
Kalamazoo Valley Community College

Nursing Program Student Handbook

Supplement to Kalamazoo Valley Community College's General Student
Handbook

Revised: 6.26.2023

I. OVERVIEW OF THE NURSING PROGRAM

A. MISSION

KVCC's nursing program is an associate degree nursing (ADN) program and a practical nursing (certificate) program.

The program shares in the mission of the college by providing a quality educational program for students pursuing a career in the profession of nursing. We foster the development of comprehensive, diverse, skilled professionals through excellence in education, thus supporting the needs of the community. This is achieved through a student-oriented environment that promotes life-long learning.

B. PHILOSOPHY

The Nursing Program philosophy is derived from the core values by the National League for Nursing (2012), American Nurses Association's (ANA's) Code of Ethics (2015) and Quality and Safety Education for Nurses (QSEN) competencies. The faculty is committed to creating an educational environment that facilitates students to integrate these core values into their professional development as future Registered Nurses.

Core values are defined as follows:

- **Caring** includes kindness, compassion, hope, and respect for the dignity of each human being. (ANA)
- **Diversity** is the active inclusion of all elements of the patient's background. Diversity is exhibited through awareness, acknowledgment, and incorporation of these elements in nursing care. (NLN)
- **Ethics** involves the implementation of moral values. The foundation of ethical behavior is built on the moral values of doing no harm, benefiting others, and truthfulness. (ANA)
- **Excellence** is a principle of evidence-based practice standards for students that promote competent, safe nursing practice. (NLN)
- **Holism** views the whole of the individual as being greater than the sum of the interrelated parts. Holistic care focuses on harmonious balances of body, mind and spirit. (NLN)
- **Integrity** involves consistency in values and actions that conforms to a moral and ethical code. (ANA)
- **Patient-centered care** respectfully acknowledges and responds to the values and beliefs of the patient and family while providing nursing care. (ANA, QSEN)

Continued learning is viewed as a dynamic life-long process. Nursing educators are student advocates and facilitators of the learning process. It is believed that the graduate of the KVCC nursing program will possess the cognitive, psychomotor and behavioral attributes necessary to function as a nurse at the associate degree level.

By the end of the KVCC Associate degree program, the Graduate will:

- I. Incorporate evidence-based practices and informatics to provide compassionate and high quality care that is sensitive to the holistic and diverse needs of the patient. (**EVIDENCED-BASED PRACTICE**)

- II. Develop, implement and evaluate safe practice for patients and families with complex health care needs in diverse settings. **(SAFETY)**
Communicate effectively with patients, family members, and interdisciplinary health care professionals. **(COMMUNICATION)**
- III. Effectively collaborate with the interdisciplinary team to ensure optimal patient outcomes. **(TEAM WORK)**
- IV. Demonstrate integrity by practicing professional nursing behaviors and skills that incorporate personal responsibility and accountability consistent with the scope of practice identified by the State Board of Nursing and ANA's Nursing Code of Ethics. **(PROFESSIONALISM)**

These End-of-Program Students Learning Outcomes are used to organize the courses and learning activities in the nursing program. To further assist the students in mastering application of the ever-increasing body of nursing knowledge, content presentation is arranged according to Giddens Concepts for Nursing Practice, current edition. Major concepts are introduced in the first semester and are integrated with increasing complexity throughout the program. With this approach, redundancy of content is minimized, allowing the student to focus on linking concepts learned in the classroom into safe clinical practice.

All students completing the nursing program are eligible for RN licensure after successful completion of the NCLEX-RN.

II. PROGRAM RELATED INFORMATION

A. ACCOMODATIONS

Students needing accommodations should make an appointment with the Office for Student Access at (269) 488-4397. Please have a letter sent to the appropriate nursing faculty. This will be the student's responsibility to request that such notification is sent. Accommodations will only be made when appropriate notice is received by the faculty member.

B. STUDENT REPRESENTATIVE

The nursing department is committed to having a formal mechanism to provide you with the opportunity to give feedback related to individual nursing courses and the entire nursing program. This will be accomplished by having at least 2 student representatives per cohort.

SPECIFIC DUTIES

- A. Attend all meetings (two or three per semester will be scheduled) or arrange for an alternate to attend.
- B. Provide a volunteer to attend all New Student Nurse Socials to share information about what it is like to be a nursing student in a positive way.
- C. Support Student Nurse Association (SNA) activities.
- D. Approach the Lead Instructor as needed to provide information/feedback about course related concerns. If necessary, arrange an appointment.
- E. If necessary, bring curriculum and program concerns to the Director of Nursing between scheduled meetings.
- F. Report accurate and complete feedback, including copies of meeting minutes, about concerns, and information from meetings back to the class.
- G. Choose representatives for Nursing Program committees as needed.
- H. Obtain and distribute Petition to Graduate information during the NURS 248 (Adult Nursing III) course.

C. STUDENT NURSES' ASSOCIATION

The Kalamazoo Valley Community College Student Nurses' Association is an organization sponsored through KVCC nursing student activities. The organization has by-laws and is governed by a student committee comprised of representatives from each class in the nursing program. The committee is the organizing and decision making body of the association and receives input from all members. A nursing faculty member advises the committee which meets once a month.

The purpose of the organization is to have a formal organized student body that allows for:

1. Student support.
2. Monetary nursing achievement award.
3. Community service projects.
4. Money making projects.
5. Social gatherings.
6. Sponsorship of educational speakers.

D. FINANCIAL AID

A wide range of financial aid programs are available to qualified students wishing to obtain financial help for their college education. Information about programs such as work-study, loans, scholarships, and grants can be obtained from the Financial Aid Office (269) 488-4340. There are scholarships currently available specifically for nursing students.

E. NURSING PROGRAM GRADING SCALE

The grading scale for theory courses in the nursing program is as follows:

Percent	Grade
93-100%	4
88-92%	3.5
84-87%	3
81-84%	2.5
78-80%	2
74-77%	1.5
70-73%	1
0-69%	0

F. PROGRAM PROGRESSION

The student progresses through the nursing program in a sequential pattern. Course work must be successfully completed before progressing to the next course in nursing. A credit or 2.0 grade is required in all nursing courses.

Due to sequencing and limited seat availability, students are encouraged to talk with the course professor or director of nursing before students decide to withdraw from any nursing course. As well, please see the professor, a counselor, or a financial aid advisor before deciding to withdraw. These experts can help the student review all the available options.

G. PROGRAM REINSTATEMENT

KVCC's Director of Nursing (DON), nursing faculty, and staff are committed to the success

of all nursing students. The nursing program is designed to ensure that every graduate will have the necessary knowledge and skills to obtain his/her RN license and the ability to provide safe nursing care to patients who depend on that safe care. In order to reach these goals, the nursing courses are carefully sequenced and arranged so that each semester in the program builds upon the student's foundation of knowledge and skills and prepares him/her for the next semester. Because of this, when a nursing student fails a course in the nursing program or chooses to drop out of a course, the student will lose his/her official seat in the program. Until the student passes the failed or dropped course(s), the student will not be able to advance further in the nursing program.

To assist the student in regaining entry into the program, the Reinstatement Process is initiated at the time of failure or withdrawal. A Reinstatement Committee, comprised of the Director of Nursing, one to two full time nursing faculty members, and a nursing tutor (if available), will be charged with developing an individualized plan that, if followed, will lead the student on a successful pathway back into the program. The emphasis of the plan will be to identify the barriers, issues and behaviors that have contributed to the student's lack of success and to specify subsequent actions to eliminate or significantly reduce those barriers/issues/behaviors. To develop this success plan, the Reinstatement Committee will incorporate feedback obtained from the student and the lead instructor of the course not successfully completed, and the student's academic history. The Reinstatement Committee will determine the reasonable length of time needed for the student to effectively carry through with every step of the success plan. Based upon the time needed, the committee will also determine the earliest point in time that the student can expect to re-enroll in the course not successfully completed.

The Reinstatement Committee will have a face-to face meeting with each student seeking reinstatement to thoroughly review the plan and to ensure that the student clearly understands the expectations.

The following procedural steps will be followed consecutively to ensure that the Reinstatement Process is implemented effectively:

1. Within one week after determining that a student is not successful in completing a course, the Lead Instructor will complete the Reinstatement Process – Faculty Input Form and submit the completed form electronically to the Nursing Department Coordinator.
2. After receiving the Faculty Input Form, the Nursing Department Coordinator will send to the student via mail (hard copy) and email, a letter from the Director of Nursing that gives specific information about the Reinstatement Process and precise directions for the student to follow. Attached to the letter will be a copy of the Student Application for Reinstatement into the Nursing Program.
3. If the student wants to reenter the nursing program, the student will be informed in the letter that he/she must carefully complete the Application for Reinstatement and submit the completed application form in hard copy to the Nursing Department Coordinator. This application form will be due within 2 weeks of the student's receipt of the letter. The due date will be specified in the DON's letter.
4. After the Reinstatement application is submitted, the student will contact the Nursing Department Coordinator to schedule a meeting with the Reinstatement Committee.
5. After the Reinstatement Committee Meeting is scheduled, the Nursing Department Coordinator will provide each committee member with a copy of the Faculty Input Form, the Student Reinstatement Application Form and the student's transcript.

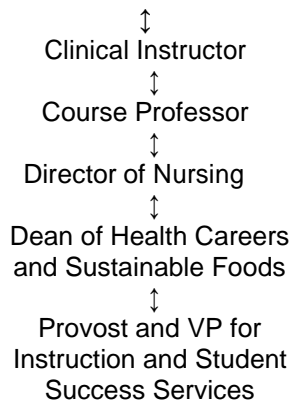
6. The Reinstatement Committee will hold a Pre-Reinstatement Committee meeting to draft a preliminary success plan that is based upon the student's and Lead Instructor's input and the student's academic history.
7. The student is required to attend the Reinstatement Committee meeting. At this meeting, the members and the student will discuss the factors, barriers, issues and behaviors that have or may have contributed to the student not succeeding in completing the course. The specific plan that the student must follow to be permitted to re-enroll is discussed and clarified. Based upon the discussion at the meeting, additions and revisions may be made to the success plan. The length of time needed for the student to effectively carry through with the required remediation will be noted on the plan. In addition, the earliest point in time that the student can expect to re-enroll will also be designated on the plan. After all questions are answered and the student can articulate the expectations of the plan, the student will sign the plan and a copy will be provided to him/her and the committee members.
8. After the meeting, a copy of the signed success plan will be sent by the DON to the Nursing Department Coordinator, the Lead Instructor and any other person identified on the plan who the student is expected to meet with (e.g. counselor, tutor, etc.).
9. The student follows through with his/her success plan as written within the specified timeframe and when completed has the plan signed off by the Remediator (person charged with coordinating remediation). If the Remediator does not have an MSN degree then successful completion of the plan must be verified and signed by the Lead Instructor or DON or MSN faculty member.
10. The person verifying remediation plan completion is responsible for submitting a hard copy of the plan with signatures to the Nursing Department Coordinator.
11. After verifying that the appropriate signatures are obtained, the Nursing Department Coordinator allows the student to re-enroll in the course. If the course is a lab/clinical course, there must be a seat available at the time the student is allowed to re-enroll. If there is not a seat available after the student is allowed to re-enroll, the student will be required to wait an additional semester. If this occurs, the student must make another appointment with the Reinstatement Committee so that the need for further remediation can be evaluated and determined.
12. Once a student successfully completes the course that caused him/her to be dropped from the program then the student will be allowed to obtain a seat in the program when a seat is available. Once reinstated into the program, consistently meeting the outcomes of each course will lead to graduation.

NOTE: If a student is unsuccessful in the same nursing course on the second attempt or is unsuccessful in more than 2 different courses in the program, the student will no longer be eligible for reinstatement into KVCC's nursing program. The student will be advised to meet with an academic counselor to explore other career options. If the student continues to have the goal to become a RN, the student will have the option to pursue nursing education at another college or university.

H. PATHWAY FOR STUDENT COMMUNICATION

It's important for students to follow the communication sequence listed below to address any questions or concerns you might have.

Student ↔ Student Representative



I. NURSING PROGRAM STUDENT APPEAL PROCESS

This process does not take the place of the KVCC Student Appeal Process found in the College Student Handbook. Instead, it is an attempt to deal with a concern at the most basic level. Often an initial step allows the student to have time to clarify and understand the situation in a more constructive manner. Students have 48 hours to document their perspective. This process is based on the Pathway for Student Communication identified previously.

1. Discuss your concerns with the instructor directly. If you are uncomfortable with this or feel that the problem is not resolved, see the course professor.
2. If the problem is not resolved with the course professor, see the nursing director to discuss your concerns. The director will act on the matter within 10 days.
3. For further action, follow KVCC Student Handbook process for student grievances and concerns.

J. PROGRAM COMPLETION AND GRADUATION INFORMATION

Petitions for graduation must be filed one semester prior to program completion. The student representative will provide students with instructions on how to complete the form. If a student's progression in the nursing program has been interrupted, the student must petition to graduate once again in order to indicate a revised graduation date.

The nursing office will file program completion information with the Michigan Board of Nursing on the student's behalf.

At program completion, students will be asked to evaluate the nursing program. Student's thoughtful feedback is essential for the nursing department to evaluate and modify the nursing curriculum.

A cap and gown are the appropriate attire for graduation. Students participating in the commencement ceremony are to refrain from decorating their gown.

K. NCLEX AND LICENSE APPLICATION PROCEDURE

When students are in the last semester of nursing course work, the nursing director will meet with the class. During this meeting, students will receive an application for testing and licensure information. Conviction for a criminal offense may render a candidate ineligible to take the National Council Licensure Examination (NCLEX) which is necessary for licensure as an RN.

The NCLEX for nursing graduates occurs on an on-going basis throughout the year and has a fee attached. The college will submit verification of program completion to the appropriate

agencies. The student may submit the licensure and NCLEX application prior to completion of the program to the Board of Nursing. Fees must accompany this application.

L. NURSING LICENSURE INFORMATION

Completion of the nursing program does not guarantee licensure. You must meet the eligibility requirements for licensure as established by the Michigan Board of Nursing (Michigan Public Health Code, 1978, PA 368). For additional specifics, refer to the public health code or see the nursing director.

M. NURSING LAB AND SIMULATION

1. Location:
The nursing lab and simulation rooms are located on the 3rd floor of the Culinary and Allied Health (CAH) building/Bronson Healthy Living campus.
2. Purpose:
The nursing lab and simulation experiences focus on practice in preparation for providing safe care to the client.
3. General rules:
Common courtesy and the student's interest in the well-being of others should determine the student's actions in the nursing lab. These guidelines are to help the student know what is expected so that the student may concentrate their energies on learning.
 - a. Students must wear their name tag/KVCC student ID in the nursing lab and simulation.
 - b. Students must wear approved KVCC nursing uniform in nursing lab and simulation.
 - c. Students are expected to be prepared for and actively participate in lab class and simulation.
 - d. Students are not allowed to bring food or drinks into the nursing labs or simulation spaces/rooms.
 - e. The nursing lab and simulation rooms cannot be utilized as a general study area. This includes open practice times.
 - f. Students have access to lockers on the 3rd floor of the CAH building. Please place all items in a locker that is not being used in lab or simulation. Typically, the student will only need the lab notebook and course book for these experiences. Please purchase a lock to use on a locker, the lock must be removed daily.
 - g. No cell phones are permitted during testing or in student work areas. Cell phone can be very distracting to students and the instructor.
 - h. Students are not permitted to take unsanctioned pictures or videotape in the nursing lab rooms or simulation rooms/spaces during class and/or open practice.
 - i. Students should review and check lab schedules for the open practice schedule.
 - j. Student must sign in and out when attending open lab practice.
 - k. Students should always review the course material for assignment due dates. Failure to meet the scheduled deadlines may result in an unsatisfactory outcome.

4. **Fatigue:**
Nurse fatigue contributes to error and puts clients, staff, and nursing students at risk. Students are expected to work NO MORE than 12 hours in a 24 hour period, including their clinical shift. If the faculty determines that the student has exceeded this limit and is too fatigued to critically think and provide safe care, the faculty will send the student home. This will be considered a student absence and will jeopardize the student's ability to meet clinical, lab, or simulation objectives.
5. **Equipment:** Students may use equipment available if it is cleaned or replaced after use. If equipment is removed from the lab, the student must have the lab supervisor's permission and it must be signed out. The responsibility for keeping the lab clean and supplies put away is everyone's
 - a. Lab equipment can only be signed out through the Lab Coordinator.
 - b. Lab equipment must be respected at all time. Roughness of manikins and/or equipment will result in dismissal of lab or simulation.
 - c. If a student finds equipment damaged and/or if a student damages any lab equipment, please notify the lab instructor
6. **Attendance and tardiness:**
Students are expected to be on time and attend every lab and simulation session. Should an absence or tardiness arise, please contact your instructor.
7. **Dyads:**
Many of the labs require the student to work with a partner. Some of the nursing skills require physical touch. Please be sure to select a lab partner with whom the student is comfortable.

N. STANDARD PRECAUTIONS

1. **Purpose:** To prevent blood borne pathogen transmission when in the nursing lab or clinical setting.
2. **Rationale for procedures:** Recommendations from the Center for Disease Control (CDC) indicate the need to consider all clients (and peers) as potentially infected with blood borne pathogen (HIV, hepatitis, etc.); therefore, utilize standard precautions and treat blood and body fluid as potentially infected.
3. **Principles involved:** Establish barrier precautions to prevent skin and mucous membrane exposure when coming into contact with blood or body fluid.

O. NURSING LAB AND SIMULATION PROCEDURES

The student should routinely use appropriate barrier precautions to prevent skin and mucous membrane exposure when coming into contact with blood or other body fluid.

1. **Hand Hygiene:** The most effective basic technique in preventing and controlling the transmission of infection is hand hygiene. Hand Hygiene is a general term that applies to four techniques: Hand washing,

antiseptic hand wash, antiseptic hand rub, or surgical hand antisepsis. Hand washing is defined by the CDC as the vigorous, brief rubbing together of all surfaces of lathered hands, followed by rinsing under a stream of warm water for 15 seconds. The fundamental principle behind hand washing is removing microorganisms mechanically from the hands and rinsing with water. Hand washing does not kill microorganisms. An antiseptic hand wash means washing hands with warm water and soap or other detergents containing an antiseptic agent,

The use of alcohol-based hand rubs is recommended by the CDC to improve hand hygiene practices, protect health care workers' hands, and reduce the transmission of pathogens to patients and personnel in health care settings. Alcohols have excellent germicidal activity and are as effective as soap and water. However, alcohol-based hand antiseptics are not effective on hands that are visibly dirty or are contaminated with organic materials. The following hand hygiene guidelines are recommended:

- When hands are visibly dirty, when hands are soiled with blood or other body fluids, before eating, and after using the toilet, wash hands with water and either a non-antimicrobial or antimicrobial soap.
- Wash hands if exposed to spore-forming organisms such as *C. difficile*, *Bacillus anthracis*, or Norovirus.
- If hands are not visibly soiled, use an alcohol-based, waterless antiseptic agent for routinely decontaminating hands in the following clinical situations:
 - Before, after, and between direct patient contact (e.g., taking a pulse, lifting a patient)
 - Before putting on sterile gloves and before inserting invasive devices such as a peripheral vascular catheter or urinary catheter
 - After contact with body fluids or excretions, mucous membranes, non-intact skin, and wound dressings (even if gloves are worn)
 - When moving from a contaminated to a clean body site during care
 - After contact with surfaces or objects in the patient's room (e.g., over bed table, IV pump)
 - After removing gloves.

2. Clean Gloves:

Should be worn when the handling items or surfaces soiled with blood or body fluid or for any procedure in which the student touches blood or body fluid, mucous membranes, or non-intact skin. This may include such simulated skills as mouth and denture care, parenteral injections, venipuncture, changing IV tubing or dressing, perineal care, and bedpans and urinals (or anything in contact with urine or feces).

3. Sharp objects:

- a. Handle with care to prevent injuries to yourself and others.
 - b. Do not bend, break, recap, or remove needles or other sharp objects.
 - 1) If the needle must be recapped, use a mechanical device or a one-handed technique.
 - 2) Use a hemostat if the needle/sharp object must be removed for some reason.
 - c. Place all sharp objects in puncture resistant containers after use.
4. Follow OSHA protocol to clean surfaces of blood or suspected blood contaminated fluid.

5. If a student is exposed to blood or body fluid in the nursing lab, the student should implement the following:
 - a. Wash the area immediately and as thoroughly as possible.
 - b. Contact KVCC Public Safety.

Q CLINICAL SETTING PROCEDURES

FATIGUE; Nurse fatigue contributes to error and puts clients, staff, and nursing student at risk. Students are expected to work NO MORE than 12 hours in a 24 hour period, including their clinical shift. If the faculty determines that the student has exceeded this limit and is too fatigued to critically think and provide safe care, the faculty will send the student home. This will be considered a student absence and jeopardizes the student's ability to meet clinical, lab, or simulation objectives.

The student should routinely use appropriate barrier precautions to prevent skin and mucous membrane exposure when coming into contact with blood or other body fluid.

2. Hand hygiene

Students are to wash their hands prior to and after entering patient rooms. Thoroughly wash hands after any contact and after removing gloves. Please review the hand hygiene as indicated under NURSING LAB AND SIMULATION PROCEDURES.

2. Clean Gloves:

Should be worn for venipuncture, parenteral injections, IV dressing changes, IV tubing changes, discontinuing IVs, blood glucose monitoring, soiled dressing changes, denture care, mouth care, cord care, diaper/brief changing, or any other activity in which there could be blood or body fluid contact (e.g., obtaining urine or sputum specimens, colostomy care, postpartum care, etc.).

3. Personal Protective Equipment (PPE): Gloves, masks, goggles, gowns, and/or aprons:

Should be worn to protect from contact with infectious material, sharps injury, and/or exposures to communicable disease. Activities that are likely to generate droplets or splashes of blood or other body fluid (e.g., spurling arterial lines, handling of placenta or newly delivered infants, etc.), when assisting with invasive procedures (e.g., surgical entry into tissues/cavities/ organs, repair of major traumatic injuries, angiography procedures, vaginal deliveries, manipulation of oral/perioral tissues, etc.), or in ER, OR, delivery room, outpatient clinics, physician/dentist offices, etc.

4. Sharp objects:

- a. Handle with care to prevent injuries to yourself and others.
- b. Do not bend, break, recap, or remove needles or other sharp objects.
 - 1) If the needle must be recapped, use a mechanical device or a one-handed technique.
 - 2) Use a hemostat if the needle/ sharp object must be removed for some

reason.

- c. Place all sharp objects in puncture resistant containers after use.
5. CPR - use pocket mask with one way valve and wear gloves.
 6. Care must be taken to avoid blood or body fluid contamination of your uniform. If contamination occurs, the agency will provide temporary clothing (scrubs) for the student to change into. Please return the borrowed attire to the agency.
 7. Contaminated linen (soiled with blood or body fluid) should be placed into leak-proof bags for processing.
 8. If exposed to blood or body fluid in the clinical setting, the student should implement the following:
 - a. Wash the area immediately and as thoroughly as possible.
 - b. Complete the agency incident report (if available).
 - c. Complete the nursing department's Record of Clinical Incident.
 - d. Contact KVCC Public Safety.

III. STUDENT RESPONSIBILITIES

A. CONFIDENTIALITY

Any information about a specific client is confidential. In an appropriate setting, you may share this information only with an instructor, or health care team member.

The student will represent themselves as a KVCC nursing student only when performing in that capacity.

B. SELF AWARENESS/ATTITUDE

Our social awareness defines attitudes and behaviors that reflect how an individual interacts with others and responds to situations...

The KVCC nursing student will be aware of their Top 5 Strengths according to the StrengthsQuest program. The student will complete assignments utilizing their strengths throughout the nursing program.

Our major interest with regard to attitude focuses on how the student handles themselves while functioning in the role of the student nurse. Attitudes with respect to appearance, lifestyle, etc. are considered personal unless they should somehow disrupt the classroom, lab, simulation, or clinical setting.

C. ACADEMIC DISHONESTY

The student is responsible to review the KVCC policy concerning academic dishonesty which is found in the KVCC Student Handbook.

D. ENROLLMENT STATUS

If the student is unable to assume their designated seat in any theory, lab, or clinical course, the student must notify the nursing office prior to the first day of class. Failure to do

so will be considered a withdrawal and will limit subsequent reinstatement in the program.

E. GUIDELINES FOR JOURNAL ENTRIES

Journals are written records of personal impressions, feelings, and summaries and evaluations of activities. There are several purposes for using a journal:

1. To emphasize the value of written communication as a professional responsibility.
2. As a tool in utilizing the nursing process.
3. As a means of communication between you and the instructor.
4. To provide insight into how your performance or feelings may enhance or prevent caring behaviors.
5. As application of critical thinking.
6. To promote accountability for mastery of experience/skills.

Examples of questions that may be addressed in-the student's journal regarding this experience or activity include the following:

ASSESSMENT AND ANALYSIS

1. What were your feelings?
2. Describe how you prepared.
3. How did you set priorities for getting prepared?
4. What content from theory could be applied?
5. What caring behaviors might you demonstrate?
6. How will you assess how you did?

PLANNING

1. What goals did you make for this day?
2. How well did you set priorities?
3. How organized were you?
4. How well did you use your time?

IMPLEMENTATION

1. Describe how you followed through on the goals that you made for yourself.
2. What caring behaviors did you demonstrate including opportunities for therapeutic communication?
3. How did you do?

EVALUATION

1. What went really well this week?
2. What would you do differently?
3. What help do I need from my instructor for my next assignment?
4. How did your interpersonal communication influence your care of the client?

Journals will be evaluated on timeliness and completeness, not on personal comments.

F. STUDENT EVALUATION OF NURSING INSTRUCTORS

The student will have the opportunity to evaluate their nursing faculty and clinical instructors. Student feedback and suggestions assist in identifying ways to improve teaching techniques,

course content, and the overall quality of the nursing program.

G. HEALTH STATUS

The student is responsible for reporting to the clinical instructor any chronic health conditions and currently prescribed medications (with the exception of vitamin/mineral supplements and oral contraceptives). If the student is pregnant, please inform your clinical instructor so that appropriate clinical assignments can be made. Should an illness or injury develop while the student is enrolled in the nursing program, the student should discuss this with the professor/lead instructor and immediately update the student's health record in the nursing office.

If there is a condition which might influence the student's ability to perform in the clinical setting, the student must obtain a written note from their health care provider. This note should specify when the student is able to return to clinic and any limitations. If these limitations interfere with the student's ability to meet the course Guidelines for Clinical Evaluation, the student may not be able to continue in their clinical rotation. This note must be submitted to the lead instructor or clinical instructor prior to returning to clinic and will be placed in the student's student file.

As a student at KVCC, you are not an employee of any of the affiliated agencies where you are clinically assigned, nor are you an employee of KVCC. Therefore, the student is responsible for any injury or illness the student may incur. It is recommended that the student has their own health insurance.

H. TRANSPORTATION

The student is expected to maintain reliable transportation throughout the nursing program. It is the student's responsibility to arrange for their own transportation to and from all agency sites.

I. STUDENT SCHEDULE

The student is to provide a detailed, daily schedule to anyone who may need to contact the student at either KVCC or the clinical agency. Please include appropriate phone numbers, room or unit locations, etc.

J. LEARNING ENVIRONMENT

In order to create an optimal learning environment in theory, lab, and clinic, it is only appropriate for students and instructors to be present. Do not bring friends, children, or other family members to any classroom, lab, or clinical session.

Electronic devices must be silenced so that the learning environment is not disturbed. These devices may be used to access resources such as health care applications, calculators, etc. at the professor's discretion. Electronic devices must not be used for phone calls or texting during clinical time.

K. CLASSROOM CONDUCT

Every person in the classroom must be **respected**. This is the basis for all guidelines for behavior. For no reason will anyone be less than courteous in their behavior and speech toward peers or the professor. Student rights and responsibilities are outlined in the KVCC student handbook and available online at vip.kvcc.edu.

Please turn off cell telephones when entering a classroom and during testing. If the student has extenuating circumstances that require attention, please discuss it privately with the professor.

Take accountability for your own learning and learning needs. Contact the professor with any questions or problems with content and testing. Do not wait until the last minute as the professor may not be able to help you then.

Come to class having completed the assigned work. Meet deadlines. Understand that late work will not be accepted. **Course work must be legible.**

Please see the Class Assignment Schedule for time and attendance expectations. Arrive early and be prepared. Late arrivals are disruptive to learning. Should the student have an emergency and need to arrive after class has begun, please enter the room quietly; take a chair near the door, if possible. If the student needs to cross to the other side of the room, do so behind anyone speaking at the front of the room rather than step between that person and the class.

While in class please do not use the time for grooming—brush your hair, apply lotion, file nails, etc. in the restrooms before or after class.

The classroom is not a place to sleep or work on other studies. The student will be asked to leave if these behaviors occur.

If it is necessary, for a rare circumstance, to leave class early, please notify the professor before class begins. Please sit by the exit so you may leave as quietly as possible.

If the student is absent, first consult the course schedule for the assignment before asking what you have missed. Check Canvas for course documents, too. Often the information is in one place or the other. Have a classmate you can contact for missed information, too.

While daycare may be a difficult problem, a college classroom or hallway is not an appropriate place for a child to spend time. Please do not bring children to class or ask them to wait for you during class in the hallway, unattended.

Active participation in class is a requirement. Ask questions, provide comments, offer insights - encourage others to contribute to the discussion by responding to their remarks and sharing the available time with them.

L. SOCIAL NETWORKING STATEMENT

Kalamazoo Valley Community College Nursing program recognizes that social networking websites and applications, including but not limited to Facebook, Myspace, TicToc, Instagram, and Twitter, are an important and timely means of communication. However, students who use these websites and other applications must be aware of the critical importance of privatizing their web sites so that only trustworthy “friends” have access to the websites/applications. They must also be aware that posting certain information is illegal. Violation of existing statutes and administrative regulations may expose the offender to criminal and civil liability, and the punishment for violations may include fines and imprisonment. Offenders also may be subject to adverse academic actions that range from a letter of reprimand to dismissal from school or clinical training.

The following actions are strictly prohibited:

- With respect to information you may access in your professional role as a care-giver, you may not reveal the personal health information of other individuals except as specifically prescribed by law and regulation. Removal of an individual’s name does not constitute proper de-identification of protected health information. Inclusion of data such as age, gender, race, diagnosis, date of evaluation, or type of treatment or the use of a highly

specific medical photograph may still allow the reader to recognize the identity of a specific individual. This is a HIPAA violation and may violate other laws as well.

- You may not report private (protected) academic information of another student. Such information might include, but is not limited to: course or clinical grades, narrative evaluations, examination scores, or adverse academic/clinical actions. This may be a violation of state or federal privacy laws or regulations.
- In posting information on social networking sites, you may not present yourself as an official representative or spokesperson for Kalamazoo Valley Community College Nursing Department or for Kalamazoo Valley Community College.
- You may not represent yourself as another person.
- You may not utilize websites and/or applications in a manner that interferes with your official course/clinical commitments. That is, do not tie up a Kalamazoo Valley Community College, hospital, medical office or clinic computer with personal business; these resources are provided solely for patient-related matters. Moreover, do not delay completion of assigned clinical responsibilities in order to engage in social networking.
- You may not participate in slander or defamation of character of any KVCC agency or employee

In addition to the absolute prohibitions listed, the actions listed below are strongly discouraged. Violations of these suggested guidelines may be considered unprofessional behavior and may be the basis for disciplinary action.

- Display of vulgar language
- Display of language or photographs that imply disrespect for any individual or group because of age, race, gender, ethnicity, sexual orientation or any other group characteristic.
- Presentation of personal photographs or photographs of others that may reasonably be interpreted as condoning irresponsible use of alcohol, substance abuse, or sexual promiscuity.
- Posting of potentially inflammatory or unflattering material on another individual's website, e.g. on the "wall" of that individual's Facebook site.

When using these social networking websites/applications, students are strongly encouraged to use a personal e-mail address, rather than their kvcc.edu address, as their primary means of identification.

Individuals also should make every effort to present themselves in a mature, responsible, and professional manner. Discourse should always be civil and respectful.

Please be aware that no privatization measure is perfect and that undesignated persons may still gain access to your networking site. Information you post with the intention that it remain private may not be maintained as private by all recipients. A site such as YouTube, of course, is completely open to the public.

Future employers often review these network sites when considering potential candidates for employment.

Finally, although once-posted information can be removed from the original social networking site, exported information cannot be recovered. Any digital exposure can "live on" beyond its removal from the original website and continue to circulate in other venues. Therefore, think carefully before you post any information on a website or application. Always be modest, respectful, and professional in your actions.

M. HYGIENE

Personal hygiene and appearance in the theory classroom and the lab, simulation, and clinical environments will be maintained with regard to the following areas:

1. Daily shower and use of deodorant.
2. Shoes and shirts at all times.
3. Clean clothes.

In the lab, simulation, and clinical environments, these additional considerations should be implemented:

1. Hair is to be neat. Long hair must be tied back away from your face so that principles of medical or surgical asepsis are not violated.
2. Certain odors may pose a health risk for clients. Therefore, you need to eliminate any potentially offensive odors, e.g., perfume, cologne, cigarette smoke, body odor, etc. The student that is non-compliant may be dismissed from the environment.

N. STUDENT INFORMATION UPDATE

The student is responsible for notifying the professor/lead instructor, nursing office, and records and registration of any changes of name, address, and/or phone number.

Current immunizations and CPR certification must be on file with the nursing office. It is the student's responsibility to make sure that the documentation on file is current. Lack of compliance with these requirements will limit a student's ability to participate in the clinic.

O. JURY DUTY

If students receive notification for jury duty, the following steps should be implemented:

1. Within 5 days of notification, the student must contact the Jury Services Office to schedule an alternate date (the phone number is listed on the Juror Summons). Be prepared to suggest alternate dates that the student would be available to serve. If the student is unable to reschedule the date, then proceed to the next step within 3 days.
2. If the student still cannot reschedule jury duty, discuss this situation with the professor/lead instructor for the course where there is a conflict.

IV. AGENCY RELATED INFORMATION

A. CLINICAL COMPLIANCE RECORD

The following policy applies to any nursing student that has clinical immunizations and/or other clinical compliance requirements expiring during the semester: It is the student's responsibility to demonstrate compliance and submit the necessary documentation by the designated deadlines. Please refer to the student's signed copy of the KVCC Nursing Program Clinical Compliance/Immunization Policy. Failure to comply with this requirement will prevent the student from being placed in any clinical setting

B. CONFIDENTIALITY

1. Nursing students may not copy or print from patient/client charts at any time in the various clinical setting. If the student requires information from a chart; the student may take written notes without using any patient/client identifiers.
2. Students will not use any patient/client identifiers with all assignments and all forms

of communication.

C. DRESS CODE

The following is the required clinical, lab, and simulation dress code. Uniform appropriateness is at the discretion of the clinical instructor.

1. Neat, wrinkle-free, odor-free, and clean clinical attire (no fleece or denim material).
 - a. All clothing, whether uniform, career, or street clothes, shall be appropriate in size for the student's body frame.
2. Clinical uniform includes a white top and navy-blue pants.
 - a. White scrub top with short sleeves, V-neck, and 1, 2, or 3 pockets.
 - b. Navy blue pants (Cherokee brand).
3. Plain white T-shirt or turtleneck under the uniform top, if desired.
 - a. If a student goes in to the OR the white undershirt must be covered by the scrub top.
 - b. A T-shirt is okay, but a turtleneck is not allowed in the OR.
4. White scrub jacket, if desired.
5. Plain white, skin-toned, or navy-blue socks.
6. Any color leather, or other cleanable closed-toe and heel shoes (with minimal colored trim) that have no lettering or graphic designs other than brand.
7. Unobtrusive, full coverage undergarments (e.g., white/beige, no patterns, etc.).
8. Designated white fanny pack, if desired.
9. No artificial nails. Fingernails clean and no greater than ¼" length beyond the fingertip. Clear fingernail polish only.
10. Hair must be clean, combed, neat (no messy bun style), and arranged so it does not violate principles of medical or surgical asepsis (pinned up off shoulders, or secured away from the face).
 - a. Hair accessories should be unobtrusive.
11. Facial hair including beards, sideburns, and mustaches must be clean and neatly trimmed.
12. Tattoos must be respectful and may not contain profanity, sexually explicit and/or discriminatory content, words, or images. Tattoos containing such content shall be appropriately concealed by clothing or band aids where appropriate.
13. Jewelry must be in good taste and consistent with safety and the professional work environment.
 - a. Stud inserts or stud piercings may be used for nose, lip, or eyebrow piercings.
 - b. Flesh colored, clear stud inserts or ball/gem may be used for other non-traditional piercings.
 - c. Gauged ears must have flesh-colored inserts and be no larger than 6mm or ¼ inch.
 - d. The use of a band aid is not acceptable to cover a body piercing.

- e. No dangling earrings or excessive jewelry shall be worn.
 - f. It is recommended that no rings be worn when giving direct patient care.
14. The KVCC name pin should always be visible and worn on the left upper chest area. No alterations should be made to the face of the name pin.
15. Any attire not mentioned above is considered inconsistent with the dress code and is therefore not permitted.
16. Students must also comply with any agency-specific dress code requirements.
17. When representing KVCC in the community agencies, professional dress with KVCC identification will be expected.
18. It is recommended that students only wear their clinical uniform when in the clinical environment and nursing lab and simulation, and driving to and from the clinical setting.

D. CLINICAL CANCELLATION

Should the college be closed due to inclement weather, scheduled off-campus clinical nursing classes will not meet. In the event of such a cancellation, it may be necessary for the student to make up that clinical assignment at a later date.

Notification of college closure may be obtained by calling KVCC at 269-488-4750 or check the KVCC website, or through college text message, radio and TV coverage. This information is usually available after 6:00 AM.

E. CLINICAL TARDINESS

Students are expected to be on time every clinical day. If a student is tardy more than 30 minutes, the student may or may not be allowed to complete the clinical day. Any tardiness, no matter what the reason, should be recorded on the clinical evaluation form. Tardiness could impact a student's grade in the course.

- a. 1 tardiness results in a Comment Sheet with a plan.
- b. 2 tardiness result in another Comment Sheet and a Needs Improvement rating on the final clinical evaluation.
- c. 3 tardiness result in an Unsatisfactory rating on the final clinical evaluation.
- d. The tardiness are cumulative throughout each clinical rotation.

The student is required to notify the clinical unit of an anticipated tardiness. The student is to identify self by name and as a KVCC nursing student and inform the person of the student's expected time of arrival. Obtain the name of the individual taking the message.

F. CLINICAL ATTENDANCE

As with any course, important information is covered during orientation. Some information is presented in such a way that it cannot be rescheduled; for example facility computer training. Therefore, students need to be aware that **failure to attend the orientation day of any clinical course will result in non-credit for the course.**

The student is expected to attend every clinical day. If the student is absent from clinic, a make-up day is offered at the professor's discretion. It is possible that the absence will be made up on another shift, at another agency, with another instructor, and not on a regular week day. Predetermined make-up days will not be set forth at the beginning of the rotation. It is possible that the student may be charged a fee for completion of any make-up days.

If the number of absences and/or tardiness is more than the number of allotted make-up days, the student must withdraw from clinic.

If a student is absent for legal reasons (subpoena, citizenship requirements, or jury duty), this absence will not be reflected on the clinical evaluation form. A make-up day will be made available for this absence at the discretion of the professor.

If an absence arises, call the clinical unit; identify yourself by name and as a KVCC nursing student, and state that you will be absent. Obtain the name of the individual taking your message.

G. CLINICAL COSIGN

During a student's clinical experience, students will have a Cosign who is an employee of the agency. On occasion, for the student's protection it may be necessary for the student to have a Cosign in the room during a procedure with a client.

H. LIABILITY INSURANCE

Students are responsible for covering their personal medical expenses.

I. PARKING

There is designated parking for students at many of the clinical agencies. The instructor will discuss any parking restrictions with the students.

Parking locations at Ascension Borgess Hospital is located on page 21. Students participating in clinical rotations at Bronson Hospital are expected to park in the Culinary and Allied Health building student parking lot. If parking spaces are limited, please talk with the clinical instructor about possible alternatives.

Please park as directed. If the student parks in a ramp, Visitor Parking area, or any other undesignated parking area, the student will receive a Needs for Improvement on the appropriate clinical evaluation under the area of Professionalism. The student might also get their car towed which will be an expense that the student will incur. As a nursing student, and a guest at the facility; please show respect for the clinical experience and follow the directions with regard to parking.

V. **SUCCESS**

There are several adjustments you will need to make when entering the nursing program. Consider the following:

- A. The nursing program is the same as a full-time job.
- B. You need to look at the balance between school, family, and work commitments.
- C. You may need to cut back on your work schedule. It's unrealistic to plan on working full-time when you're a nursing student.
- D. You will be actively involved in meeting your learning needs.
- E. You need to plan on spending at least 3 hours preparation time outside of class for each hour you spend in the classroom.
- F. You also need to plan on additional preparation time for both lab and clinic.
- G. We suggest that you seek out the resources and services offered at Kalamazoo Valley Community College

NOTES

Kalamazoo Valley Community College

NURSING PROGRAM STUDENT HANDBOOK

RECEIPT

I, the undersigned, have received the KVCC Nursing Program Student Handbook. I understand my signature indicates that I am responsible for the content contained in the handbook, as well as the content of KVCC's Programs of Study and Student Handbook.

Signature

Printed Name

Date

V 0 0

KVCC ID Number