal, and regulatory standards of professional nursing practice

Demonstrates ethical principles of veracity, beneficence, autonomy, fidelity and confidentiality

Advocates for the healthcare of vulnerable populations that is sensitive to their needs

- Caring, Holistic Nursing Interventions

Provides holistic, caring, and safe nursing care to all patient encounters in diverse complex settings

Develops and implements individualized holistic care plans

Demonstrates caring competence in the performance of nursing skills

Creates and implements appropriate effective teaching plans for individuals and groups

Mathematics Requirements for the Nursing Program

Accurate pharmacological calculation skills will be developed and evaluated in HNR 102, the first clinical course in the nursing program. These calculation skills are a prerequisite for all subsequent clinical course work. Students may not administer medications in a clinical course until the following math requirement is met.

A 10-item calculation skills exam will be administered in every clinical nursing course during the first week of classes each semester. For all nursing courses (HNR 126, 142, 200, 242, 244, 252, 262), the student is required to achieve a 100% score prior to the first clinical day of the second week of the course. For HNR 102 Fundamental of Nursing, the student must obtain a 100% by the 14th week of the semester. Calculators may be used for this exam. The student can retake the exam once prior to remediation as described below.

Students who are unsuccessful in meeting this requirement must present documentation of participation in tutoring activities after which the test may be taken a third time. This must be done by the end of the second week of clinical. If this test is not passed at 100%, the student is ineligible to continue in the clinical and must complete a learning contract based on the assessment of the students needs as determined by the instructor. To successfully complete the remediation activity, a student must attain 100% on the final exam of the learning contract. If the clinical course objectives can be met without medication administration, the learning contract can be done concurrently with the clinical rotation.

Language Requirements for the Nursing Program

It is an expectation of the Nursing Department that students use correct grammar, spelling, punctuation, word selection, and sentence structure in all written assignments. The goal is to have each student able to document client care accurately and succinctly. If a student does not demonstrate language skills at the ninety percent (90%) level, then a remediation plan will be instituted. To continue within the program, the student must demonstrate improvement each semester and demonstrate competency:

- At the 70% level at the end of the first semester in order to continue into the second semester.
- At the 80% level at the end of the second semester in order to continue into the third semester.
- At the 90% level at the end of the third semester in order to continue into the fourth semester.

*LPN's with Advanced Standing must demonstrate competency at the 90% level at the end of HNR 200.

Students who require remediation must provide a formal plan for remediation to continue in the program. The student may select self-instruction modules, tutorial services, private tutoring, et cetera, to improve his language usage. Faculty will assist each student to select the appropriate plan.

Definitions of Language Competency Levels

- I. Less than 70% - includes any of the following errors in usage of the English language.
1. More than seven (7) spelling errors per written assignment.
 2. Incorrect verb forms. e.g., "he brung," "we was," "he don't."
 3. Double negatives. e.g., "The client doesn't have nothing from home in his hospital room."
 4. Subjects in the objective case. e.g., "Him and Jones are being discharged today."
 5. Failure to capitalize proper names, especially those referring to people and places.
 6. Incomplete sentences. This is not applicable to care plans and charting in which incomplete sentences are acceptable.
 7. Selection of the incorrect spelling of the following words:

its, it's	already, all ready
to, too, two	past, passed
their, there, they're	all right
then, than	a lot
your, you're	affect, effect
accept, except	do, due
lead, led	
- II. 70% - Contains none of the above errors. This includes any of the following errors in usage of the English language.
1. Five to six spelling errors per written assignment.
 2. Subject verb disagreement. e.g., "The clients coughs frequently."
 3. Adjectives used to modify verbs. e.g., "He treats his clients bad." "She did good."
 4. Subjective pronouns used for objects. e.g., "The teacher sent my husband and I to the counseling department."
- III. 80% - Contains none of the above errors. This includes any of the following errors in usage of the English language.
1. Three or four spelling errors per written assignment.
 2. Tense shifting.
 3. Omitting commas in a series.
 4. Not marking interrupters such as "However" with commas.
 5. Plural modifiers with a singular noun. e.g. "These kind."
 6. Ambiguous use of "which."
 7. Confusion of verbs "sit" and "set" and "lie" and "lay."
- IV. 90% - Contains none of the above errors. This includes any of the following errors in usage of the English language.
1. Maximum of two spelling errors per written assignment.
 2. Omitting the comma after an introductory clause.
 3. Using pronoun "that" to refer to people.

The Nursing Department wishes to thank the Communications Discipline for their assistance in defining the competency levels.

Course Requirements for Graduation

It is the student's responsibility to be sure he/she has completed and received credit for all courses required for graduation. This is particularly important to the student who has completed any coursework at a college or university other than Northwestern Michigan College.

Each transfer student must request an evaluation of their transcripts to determine transfer course equivalencies. This request should be made to the Records Department as soon as possible after admission to the college. It is highly recommended that each student obtain and retain a written and signed copy of this evaluation.

CPR certification is recommended to be completed prior to admission or taken as a co-requisite with HNR 102 within the first five weeks of HNR 102. It is a pre-requisite for all subsequent clinical nursing classes. Either of the following is acceptable: (1) The American Heart Association Healthcare Provider or (2) The American Red Cross Community CPR.

The following courses are required for completion of an ASSOCIATE DEGREE IN NURSING:

	<u>CREDITS</u>
*BIO 227 Anatomy & Physiology I	5
*BIO 228 Anatomy & Physiology II	5
*BIO 240 Normal and Clinical Nutrition	3
*ENG 111 English Composition	4
*ENG 112 English Composition	4
*PSY 101 Intro to Psychology	3
*PHL 202 Contemporary Ethical Dilemmas	3
*CIT 122a Computer and Internet Basics	1
*HAH 100c Informatics Essentials	1
HNR 100 Intro to Nursing	1
HNR 101 Fundamentals of Nursing - Lecture	4
HNR 102 Fundamentals of Nursing - Clinical	3
HNR 106 Pharmacology I	1
HNR 107 Pharmacology II	2
HNR 125 Lifespan Nursing - Lecture	6
HNR 126 Lifespan Nursing - Clinical	6
*HNR 241 Advanced Maternal & Child Nursing - Lecture	2
*HNR 242 Advanced Maternal & Child Nursing - Clinical	2
*HNR 243 Advanced Nursing of Adults - Lecture	3
*HNR 244 Advanced Nursing of Adults - Clinical	3
*HNR 251 Mental Health Nursing - Lecture	2
*HNR 252 Mental Health Nursing - Clinical	2
*HNR 261 Nursing Management Issues & Trends - Lecture	2
*HNR 262 Nursing Management Issues & Trends - Clinical	4

Licensed Practical Nurses admitted to the ASSOCIATE DEGREE NURSING COMPLETION PROGRAM must complete the (*) courses above. Graduates of a Practical Nursing program and graduates of NMC's Practical Nursing program prior to 1993 must also complete:

HNR 200 LPN to ADN Transition	3
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Note: A maximum of 20 nursing credits will be awarded for Practical Nursing course work. A minimum of 24-degree credits must be completed through NMC classes.

The following courses are required for completion of the PRACTICAL NURSING PROGRAM:

		<u>CREDITS</u>
*BIO 227	Anatomy & Physiology I	5
*BIO 228	Anatomy & Physiology II	5
HNR 100	Intro to Nursing	1
HNR 101	Fundamentals of Nursing - Lecture	4
HNR 102	Fundamentals of Nursing - Clinical	3
HNR 106	Pharmacology I	1
HNR 107	Pharmacology II	2
HNR 125	Lifespan Nursing - Lecture	6
HNR 126	Lifespan Nursing - Clinical	6
HNR 141	Advanced Practical Nursing - Lecture	3
HNR 142	Advanced Practical Nursing - Clinical	4
HNR 145	Practical Nursing Role & Issues	1
CIT 122a	Computer and Internet Basics	1
HAH 100c	Informatics Essentials	1

Academic Plan

All courses must be completed during the semesters in which they are listed in the Nursing Program Model Schedule (unless they have been completed prior to that time). The availability of non-nursing courses cannot be guaranteed at times other than those in the model schedule. While these courses may be offered at other times, it may not be possible to schedule them along with the required nursing courses. Failure to complete courses according to the Model Schedule will result in a delay in graduation and licensure. See current NMC Catalog for course prerequisites and co-requisites.

All students are encouraged to complete an academic plan outlining the semester in which they plan to complete all required courses. It is the student's responsibility to enroll in and to complete all required courses.

Criminal Background Checks

Criminal Background Checks (CBC) are now required on all students entering the Associate Degree in Nursing and the Practical Nursing programs at Northwestern Michigan College. This is due to the change in legislation that requires Criminal Background Checks be completed for certain health care institutions. The background check will be required by Northwestern Michigan College upon admission to the program and prior to the beginning of the first course. **An updated Ichat background check will also be required for any student being readmitted to the program. The costs associated with a background check will be the sole responsibility of the nursing student.**

The following links provide information on the State and Federal exclusions for criminal history. Please review the following information if you have a criminal history to determine if you are eligible for clinical placement as a nursing student. Felonies typically have restricted admission until after a 10-15 year period from the time of completion of sentence and all probation time served. Misdemeanors vary in the severity of the crime and the time frame a student would be excluded from placement in a health care setting. Misdemeanor guidelines do not require completion of probation time in the exclusion time period.

- Readmitted students use Ichat web-site <https://apps.michigan.gov/ICHAT/Home.aspx>
- Criminal Background Check Information from State of Michigan
www.mi.gov/mdch/0,1607,7-132-27417-138762--,00.html

- New Legislative Law regarding Criminal Backgrounds and Nursing
[www.legislature.mi.gov/\(xoyuz3nd0wz2xpqaepatmg55\)/mileg.aspx?page=getObject&objectName=mcl-333-20173a](http://www.legislature.mi.gov/(xoyuz3nd0wz2xpqaepatmg55)/mileg.aspx?page=getObject&objectName=mcl-333-20173a)
- 42 USC 1320a-7 as referenced in new legislation
www.law.cornell.edu/uscode/html/uscode42/usc_sec_42_00001320---a007-.html

Once admitted to the program, students subsequently convicted of crimes identified at the State and/or Federal level as exclusionary will be dismissed from the Nursing Program. It is the student's responsibility to report changes in the status of their criminal background to the Director of the Nursing Programs.

Licensure

In order to attain licensure as a Practical Nurse and thus be permitted to participate in the practice of nursing, a person must successfully pass the National Council Licensure Examination (NCLEX-PN) for Practical Nurses.

In order to attain licensure as a Registered Nurse and be permitted to participate in the practice of nursing, a person must successfully pass the National Council Licensure Examination (NCLEX-RN) for Registered Nurses.

The Board of Nursing may deny a license for a previous felony conviction, previous treatment for drug or alcohol abuse or after finding the existence of one or more grounds for board action listed in 333.16221 of the Public Health Code, Act 368 of 1978. If a student has a conviction, he/she should contact the Michigan State Board of Nursing and discuss his/her eligibility for licensure before taking any classes. A summary of Section 16221 is as follows:

- a. A violation of general duty, consisting of negligence or failure to exercise due care ... or any conduct, practice, or condition which impairs or may impair, the ability to safely or skillfully practice the health profession.
- b. Personal disqualifications, consisting of any of the following:
 - (i) Incompetence.
 - (ii) Substance abuse.
 - (iii) Mental or physical inability reasonably related to and adversely affecting the licensee's ability to practice in a safe and competent manner.
 - (iv) Declaration of mental incompetence by court of competent jurisdiction.
 - (v) Conviction of a misdemeanor or felony reasonably related to and adversely affecting the licensee's ability to practice in a safe and competent manner.
 - (vi) Lack of good moral character.
 - (viii) Conviction of criminal offense under sections 520a to 520L of the Michigan Penal code. Act No. 328 of the Public Acts of 1931 (Criminal Sexual Conduct [rape]).
- c. Prohibited acts, consisting of any of the following:
 - (i) Fraud or deceit in obtaining or renewing a license.
 - (iii) Practice outside the scope of a license.
 - (iv) Obtaining, possessing or attempting to obtain or possess a controlled substance without lawful authority; or selling, prescribing, giving away or administering drugs for other than lawful diagnostic or therapeutic purposes.
- d. Unethical business practices
- e. Unprofessional conduct consisting of any of the following:
 - (i) Misrepresentation to a consumer or client or in obtaining or attempting to obtain third party reimbursement in the course of professional practice.
 - (ii) Betrayal of a professional confidence.

General Policies

Students will be subject to the policies and procedures of Northwestern Michigan College, the Health Occupations Discipline, and the Nursing Department. In addition, policies of all clinical agencies will also apply to students during the times they are scheduled for clinical coursework in each institution.

OCCUPATIONAL SAFETY AND HEALTH ADMINISTRATION (OSHA) REGULATIONS

The nursing program is required to comply with all OSHA regulations. Students will receive instruction related to these guidelines along with the nursing program course content. OSHA requires completion of the following instructional components:

General explanation of OSHA guidelines; general explanation of the epidemiology, symptoms, and modes of transmission of blood-borne diseases; explanation of universal precautions; explanation of how to recognize tasks that may involve occupational exposure and how to prevent or minimize such exposure – protective attire, gloves, etc., care of needles/syringes, blood and body fluids; information on the Hepatitis B vaccine – efficacy, safety, administration, benefits, how to obtain it; protocol for handling occupational exposure incidents.

Student Health

1. Health Assessment

Since the nursing program is strenuous and involves direct care of clients, all students must be in good mental and physical health. Students are required to have a health assessment completed by their own health care provider. A Certificate of Health (form available in the nursing department) must be completed no sooner than three months prior to admission or readmission. This form must be submitted to the nursing department prior to week four (4) of HNR 102 Fundamentals Clinical. Failure to submit the required form will result in the inability to attend the clinical session and will require that the experience be made up at an additional fee.

Specific health care testing and immunization requirements are noted on the *Certificate of Health*. **Note in particular, the requirements for TB testing, Tetanus immunization, and Hepatitis immunization. In addition, students must have documentation of immunity to rubella and rubeola. For those students who have not had chicken pox, a varicella titer is also required. Immunizations are required in order to participate in a clinical at the health care facilities.**

Performance of safe and competent client care is always of the utmost importance. Therefore, if at any time your Nursing Instructor or Director of Nursing has reason to believe that a student's health could compromise safe client care, that student may be required to obtain a health appraisal by a practitioner designated by the College.

2. Hepatitis Vaccination

The Occupational Safety and Health Administration (OSHA) has enacted a rule known as the OSHA Standard on Occupational Exposure to Blood-borne Pathogens. This Standard was promulgated to eliminate or minimize occupational exposure to blood-borne pathogens, particularly to the Hepatitis B Virus (HBV) and the Human Immunodeficiency Virus (HIV). In issuing this Standard, OSHA is acknowledging that health care providers face a significant health risk as the result of occupational exposure to blood-borne pathogens.

Recent interpretations of the Standard by OSHA regulators regarding who is subject to citations for failure to comply which may result in a fine to the institution, include not only the institution's employees, but also "the employees of other employers on their premises", including students.

Because the ruling and its subsequent interpretation places obligations on area hospitals and other clinical agencies to ensure compliance with the Standard, and because violations for noncompliance may result in significant fines to these agencies, it has become both necessary and prudent for these agencies to identify a Plan for compliance to OSHA's Standard. **Essentially, this plan requires that all nursing students and**

faculty provide documentation of immunity to Hepatitis B either through titer or immunization. Students and faculty have the right to refuse immunization but, in this event, must provide documentation of this decision to the NMC Nursing Department and to the Clinical Agencies. The following information should be noted:

- A. All students must be vaccinated against Hepatitis B or document their decision to decline the vaccination prior to any clinical rotation at an area agency. Documentation of the student's decision will be kept on file by the NMC Nursing Department and the clinical agencies. Students may not attend clinical until documentation has been furnished.
- B. **The Health Certificate** form submitted by nursing students does require that the student discuss Hepatitis B vaccine with their own personal health care provider. The nursing faculty stress the importance of discussing this immunization with your own health care provider who is most aware of your personal situation. Should your provider recommend the immunization, you may elect to have him/her administer the series of three doses of this vaccine. It should be anticipated that these injections are very expensive. The nursing department is occasionally able to identify alternative sources of this vaccine at slightly lower cost.
- C. The clinical agency has a right to require compliance with the OSHA Standard by the College, the faculty, and the students. The clinical agency's Nursing Department has the responsibility for overseeing that quality nursing care is delivered in a safe manner which serves to protect the client and the provider of care. It is the responsibility of the nursing staff of the clinical agency to observe and remind the students about universal precaution measures and to report to the faculty member repeated non-compliance of a student. The clinical agency Nursing Administrators have the right and responsibility to request the College to terminate a clinical rotation of a student with repeated failures to comply.
- D. In the event of Occupational Exposure, the student should be evaluated by clinical agency personnel prior to leaving the premises. The Employee Health Nurse must complete an Incident Report at that time. If preferred, the student may seek medical assistance elsewhere, but documentation of the visit must be sent to the clinical agency and to the College Nursing Department. A medical evaluation should take place no later than seven (7) days after the exposure. **ANY COSTS OF EVALUATION AND TREATMENT RELATED TO THIS EXPOSURE WILL BE THE RESPONSIBILITY OF THE STUDENT.**
- E. **The student does have the right to refuse** any blood test and/or prophylaxis treatment. **HOWEVER**, such refusal must be documented and copies will be retained by the clinical agency involved and sent to the College. If the follow-up testing and/or treatment are performed at a site other than the health care agency involved, documentation of that testing (not test results) and treatment must be forwarded to the appropriate clinical agency and to the College.

These policies are being implemented primarily to protect students from the potentially grave effects of exposure to Hepatitis B and other infectious agents. The policies are also required by the recently enacted OSHA Standards. If you have any questions or concerns regarding any of the above, please feel free to call 995-1235.

3. Medication Usage

In order to best ensure client and student safety, all students must notify their current nursing instructor of all prescription and non-prescription medications they are taking at the time of any clinical session.

As some medications could affect judgment, awareness and/or motor skills, it may be necessary to alter and/or limit that student's clinical assignment during the course of medication usage. Every reasonable effort will be made to accommodate the student while ensuring client safety. However, depending on the extent and length of this clinical limitation, it may or may not be possible to complete all clinical requirements for that course within the current semester of study.

4. Health Care Costs

As Northwestern Michigan College and the Department of Nursing are not responsible for health care costs incurred by students as a result of clinical practice, it is strongly recommended that all students obtain personal health care insurance and/or make arrangements for the payment of any such expenses.

Every effort will be made to prevent accidental injury and illness, and to insure that students are assigned to care for clients whose health care needs are estimated to be within that student's expected skill levels. Each student will be informed of and expected to maintain Universal Precautions in the performance of all client care.

It is the student's responsibility to thoroughly prepare themselves at the appropriate learning level, for the nursing care of their assigned clients and to take appropriate precautions against personal injury and illness. It is important to note though, through no fault of the college, instructors, or clinical agency that the possibility exists that a student could accidentally injure or expose him/herself to disease. If an injury occurs in the clinical setting, the facility may require emergency room care and/or medical follow-up. The cost of this and any other care is the responsibility of the student. All students, therefore, should have personal health care coverage. Information about student health insurance is available through NMC's Health Services.

5. Updating Health Information

It is the student's ongoing responsibility to keep health information current. For example, TB tests must be updated annually, any change in immunizations updated when done, and any major changes in health status documented.

LIABILITY INSURANCE

Students are covered by the College liability insurance policy. In addition, it is recommended that students have their own liability insurance coverage.

CLINICAL ASSIGNMENTS

Students may only provide nursing care for the specific clients to whom they are assigned by their nursing instructor or designee. While they are expected to contribute to teamwork and to respond to other clients' needs, any direct nursing care must be approved and/or supervised by the nursing instructor.

Personal Attributes and Expected Behavior

While preparing to enter the profession of nursing, students are expected to demonstrate certain behaviors and personal attributes. The integrity and honesty of the nursing student must be above reproach. The nursing student must accept accountability and responsibility for all actions.

The nursing student must assure that interaction with assigned clients is maintained at a professional level. The nursing student must recognize that information about clients is confidential and therefore, to be shared only with other health personnel who are directly involved in the care of that client. In addition, nursing student/client interaction is restricted to the clinical hours when the student is assigned to care for the client. Personal contacts (phone calls, visits etc.) outside of assigned clinical hours are inappropriate and are a violation of confidentiality and expected professional behavior.

It is expected that the nursing student will demonstrate interest in and enthusiasm for the study of nursing. The nursing faculty expects the nursing student to be dependable; that is, he/she is seldom absent and arrives for all classroom and clinical experiences on time. The nursing student must conduct him/herself professionally and follow all policies of the clinical agencies.

The student is responsible for learning. However, the nursing faculty is available to assist and support each student in mastering the requirements of the nursing program. All students are assigned a nursing faculty academic advisor and are encouraged to seek their advisor if they are having difficulty with any aspect of the program.

The nursing faculty recognizes that personal problems may have a detrimental effect on a student's academic performance. Solutions to a personal problem must be determined by the student. However, the nursing faculty are available to listen and to offer guidance to promote resolution of the problem.

Dress Code for Nursing Students

The following regulations apply to all students in the Nursing Program at Northwestern Michigan College. The appearance of the student enrolled in the nursing program should reflect their aspiration to attain professional standards.

Professional appearance includes much more than the clothing one wears. It includes grooming, hygiene, and having a positive demeanor toward others. One's professional appearance can impact both the safety and comfort of the patients we serve. Therefore, in addition to the items described in the following dress code, the student is expected to avoid any dress related practices that would be considered too extreme to fall within professional standards. The student must also be in compliance with the dress code of any institution where they are assigned to do clinical.

HAIR: The hair is styled in a manner appropriate to maintaining asepsis, safety, and patient comfort in the clinical setting. Example: long hair must be secured behind the shoulders with a clip or tie.

FACIAL

HAIR: Mustaches and beards, if worn, must be clean and neatly trimmed.

COSMETICS: Cosmetics, if worn, must be subtle.

JEWELRY: You are to have a watch with a second hand, for taking pulses and respirations. A plain wedding band and a single set of small post earrings worn in the lower earlobe are the only jewelry that may be worn.

NAILS: Nails should be kept short, no longer than the fingertip, clean and well rounded. Nails should not be visible when viewed from the palm of the hand. Nail polish and acrylic nails are not permitted.

- PERFUME:** Perfume or cologne are not permitted due to sensitivity to these substances by some patients and staff members.
- UNIFORM:** Students are required to wear a tailored white uniform. Females may select either a dress or pants and a top. Tops must be uniform style – i.e. scrub tops are acceptable if they have a pocket and do not tuck into the pants. Dresses must be an appropriate length. Appropriate length is defined as not shorter than three (3) inches above the knee. Shorts are not permitted. Cuffs on the pants are to be above the sole of the shoes. Colored uniform tops are permitted in pediatrics. Scrub-type uniforms are permitted in obstetrics and in the operating room. If you have any questions regarding the appropriateness of any uniform, please call 995-1235 or your academic advisor prior to making your uniform purchase. Sweaters are not permitted. A name pin with school identification is to be worn on the left side of the uniform. Protective eyewear (goggles, not ordinary eyeglasses) are required in the clinical area for designated procedures. These must be taken to the clinical area on each day of clinical. Bandage scissors, leak proof black pen and small notebook are also considered a vital part of the uniform. Select uniforms with large pockets that will accommodate your scissors, ink pens, notebook and stethoscope without difficulty.
- SHOES:** White nurse's shoes are required for all students. The shoes must be kept clean and polished; the white laces laundered as necessary. All white leather tennis shoes and clogs are permitted. These shoes are to be worn only at the clinical site. Other “sporty” shoes (“Crocs”, sandals etc.) and open toe shoes are not acceptable.
- HOSIERY:** White nylons are required for female students. Thin white socks may be worn with pants only.
- LABORATORY**
- COATS:** White laboratory coats (with or without a lapel), instead of a uniform, may be worn to the clinic areas over street clothes on assessment days. No blue jeans, shorts, cut-offs, or "grubs" may be worn. Street shoes must be suitable to the clinical area.
- BODY**
- PIERCING:** Visible tattoos and body piercing – i.e. eyebrows, lip, tongue, ears, nose, etc. is not deemed as professional appearance and therefore is unacceptable (MMC Policy 2004).

Attendance

Students are to regularly attend all classes and laboratory/clinical sessions as assigned. During certain health problems, the student will be unable to care for clients in the clinical setting. The chart on the next page is intended as a general guide only. It describes recommended restrictions for several common illnesses/conditions. Absence from a scheduled clinical session for any reason may require that the experience be made up at an additional fee to the student. The nursing instructor always has the final decision of whether or not a student is capable of clinical performance on any one day. After any illness/health problem, a student may be required to obtain and submit a statement from his/her health care provider which describes that student's ability to perform client care.

In the event of a health condition, which might affect a student's ability to complete a normal clinical assignment (ex: pregnancy, surgery, etc.), the student must obtain and submit a written release to continue clinical that includes any restrictions from their physician. If the nursing faculty believes that the student, with reasonable accommodations, may be able to meet the clinical objectives, the student will be given the option to remain in the course. Should the student decide to attempt to complete the course he/she must sign and submit a Waiver of NMC liability. Should the nursing faculty decide that the risk to the student or clients is too great OR that the objectives cannot be met within the restriction, the student must withdraw from that course. Provided that the student withdraws in good academic standing, he/she may apply for readmission to the program after submitting proof that the health restrictions are alleviated. Readmission would be dependent upon the availability of space in the required course.

Absence

If you are scheduled for a class on campus and will not be present, call your instructor's office (all instructors have voice-mail). If you do not have your instructor's office telephone number, call the Health Occupations office manager at 995-1235 and leave a message for the instructor. The Health Occupations office manager is usually present from 8:00 a.m. to 5:00 p.m. **If there is no answer, leave a message for your instructor on his/her voice mail.**

If you are scheduled for a clinical experience and will not be present, you must notify the clinical unit and your instructor prior to the time that you are expected to report for the experience.

You are not to arrive for your clinical experience if ill; you will be sent home. Therefore, it is imperative that you utilize all measures to maintain your health, such as proper rest and nutrition. See the following page for general guidelines on clinical restrictions.

MAKE-UP

CLINICAL:

Clinical experience is critical to the study of nursing and the attainment of nursing skills. Clinical experience includes time that is scheduled on the clinical unit, time scheduled in the campus lab, pre-conference time, clinical seminar time, or any other assigned use of clinical hours. Students are required to make-up missed clinical time. The clinical instructor will determine how the time is to be made up. It is the responsibility of the student to make arrangements with the instructor for such experience during the next clinical day.

Should make up experience be possible only at times other than those ordinarily scheduled for clinical experience, an additional tutorial fee will be levied. **The student must pay the tutorial fee prior to the experience.**

However, it may not be possible to make up clinical time, even with the use of the tutorial fee if there have been an excessive number of absences. Therefore, it would be necessary to repeat the course. **EXCESSIVE ABSENCE IS DEFINED AS MISSING THREE OR MORE CLINICAL CLASS PERIODS PER CLINICAL COURSE.**

NO CALL/

NO SHOW:

THE OVERALL CLINICAL GRADE MAY BE UNSATISFACTORY (U) FOR ANY NO SHOW/NO CALL. This is irresponsible, unprofessional behavior, which directly affects the client care on the assigned unit.

EMERGENCIES: In the event of a serious family illness or funeral of an immediate family member, special consideration will be given. However, it is possible that such absence will interfere with meeting the requirements of the course.

CLINICAL

STARTING

TIME:

When you are assigned a starting time in the clinical area, this time is NOT the arrival time. You are to arrive in sufficient time to be ready to begin your clinical experience at the starting time. Dependent upon the experience and the particular clinical unit, your arrival time may be from fifteen minutes to a half hour prior to the starting time.

LATENESS/
SKIPPING
CLASS:

Absence or coming late to classes is seen as a lack of interest in the course. Repeated lateness or absence may cause a **FAILING GRADE** in the course. In accordance with College policy, “a student needing to be absent from classes for more than 3 days should notify the Records and Registration Office” (in addition to the Nursing Department). “A student who is repeatedly absent from class without good reason may be withdrawn from the course by his/her instructor”.

INCLEMENT
WEATHER:

In the event of the official closing of the College due to inclement weather, nursing students should not report for clinical. Clinical will be cancelled. If the College has a delayed start time, the student will report to the clinical setting when the College opens. If the announcement is not made sufficiently early, the student shall be expected to use good judgment in deciding whether to travel to the clinical facility. However, if the instructor is unable to reach the hospital, students **MAY NOT** care for clients and should not remain on the clinical unit, unless another instructor is present and able to assume supervision. If necessary to meet the program requirements, the student will be expected to make up the time missed.

Recommendations for Clinical Experience Restriction

Disease/Problem	Relieve from Direct Client Contact	Partial Work Restriction	Duration
Conjunctivitis	Yes		Until discharges cease or until 24 hours after antibiotic initiated
Diarrhea, acute (with fever, cramps, or bloody stools, or lasting more than 24 hours)	Yes		Symptoms resolve
Herpes Simplex Genitalia	No	Do not take care of high-risk clients	Until lesion heals
Orificial	No		
Herpes Zoster (Shingles)	No	Do not take care of high-risk clients	Until lesions dry and crust
Pediculosis	Yes		Until 24 hours after treatment
Scabies	Yes		Until 24 hours after treatment
Staphylococcus Aureaus (skin lesions)	Yes		Until lesions have resolved
URI (common cold) with temperature elevation above 100° (0)	Yes	Do not take care of high-risk clients	Until acute symptoms resolve
Skin/Soft Tissue Infection	No	Possibly	Glove or bandage
Pregnancy	Special conditions may apply	Possibly	Physician's statement specifying level of activity and any other restrictions may be requested

*Taken from Communicable Disease Center Publication, Atlanta, Georgia.
(With minor revisions.)

NOTE: All policies and procedures as stated in this handbook are subject to change at any time at the discretion of the Department of Nursing.

Testing

The Nursing Department faculty may utilize a variety of exam formats for testing knowledge. The format may not always be identified ahead of time. Quizzes will not always be announced in advance. The grading policy for missed quizzes within a course will be written in the course syllabus. All exams are to be completed at the regularly scheduled time. A student may take any quiz, test, or exam one time only. It is the responsibility of the student to be prepared for all testing.

While the overall course grade may consist of exam points combined with other course assignment points and/or extra credit points, the average of the course exam scores must be at least 2.0 (75%) before other scores are added in to determine the final grade for the course. This 2.0 average will be calculated by averaging the scores for all course exams. Failure to obtain a 75% average for course exams will result in course failure regardless of the number of points earned for other course activities.

In the event of an unexpected situation that is beyond the student's control (serious illness, accident, death of an immediate family member, etc.), the student must notify the appropriate instructor to request an excused absence prior to the exam. A physician's documentation of the student's inability to complete an exam will be required for an excused absence based on student health. Such documentation may be obtained from any physician or the nurse at the college health service. Failure to obtain an excused absence, to submit the appropriate documentation, or to complete the make-up exam at the scheduled time will result in a grade of 0.0 for that exam.

If an excused absence is granted, the arrangements must be made on the date of return to any college class or clinical session. It is expected that the make-up exam will be taken at the earliest time possible. If there are one or more weekdays between scheduled classes, the student will be expected to complete the make-up exam on the first available date. Make-up exams are scheduled outside of class time, between the hours of 8:00 a.m. and 4:00 p.m. Students are expected to arrange their work and family schedules accordingly.

Final exams are to be taken by all students. Permission to make up the final examination is at the instructor's discretion.

CHEATING on any quiz or exam will result in a grade of 0.0 for the course, and dismissal from the nursing program. Cheating is defined in the Student Handbook of the NMC Catalogue under Academic Grievances as “falsifying data on a report, exam, summary or paper; the giving or receiving of aid in an examination situation; and/or the use of unauthorized materials as an aid during an examination.”

Grading

Theory/Lecture Course Grading

In accordance with Northwestern Michigan College's grading policy, grades will be recorded using the numerical system. The following scale is used to determine the numerical grade:

<u>Percentage</u>	<u>Numerical Grade</u>
95-100	4.0
90- 94	3.5
85- 89	3.0
80- 84	2.5
75- 79	2.0
70- 74	1.5
65- 69	1.0

There is no rounding off of grades. Thus, to attain a 2.0 in a course, the percentage grade must be a whole number. For example, the grade in a course must be at least 75, i.e., neither 74.9 nor 1.99 is acceptable.

The specific objective to be attained by the student and the method of calculating the final course grade is written in each course syllabus. *However, for all HNR numerically-graded courses, the average of the course exam scores must be at least 2.0 (75%) before other course points are added in to determine the final grade for the course.* Students are responsible for reading each course syllabus to apprise themselves of the particular objectives and grading system for each course.

Clinical Course Grading

Clinical courses are graded as Satisfactory (S) or Unsatisfactory (U).

Clinical course grades are based on specific performance expectations for each individual course. Clinical evaluation guidelines are included in the course syllabus.

In order to earn an overall satisfactory clinical grade, students must demonstrate consistent satisfactory performance for all of the S/U performance objectives identified in the evaluation tool for the clinical course in which they are enrolled. A copy of the evaluation tool is included in each clinical course syllabus. The clinical instructor will provide ongoing feedback and instruction to assist the student in achieving the required level. An unsatisfactory "U" is a course failure, will result in dismissal from the program and will require a written request for reinstatement if the student wishes to continue in the nursing program.

Critical Objectives

Certain performance behaviors are deemed to be essential in the practice of nursing. The student's clinical coursework involves the provision of nursing care for actual persons with real health care needs. These persons are often more vulnerable due to their state of health and/or circumstances. Therefore, these essential behaviors are identified as CRITICAL objectives for each nursing course.

While it is understood that students are inexperienced and are involved in an educational situation, failure to consistently demonstrate these particular critical behaviors could have severely detrimental physical and/or psychological effects on another person. Therefore, students are required to satisfactorily demonstrate these CRITICAL objectives in all nursing courses:

- a. Integrity / honesty / accountability
- b. Maintenance of client safety
- c. Maintenance of client confidentiality, privacy, respect, and dignity

Individual courses may have additional CRITICAL objectives. The student is directed to each course evaluation form for further information.

Failure to satisfactorily demonstrate any CRITICAL objective will result in a final course grade of "U" and in dismissal from the nursing program. Dismissal from the nursing program may occur prior to the end of the course.

Supervision of Medication Administration/Invasive Procedures

NMC policy requires that the student have supervision throughout the act of preparing and administering medications. The clinical instructor or the instructor's licensed designee can provide supervision. The student is responsible to seek such supervision and to delay the medication administration if supervision is not available throughout the procedure. In this case, the primary nurse must also be informed of the medication delay.

Supervision is also expected for new and/or invasive complex procedures. The student is expected to be prepared and knowledgeable regarding any assigned procedures. The student must confer with the instructor regarding the amount and method of supervision required.

Giving medications and performing procedures without adequate supervision is a violation of the Critical Objective B: Maintenance of Patient Safety. Violation can result in course failure and program dismissal.

Probationary Status

When weak or unsatisfactory performance areas are identified, the instructor will work with the student to develop a plan for remediation. If this does not result in improvement to a consistently “satisfactory” level, the instructor will develop a written probationary statement that specifically identifies the performance areas that continue to be unsatisfactory and the expectations that must be met for the student to pass the course. Violation of the terms of the probation will result in course failure, and dismissal from the program due to unsatisfactory program progression. (See Progression, Dismissal sections of Student Policy Book.)

Because of the significant risk that unsatisfactory performance can pose for the safety of assigned clients, the probationary statement will be included as a part of the student’s completed course evaluation to be retained in the student’s record until program completion. The terms of the probation will remain in effect for the remainder of the student’s progression through the program.

Clinical Suspension

The Director of Nursing may impose suspension from participation in clinical assignments when student performance results in a potential danger to the health and safety of clients. This may result due to violation of terms of a probationary statement, or due to single or multiple violations of any critical behaviors of such seriousness that the Director of Nursing deems this action as essential for client welfare. Such a suspension would result in an unsatisfactory clinical grade and, therefore, dismissal due to unsatisfactory program progression.

Late Assignments

All assignments are due in the instructor's office by the stated date and time. In the instructor's absence, the Office Manager will log in papers.

Theory/Lecture Courses

Failure to submit an assignment by the time due will result in a reduction of 10% in the assignment grade for EACH 24 HOUR PERIOD that the work is late.

Clinical Courses

Failure to submit an assignment by the time due will result in a grade of NI for the clinical assignment (refer to Clinical Evaluation Guide sheet, Personal Attributes Expected of a Professional Nurse). If two or more episodes of late assignment occur, the grade will be U for the clinical day.

Course Withdrawals/Repeating Courses

- **Policy Related to Course Repeats**

As stated in the NMC Catalogue under REPEATING COURSES, a course can be attempted a maximum of three (3) times. *A course attempt is defined as being registered for a course on the first day of class.* A nursing student who attempts the same required course 3 times without successfully completing it will be unable to register for the course again and therefore will be dismissed from the nursing program.

- **Policy Related to Withdrawal Before 25% of Class has been Completed**

Students who withdraw from a nursing class/clinical before 25% of the course has been completed may request to re-enroll pending space available in the class/clinical by completing an “Alteration in Plan of Study” form. If a student drops one class and continues in his/her remaining registered classes, he/she must still complete an “Alteration in Plan of Study” form. Progression in the program after an alteration in plan of study will depend on space available in the program.

“Before 25% of the course has been completed” is defined as by the end of the 2nd week of classes for 7.5-8 week courses or by the end of the 4th week for 15-16 week courses.

Note that NMC policy prohibits students from attempting the same course more than 3 times. See related policy above.

- **Policy Related to Withdrawal After 25% of Class has been Completed**

Withdrawing from a course after 25% has been completed is considered failure to progress in the program and will result in program dismissal. See section on Progression for policy related to this circumstance.

Progression

To progress in the Nursing Program, the student must achieve a grade of 2.0 or better or a Satisfactory rating in any nursing (HNR) course that has been attended beyond 25 % of the course. For courses that are graded on an S/U basis, the student must achieve a satisfactory grade for each evaluation criteria designated to be S/U in order to be satisfactory in a course.

- Failure to progress will result in dismissal from the program and will require a written request for reinstatement if the student wishes to continue in the nursing program. Reinstatement will be granted no more than one time. See section "Reinstatement Following Dismissal".
- If reinstatement is granted, progression in the program is dependent upon satisfactorily completing any failed nursing (HNR) course (less than 2.0, U) and successfully completing any remaining program requirements.
- In addition, Associate Degree Nursing students must achieve a grade of 2.5 or better in each course in the Anatomy and Physiology sequence (BIO 227, 228). Anatomy and Physiology must be completed no longer than five years prior to entering the nursing program.
- It is the responsibility of the student to satisfactorily complete the nursing program within five (5) years from the time of enrollment in the first nursing course. Due to the constant addition of new information and the specialization of the field of nursing, it may be necessary to repeat a course or courses if the student has withdrawn from the program for a period of one year or longer.

Dismissal

A student will be dismissed from the program for the following reasons:

- Achievement of less than a 2.0 cumulative grade point average.
- A grade of less than 2.0 or a "U" in any course with an HNR designation.
- After withdrawing from a nursing class/clinical that has been registered for and/or attended for less than 25% of the course a total of three times.
- Failure to complete any HNR courses that are attended beyond 25% of the course with a 2.0 or satisfactory grade.
- Cheating.
- Failure to meet terms of probation.
- Failure to satisfactorily demonstrate any CRITICAL objective in any nursing course.
- Committing an action cited in the Public Health Code, Act 368 of 1978, State of Michigan, Section 333.16221.
- Demonstration and/or evidence of a mental and/or physical health condition that is deemed by the nursing faculty to be dangerous to the student, peers and/or to clients.

Application for Readmission to the Program

A lapse in progression through the model nursing curriculum schedule due to class/clinical failure will require an application for readmission to the program. Application forms are available in the nursing department. When applying for readmission, keep in mind the fact that you may be required to repeat or audit previous courses. Readmission is subject to space in the program and to faculty approval.

Readmission Following Dismissal

To be readmitted in the program, the student must show unusual or extraordinary circumstances. A written request for readmission must be sent to the office of Admissions and the Director of the Nursing Program. Reacceptance of the student will depend upon correction of the reason for dismissal and space being available in the course to which the student is seeking admission. A student may be readmitted a maximum of ONE TIME.

Application for Alteration in Plan of Study

Students who withdraw from a nursing class/clinical may request to re-enroll pending space available in the class/clinical by completing an “**Alteration in Plan of Study**” form. If a student drops one class and continues in his/her remaining registered classes, he/she must request an “Alteration in Plan of Study” form to be completed. Progression in the program will depend on space available in the program and meeting all course pre-requisites and co-requisites. After withdrawing a third time from a nursing class/clinical, a student may not re-enroll in that nursing class/clinical and will be dismissed from the program.

Transferring Into the Nursing Program

Students who withdrew in good standing from another nursing program may apply for admission to NMC's Nursing Program by submitting an application to the Admissions Department. Such students must also submit official transcripts from all schools previously attended and a letter of reference from: 1) The Director of Nursing, and 2) The applicant's most recent clinical instructor at each nursing school attended. References should be sent to the Nursing Department at NMC. Admission will be subject to the above documentation and to space availability in the Nursing Department.

The student may apply for transfer credit for nursing courses through the Director of Nursing at NMC. A course description, course objectives and lecture outline from each previous nursing course will be required. As nursing programs vary greatly in philosophy, course content and course sequencing, nursing courses may not all transfer directly. The five-year program completion requirement (see "Progression", above) will be applied to any transfer courses. A grade of 2.0 or above is required to receive credit for any nursing course. The usual criteria for admission to the nursing program and for progression would be applied to all transfer applicants.

All students previously dismissed from another nursing program and students who failed to achieve a grade of 2.0 or above in any nursing course will not be considered for admission to NMC's Nursing program unless they show unusual or extraordinary circumstances that warrant such admission. If admitted, this student would not be eligible for readmission following any nursing course failure and/or following dismissal from the nursing program for any other reason.

All liberal arts and science courses that are required for admission to the nursing program nursing must be completed so that the student has an overall minimum GPA of 2.5. Courses to be included in computing that GPA are BIO 227, BIO 228, BIO 240, ENG 111, ENG 112, PSY 101, PHL 202 or their transfer equivalents.

Transfer of HNR Equivalent Courses

- Any substitute HNR course approved for transfer must be completed prior to the semester in which it is a required co-requisite course.
- The student must provide their advisor with a completed Transfer Course Notification form prior to starting the course.
- An unsuccessful attempt of the transfer course has the same significance as an attempt of the equivalent NMC course. (See related Program Progression policy)
- The course grade must be reported to the academic advisor as soon as the course is completed. The student must also request that an official transcript be sent to NMC Registrar's Office. The transcript must be on file in the Registrar's office before starting any class for which the course is a prerequisite.

Student Dissatisfaction with Course Grade

A student, who has reason to believe that the grade received is incorrect or unfair, should first discuss the situation with the instructor in order to seek satisfactory explanation/resolution. If, after talking with the instructor, the student still believes that there is a basis for a complaint, the student shall then ask to meet with the Director of Nursing to review the situation. The Director of Nursing shall discuss the situation with the instructor seeking resolution of the complaint. If, in the opinion of the student, the complaint is still not resolved, then the student may submit a formal request in writing to the Director of Nursing that the complaint be submitted to the Health Occupations Review Board (See "Rules of Procedure" below for deadlines/ time frame for each step of this process.) The faculty member may respond to the complaint in writing to the Director of Nursing.

*NOTE: If the Director of Nursing is the instructor of the course, the student is to seek resolution with the Discipline Chair.

- A. Criteria for Request of Hearing: The reason for a request for Hearing will be restricted to the following causes:
1. The grade is allegedly based on an arithmetic error, or is allegedly based on a factual error.
 2. The criteria for establishing the assigned grade are allegedly violated.
 3. The instructor has allegedly violated the student's academic freedom by grading on some basis other than performance in the course.

The student complaint shall carry the burden of proof that the grade is incorrect or unjustified.

- B. The Health Occupations Review Board shall consist of three (3) faculty members selected by the Department Head. At least one (1) of the faculty shall be from a department other than the department in which the student is enrolled. The Health Occupations Review Board will elect the chairperson.
- C. Rules of Procedure:
1. The request for a hearing shall be submitted no later than ten (10) calendar days after the last day of the semester in which the grade dispute occurred.
 2. Upon receipt of the written complaint statement, the Health Occupations Review Board will convene a hearing within ten (10) working days and notify the student and instructor, in writing, five (5) calendar days before the hearing of the time and place. (Working days are defined as Monday through Friday on days during which the College is open for regular business. Calendar days also include Sundays and Saturdays.)
 3. The student may be accompanied by an observer or counsel of his/her choice; counsel shall be a member of the faculty, staff or student body.

4. The first step in the hearing procedure shall be a verbal presentation of the complaint by the student, allowed by a verbal presentation by the faculty to the Health Occupations Review Board. The student and the faculty member shall both have the opportunity to be heard by the Health Occupations Review Board. Both shall hear the statements of the other and ask any questions relevant to the complaint.
5. If the Health Occupations Review Board decides that a change of grade for the course should be made, they shall attempt to reach an agreement mutually acceptable to the student and instructor. Should the acceptable agreement involve a change of grade, the instructor will complete a grade change. If no agreement is reached and all possibilities exhausted, the Health Occupations Review Board shall, not later than five (5) calendar days following its hearing, recommend the appropriate grade and forward a complete written recommendation to the Dean of Educational Services. Copies of this recommendation shall be sent to the faculty member, the student and the Department Head involved.
6. Within five (5) working days following receipt of the report, the Dean of Educational Services shall without additional hearing, either accept the Health Occupations Review Board's recommendation as written, or determine any additional actions deemed necessary to determine the final grade. Notification of this decision will be sent to the student, Chair of the Health Occupations Review Board, and the appropriate Department Head and Discipline Chair.
7. If either the faculty or the student involved in the dispute is in disagreement with the final outcome of this process, an appeal can be made to the Dean of Educational Services or his/her designee for further review according to NMC's Grievance Procedure. This request must be made in writing within 5 business days of receipt of notification from the Vice-President's office.

POLICY MANUAL ACKNOWLEDGMENT/ACCEPTANCE FORM

THIS COPY IS TO BE SIGNED BY YOU, THE STUDENT, FOR YOUR REFERENCE.

- 1. I have read the excerpt from the Michigan Public Health Code PA 368 and understand the reasons for which the Michigan State Board of Nursing may deny a license to practice as a Practical/Registered Nurse.**

Print Name

Signature

Date

- 2. I have received and read the policies of the Nursing Program of Northwestern Michigan College. I understand these policies and will act in an ethical, responsible manner upholding the integrity of all nursing program policies. I understand that I may be dismissed from the program for violations of said policies.**

Signature

Date

- 3. I understand that completion of the Nursing Program of Northwestern Michigan College does not carry with it any guarantee of employment.**

Signature

Date

Any portion of the Student Policy Book may be revised at any time by action of the Nursing Department. Such revision shall be binding on all parties.

**December, 2002 edition
Reviewed: January 2004
Reviewed: January 2006
Reviewed: January 2007
Reviewed: July 2008**

**Reviewed: June 2003
Reviewed: October 2005
Reviewed: September 2006
Reviewed: July 2007
Reviewed: December 2008**

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HEPATITIS B VACCINATION

I, _____, understand both the benefits and the risks of Hepatitis B vaccine and have chosen to receive the vaccine. The series of three inoculations will begin on _____. I will furnish the College with documentation of my receipt of Hepatitis vaccine upon completion of the series.

Student Signature _____

Date: _____

WAIVER OF HEPATITIS B VACCINATION

I, _____, have chosen to waive vaccination for Hepatitis B at this time.

I understand that due to my occupational exposure to blood or other potentially infectious materials, I may be at risk of acquiring Hepatitis B Virus (HBV) infection.

I understand that the vaccination is recommended to persons of all ages who are at increased risk of infection with the Hepatitis B Virus.

I further understand that there are approximately 800,000 persons in the United States who are chronic carriers of Hepatitis B, and who are capable of transmitting the disease to others. I also understand that up to 80% of chronic Hepatitis B carriers are unaware of their disease.

I have been informed that contracting an infection with the Hepatitis B Virus can result in severe illness with long-term adverse effects, and can cause death.

Having read and understood the above, I do not wish to be vaccinated against infection by the Hepatitis B Virus at this time.

Student Signature _____

Date _____

Witness Signature _____

Date _____

TO THE ATTENTION OF:

Director of Nursing

I hereby grant my permission to the college Nursing Department to copy the portion of my health certificate form listing the Hepatitis vaccine recommendations, any titer (Hepatitis) results, Hepatitis vaccine administration, and/or the Waiver of Vaccination. Copies may be sent to Munson Medical Center and to other clinical agencies to which I am assigned for NMC clinical coursework.

Date

Student Signature

Readmission Form

Complete only after a formal readmission letter is received to any nursing program from which you withdrew or were dismissed.

THIS READMISSION FORM IS TO BE READ AND SIGNED BY YOU, THE STUDENT. IT WILL BECOME A PART OF YOUR PERMANENT FILE. PLEASE RETURN IT IMMEDIATELY TO THE HEALTH OCCUPATIONS OFFICE.

- 1) I have read the excerpt from the Michigan Public Health Code PA 368 and understand the reasons for which the Michigan State Board of Nursing may deny a license to practice as a Practical/Registered Nurse.
- 2) I have attached a valid **copy** of my CPR card.
- 3) I have attached a **copy** of my most recent annual TB test results.
- 4) I have not had any new misdemeanor or felony criminal charges since I was fingerprinted and completed the Ichat criminal background check
- 5) I have not had any changes in my overall health status. _____ No _____ Yes (student initials).
 - a. If yes, I have submitted a letter of medical release to the NMC Nursing Program from my healthcare provider _____ (student initials).
- 6) I have received and read the current student policies of the Nursing Program of Northwestern Michigan College.
- 7) I understand these policies and will act in an ethical, responsible manner upholding the integrity of all nursing program policies. I understand that I may be dismissed from the program for violations of said policies. I understand that I may be required to review all HIPAA and OSHA educational materials at the time I begin my clinical course.
- 8) I understand that completion of the Nursing Program of Northwestern Michigan College does not carry with it any guarantee of employment.

Print Name

Signature

Reviewed: December 2008

