

**NORTH IOWA AREA COMMUNITY COLLEGE**

**ASSOCIATE DEGREE NURSING PROGRAM**

**STUDENT HANDBOOK**

**2022-23**



June 2022

**ASSOCIATE DEGREE NURSING PROGRAM****NORTH IOWA AREA COMMUNITY COLLEGE****INDEX**

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## GENERAL INFORMATION

The Associate Degree Nursing program functions as part of the Health Division of North Iowa Area Community College. The ADN program is approved by the Iowa Board of Nursing and is accredited by the:

Accreditation Commission for Education in Nursing (ACEN)

3390 Peachtree Road NE, Suite 1400

Atlanta, GA 30326 Phone:

404-975-5000

[www.acenursing.org](http://www.acenursing.org)

The program may be completed in two academic school years and one summer session, and it is designed to prepare practitioners for nursing positions which involve direct care of clients.

The graduate of the Associate Degree Nursing program is eligible to write the National Council Licensure Examination - Registered Nurse (NCLEX-RN) administered by the National Council of State Boards of Nursing. After passing this examination, the graduate receives registered nurse status. The graduate is then prepared to work in a beginning staff nurse position under the supervision of qualified personnel. In compliance with the U.S. Department of Education Regulation 34 CFR 668.43 (a) (5) (v) students are referred to <https://www.ncsbn.org/14730.htm> to find professional nursing licensure requirements (RN, PN and APRN programs) for states/jurisdictions. Licensure compact information is found at: <https://www.ncsbn.org/nurse-licensurecompact.htm> with a list of states with enactment, pending enactment, and no pending enactment of the Nurse Licensure Compact.

The program consists of courses in social sciences, natural sciences, communications, and nursing which includes theory with supervised and clinical laboratory experiences.

## PHILOSOPHY

In agreement with the mission and vision of North Iowa Area Community College the nursing program supports the enrichment of student lives through comprehensive educational opportunities. The nursing curriculum emphasizes a commitment to learner success, community engagement, and leadership in all healthcare settings. The graduate of the ADN program is prepared to administer holistic client-centered care throughout the life span.

The faculty believes that the individual is considered a client in the professional nursing relationship. Each client is a holistic being with human needs, which impact psychosocial development throughout the life span. Health is a dynamic state continuously changing and each client is perceived as having the ability to move on the wellness - illness continuum. Each client, when able, has the right and responsibility to direct his/her own health related activities and to receive health care consistent with his/her culture and values.

The art and science of nursing is a profession that encompasses caring and humanitarianism and is a vital component of the health care team. The purpose of nursing is to promote optimal health, prevent illness, and provide care for clients with acute and chronic health care needs as well as to provide support for clients toward a peaceful, dignified death. Nursing collaborates with clients, families, and groups in regional, national, and global communities.

Nursing education is accomplished through utilization of educational theory while incorporating the nursing process as a framework for practice. The conceptual curriculum is designed to proceed from simple to more complex concepts to facilitate progressive learning. The student is perceived as an active learner in the teaching/learning process. Faculty function as role models, resource persons, co-participants in and facilitators of learning, and evaluators of student performance related to expected outcomes. Faculty incorporate evidence-based teaching and best/current clinical practices.

The graduate of the Associate Degree Nursing program is educated to practice as a beginning practitioner in acute, long-term, and community settings, caring for clients with diverse needs. The graduate is prepared to collaborate as a professional nurse incorporating the legal and ethical standards of nursing.

Nursing is a dynamic and continually changing practice. As a result, there is a need for perpetual education and lifelong learning with progression towards an advanced degree within the nursing profession. Each nurse is responsible for best practice standards based on research and evidence-based practice.

### **End of Program Student Learning Outcomes**

The Associate Degree Nursing graduate will be prepared to practice as beginning practitioner in a variety of health care settings. Upon completion of the program, will:

1. Utilize the nursing process and critical thinking to meet the holistic needs of clients throughout the life span.
2. Exhibit a commitment to client-centered care responding to the culturally diverse needs of the clients.
3. Provide safe therapeutic nursing interventions to manage client-centered care according to best practice standards.
4. Demonstrate effective communication within the role of the professional nurse.
5. Perform as a professional nurse within the legal and ethical framework of nursing; working collaboratively in all health care settings.

At the completion of Nursing I (ADN-100), Nursing II (ADN-103), Nursing III (ADN-603), and Nursing IV (ADN-604), each student is evaluated according to clinical outcomes identified on the course syllabus. At the completion of the program, the student will receive an additional evaluation which reflects attainment of the end of program student learning outcomes. This evaluation tool will be utilized as reference for a potential employer requesting an evaluation of a graduate.

## CONCEPTUAL FRAMEWORK

The conceptual framework has emerged from the philosophy and is built upon: the nursing process, Maslow's Hierarchy of Needs, Quality Safety Education for Nurses (QSEN), NCLEX-RN test plan, Erikson's Model of Human Development, and the American Nurses Association standards of practice. The program is built upon the meeting of human needs and promoting psychosocial development throughout the life span through the application of the nursing process in a caring environment. The curriculum incorporates best practice standards across the life span in contemporary health care environments.

The nursing process is the framework for the curriculum and provides a decision making model for nursing practice. Critical thinking, clinical judgment, and problem solving are inherent in this process. Critical thinking has been defined as "the ability to think in a systematic and logical manner with openness to question and reflect on the reasoning process" (Potter & Perry, 2021). Clinical decision making incorporates the nursing process, critical thinking, and evidence-based practice to make clinical judgments to achieve positive client outcomes. Clinical decision making encompasses the performance of accurate assessments, the use of multiple methods to access information and the analysis and integration of knowledge and information to formulate clinical judgments.

Caring is identified as a major concept within the curriculum. While the nursing process is recognized as the framework on which nursing is based, caring has been identified as "a universal phenomenon influencing the ways in which people think, feel, and behave in relation to one another (Potter & Perry, 2021). Client-centered care demonstrate knowledge of and sensitivity to the beliefs, values, and culture of the client.

Supporting concepts identified in the nursing program curriculum include nursing interventions to support; "safe and effective care environment, health promotion, and maintenance, psychosocial integrity, and physiological integrity. These nursing interventions are introduced in Nursing I and are built upon throughout the program. Content is built on the concept of simple to complex learning, recognizing that the content increases in complexity and scope as students' progress through the program.

**PRESCRIBED CURRICULUM**Term Zero

PSY-111	Introduction to Psychology *	3 s.h.
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First Term

ENG-105	Composition I *	3 s.h.
BIO-186	Microbiology *	4 s.h.

Second Term

BIO-206	Anatomy and Physiology I *	4 s.h.
ADN-100	Nursing I	8 s.h.
PSY-121	Developmental Psychology*	3 s.h.

Third Term

BIO-151	Nutrition *	3 s.h.
BIO-207	Anatomy and Physiology II *	4 s.h.
ADN-103	Nursing II	10 s.h.

Fourth Term

ADN-603	Nursing III	12 s.h.
ENG-106	Composition II *	3 s.h.

Fifth Term

ADN-604	Nursing IV	12 s.h.
SCC-112	Public Speaking	3 s.h.

\*Courses may be taken prior to entering the nursing program. Students must maintain concurrent enrollment in any co-requisite classes. Withdrawing from a co-requisite will result in withdrawal from the Nursing program. Once in the nursing program, courses must be taken in the identified sequence. Anatomy and Physiology must be completed within five years of beginning the nursing component of the curriculum. Refer to student achievement section of this handbook for promotion/progression through the curriculum.

Upon acceptance, a physical examination providing evidence of current immunization and sound physical and mental health is required by clinical agencies. Maintaining a yearly TB test is required for clinical rotations. Additional immunizations may be required by clinical agencies.

“Basic Life Support (BLS) Certification” by the American Heart Association is required. The initial certification/renewal needs to be completed prior to Nursing I or prior to any reentry into the nursing program and must be maintained throughout the curriculum.

## STUDENT ACHIEVEMENT

Please refer to the current NIACC General Catalog and NIACC Student Handbook for general student achievement requirements. Student promotion will be based on achievement in theory and clinical practice. Consideration will also be made for attitude and professional conduct.

### A. Theory Component

1. The student must maintain a satisfactory grade point average of 2.0 ("C") in the program.
2. The student must achieve a grade point average of 2.0 ("C") in each nursing course in order to progress through the curriculum. Grading scales will be defined in each individual course syllabus. The Readmission section of this handbook states the course re-entry policy.
3. All assignments must be completed by the assigned due date to receive full credit. Failure to complete any assignments by the end of the semester will result in an "Incomplete" for the course. An "Incomplete" grade will be changed to an "F" grade according to faculty decision. This is consistent with overall College policy.
4. The student must achieve an overall grade point average of 2.0 ("C") in the required curriculum courses. In order to progress through the curriculum, all students must receive at least a ("C") grade in all support courses.
5. No extra credit points will be offered in any nursing theory course.
6. Each nursing theory course stands independent of other nursing theory courses.
7. Community service will be required in each nursing course as outlined in each individual course syllabus. Community service is defined as non-compensated service to others.
8. The Nursing faculty may schedule conferences with individual students to keep them apprised of their progress. Students are encouraged to confer with the appropriate instructor regarding concerns they may have related to their progress in the program.
9. **Attendance** - Specific attendance policies are outlined in individual course syllabi. Students are required to provide documentation from a health care provider confirming illness/conditions that result in absences exceeding the minimal face-to-face clinical hours identified in the course syllabus. Clinical make-up days will only be offered to students with confirmation of actual illness, injury, or exposure to illness that requires quarantine. One make-up day is offered during a semester. Exceeding more than one absence may result in unsuccessful clinical performance. See individual course syllabus.
10. Only students currently enrolled in the course will be present in the classroom, conferences, and clinical activities. Children under 18 years of age are not permitted to attend class, conferences, or clinical.
11. Students will utilize technology to submit assignments electronically by email and designated web-based sites. Students using their own computers and electronic devices are required to maintain current programs and web browsers as listed in the technology requirements in the individual course syllabi.
12. **Make-up Tests**



- a. When an absence is anticipated, tests will be made up prior to the absence or at the discretion of the instructor. If this is not possible, you will be required to complete any missed test prior to the beginning of the next scheduled class. An alternate test may be given upon the discretion of the instructor.
- b. Make-up tests will be given and monitored in the Student Learning Center (SLC). The instructor will provide the SLC with the test and notify the student of the date and time to complete the test by. Students will be allowed to take a maximum of two make-up tests in the SLC in the fall semester and one make-up test for the spring semester. Failure to notify the instructor prior to the start of class on test days may result in denial of the opportunity to take a test. When exceeding the allowed number of tests in the SLC, no points will be given for the missed test. A photo ID is required to take a test in the SLC.

## **B. Clinical Component**

It is recognized that students are learners, transferring theory content to the clinical setting. Clinical experience provides the hands-on experience needed in this profession. This includes college lab and clinical settings. Repetition of skills brings confidence to the student.

Students must meet the specific attendance policies outlined in individual course syllabi. Theory, college lab, and clinical hours are stated in the course syllabi. Scheduled mandatory make-up clinical days will be required when exceeding the allowed clinical absence. If unable to complete the mandatory make-up clinical days provided, the student will be responsible to pay agency staff to complete the clinical days or take a medical withdrawal from the program.

Students should refer to the orientation handouts for physical examination, immunization requirements, and annual TB testing. Students will not participate in the clinical component of the program until all of these completed documents are submitted to the Health Division. Students must maintain "Basic Life Support (BLS) Certification" from the American Heart Association. Students will not be allowed to participate in the clinical component of the course without evidence of the certification on file in the Health Division.

Students must inform the Health Division Chair of a latex allergy. The student will be advised of potential risks and required to sign a waiver.

Criminal background and dependent abuse checks will be conducted prior to admission to the clinical setting. Eligibility to clinical sites is based on outcomes from these checks. Students should be aware of their responsibility to report any changes regarding these checks throughout the program. Additional checks may be performed at the student's expense, if necessary.

Students seeking entrance into the Associate Degree Nursing program should be aware that nursing courses with a clinical component may not be taken by a person:

1. who has been denied licensure by the Iowa Board of Nursing.
2. whose licensure is currently suspended, surrendered, or revoked in any United States jurisdiction.
3. whose license/registration is currently suspended, surrendered, or revoked in another country due to disciplinary action.

**Specific requirements pertaining to clinical and safe practice include:**

1. Clinical evaluation is based upon performance according to behavioral objectives which are provided at the beginning of each course. Clinical expectations build throughout each semester. Progression and retention of clinical skills/assignments/documentation is expected in each consecutive clinical rotation. Final semester clinical evaluations will reflect clinical performance progression throughout the term.
2. Clinical performance is graded as satisfactory, satisfactory on a performance plan or as unsatisfactory. The student must achieve a satisfactory rating in the clinical portion of the course to receive a passing grade. An unsatisfactory rating in the clinical area will result in an "F" for a nursing course.
3. Progress notes related to clinical performance will be completed by each student on a daily/weekly basis. A summative evaluation will be provided by the student and the instructor at the conclusion of each clinical rotation and end of the semester.
4. In order to obtain a "Satisfactory" rating in the clinical portion of the course, a student must be consistent in meeting criteria stated in the Clinical Outcomes listed in the individual course syllabi. Competencies are explicitly described in the Skills Textbook, lab handouts, and agency orientation information. Students are expected to comply with designated competencies and follow policies and procedures. Faculty are not procedurally rigid and will allow for individual flexibility as long as principles of safety are not jeopardized.
5. Clinical assignments must be completed by assigned deadlines during each clinical rotation. Failure to comply with this requirement will result in a performance plan. If the work is still not handed in at the end of the semester, an "Incomplete" will be issued. An "Incomplete" grade will be changed to an "F" according to faculty decision. This is consistent with overall College policy.
6. It is the student's responsibility to alert the Health Division Chair and faculty of any health status changes. A written permission from a physician to return to clinical will be required for prolonged and/or potentially contagious illnesses, surgery, injuries, pregnancies, and/or deliveries. A student must maintain compliance with stipulations outlined in the current Iowa Core Performance Standards provided in the program application packet and in the original physical examination and immunization record form for eligibility in the clinical area. Any restrictions will prevent students from attending clinical until a medical release signed by a health care provider has been submitted to the Health Division Chair. Refer to physical and emotional requirements section of this handbook.
7. **Attendance is strongly recommended in the clinical setting.** Any student that is more than 59 minutes late, will be considered absent for that day. Three tardy

arrivals (less than 59 minutes late) will result in a clinical absence. It is the student's responsibility to notify the clinical site and clinical instructor of any tardy arrivals or inabilities to make it to clinicals.

## 7. **Provision of safe care**

The client has the right to expect safe, ethical care. The instructor is present in the clinical area to facilitate student learning; however, the client is of primary concern and client safety is of utmost importance. Safety includes psychosocial as well as physical aspects.

Unsafe or unethical practice is defined as an incident or combination of incidents which may result in harm to the client. Examples include, but are not limited to:

- a) Breach of confidentiality.
- b) Medication errors (refer to Medication Error Policy).
- c) Unsafe and/or inconsistent client care practices.
- d) Being under the influence of drugs or alcohol.
- e) Demonstrating emotional instability.
- f) Physical or verbal abuse of client.
- g) Indications of client psychological discomfort.
- h) Results of criminal background checks that the Iowa Department of Health and Human Services prohibits involvement in the clinical education component.
- i) Violation of tobacco-free agency policies.
- j) Incivility towards clients, staff, peers or faculty.

Due to concerns for client safety and the importance of application of theoretical knowledge to clinical practice, students must achieve a 73 percent theory by NIACC's designated withdrawal date or they will not be allowed to practice clinically. Following NIACC's designated withdrawal date, students must maintain a 73 percent theory grade at all times or they will not be allowed in the clinical area. An exception to this policy is stated in the Nursing IV course syllabus. The student must attain an overall 77 percent at the completion of the final exam of Nursing IV to enter the final rotation with an assigned preceptor.

An unsatisfactory clinical experience for a given term will result in an "F" for the currently enrolled nursing course. The student no longer eligible for clinical may attend class, but is no longer able to participate in testing. See Withdrawal Section.

Faculty shall inform students whose clinical practice does not meet clinical outcomes. This may result in being placed on a performance plan, being asked to withdraw, or not being allowed to continue in the program. Additional information and examples of unacceptable/unsafe behaviors are found in the section related to a performance plan.

The faculty retains the authority to withdraw a student from the clinical area whose performance has been judged to have (or to potentially have) a detrimental effect

on clients. A determination shall be made by the faculty member involved and the Health Division Chair on whether to allow continued attendance in the clinical area on a performance plan or to remove the student from the clinical area on a permanent basis. Permanent removal from the clinical area will result in the student receiving an unsatisfactory clinical rating and thus receiving an "F" for the course.

The faculty reserves the right to require a medical examination, drug screening, or counseling of any student whose behavior may compromise or does compromise client care and/or safety. Such an examination may provide data concerning the physical and/or mental ability to meet clinical outcomes. The cost of such an examination will be paid by the student. The College shall retain the right to prescribe the type and extent of the examination and to specify who shall perform it. Should the prescribed type and extent of the examination be performed by the student's own physician, the College may request a second opinion. This medical examination may be required to continue, progress, and/or re-enter the program.

The faculty reserves the right to request the withdrawal of any student whose health, grades, attitude, or behavior demonstrates inability to continue preparation for nursing. If a student desires to appeal the request for withdrawal, the process for student appeal can be found in the current NIACC General Catalog and NIACC Student Handbook.

#### **8. Orientation Activities**

Agency orientation activities must be completed by designated dates announced in class. This includes all HealthStream courses for MercyOne North Iowa Medical Center. Students will not be permitted to attend clinical if orientation activities are incomplete. These absences may result in a performance plan and unsatisfactory clinical performance. Refer to the attendance requirements for each course level in the course syllabus.

Every clinical rotation is unique and different student objectives/ expectations are required to maintain client safety and an optimum student learning environment. Students will be oriented to each unit with specific objectives/expectations before client cares begin. Students will be held accountable to both verbal and written orientation guidelines for each individual unit. The instructor adapts rotation objectives/ orientations based on the identified needs of the specific clinical group and client needs. Clinical expectations will build throughout the semester with greater emphasis being placed on the final clinical rotation's evaluation. Final semester clinical evaluations will reflect clinical performance progression throughout the term.

- 9. Simulation Activities:** Students visiting the Health Simulation Center (HSC) will review and sign the Learner Usage Contract and the Confidentiality Agreement each semester. Students will follow the ADN Student Handbook policies for all activities held in the Health Simulation Center as they would for off-site clinical experiences.

## **COUNSELING SERVICES**

The Health Academic Advisor (or other advisors) is available for free counseling services and to help students with personal issues that may be impacting decisions made or help the students find additional ways to cope with immediate situations or problems. This information is outline in the NIACC Student Handbook (p. 40-42) as well as the college Faculty Handbook (p. 21). Mental health services are provided 24 hours a day, 7 days a week through a Student Assistance Program. The Program offers virtual counseling, local referrals, and works with the NIACC counselors to assist students with mental health needs.

## **PERFORMANCE PLAN**

A performance plan is an early warning to students that their status in the program is at risk for not meeting clinical outcomes. The student will meet with the instructors to develop a plan to meet course objectives. A performance plan may be carried over from one semester to another and when re-entering the program. A student repeating a nursing course will continue with a performance plan if the reasons are related to safety or professional behaviors as defined by clinical outcomes under Member of the Discipline. Length of the performance plan will be decided by faculty based on reason for the performance plan. A student receiving a second performance plan may be asked to withdraw at the issuance of that second performance plan.

The student will be notified of his/her the performance plan by faculty. A student who has been placed on a performance plan for any reason will have ongoing evaluation and follow the plan of action as stipulated in the terms of the performance plan. A performance plan will be completed and signed by the student with faculty collaboration.

It is the student's responsibility to review the performance plan with the clinical instructor prior to starting a clinical rotation.

The following is a list of reasons for a performance plan. This list includes, but is not limited to:

1. Unprofessional behaviors
2. Lack of preparation for clinical experience
3. Inconsistent and/or unsafe clinical performance
4. Pattern of absences and/or tardiness
5. Inability to manage stress
6. Inability to accept and incorporate feedback in all student-related activities
7. Incomplete/missing clinical assignments

## WITHDRAWAL

A student in good academic standing may voluntarily withdraw from the program and reapply at a later date.

A nursing student who receives a grade of less than a “C” in any nursing course or required support course is automatically withdrawn from the program. No “C-” will be accepted.

A student whose behavior(s) does not meet acceptable performance in the clinical outcomes may withdraw from the program following procedures outlined under Readmission. Withdrawal forms will not be signed by faculty until the return of the MercyOne name badge.

Due to concerns for client safety and the importance of application of theoretical knowledge to clinical practice, the student with a theory grade below 73 percent at the official NIACC withdrawal date, or any time following the withdrawal date, will be unable to continue in the clinical portion of the course. Prior to or at the official withdrawal date, the student may choose to withdraw and receive a “W” on the student transcript. Any student who withdraws may no longer attend class.

Following the official withdrawal date, if a student becomes clinically ineligible, the student may attend class, but is no longer able to participate in classroom testing.

## GRIEVANCES/APPEALS

Students and faculty are expected to conduct themselves in a responsible manner. When situations occur that interfere with the learning process, the student is strongly encouraged to discuss the situation in a timely manner with the Nursing faculty. Test taking policies, attendance policies, and grade requirements necessary for progression in the program and readmission policies have previously been addressed. If a student is concerned with the learning process and outcomes or program policies, the student is encouraged to discuss the concern with the involved faculty member or the assigned faculty advisor. If adequate resolution has not occurred, the student is encouraged to make an appointment with the Health Division Chair. The Health Division Chair will discuss options with the student and will refer the student, if satisfactory resolution has not been attained, to the College Appeal Process procedure, as outlined in the current NIACC General Catalog and NIACC Student Handbook. These appeal procedures also apply to grade appeals, instructor complaints, sexual harassment, and violations of the general Student Conduct Code.

## READMISSION

A student who withdraws from the program and is not in good academic standing (i.e., Nursing course grade lower than C), may apply for readmission one time at the freshman level (defined as Nursing I, ADN-100; Nursing II, ADN-103) and one time at the sophomore level (defined as Nursing III, ADN-603, and Nursing IV, ADN-604). Conditions must be completed prior to the re-entry.

Students who wish to apply for readmission must make their intent known in writing to either the Health Division Chair or faculty member on May 1 or December 1 preceding the requested semester of re-entry. A re-admission committee will meet with the student to determine eligibility and re-admission requirements.

Students in which there has been a time lapse since their previous enrollment may be required to repeat a nursing course. A time lapse of greater than one year will be handled on an individual basis.

Readmission will be based on faculty review of student's previous academic and clinical performance for the spaces available.

## PERSONAL APPEARANCE AND CONDUCT

### 1. Uniform Code

- a. Each student will be required to purchase prior to the start of Nursing I a scrub uniform from the NIACC Book Zone (641-422-4500 or toll-free at 888-466-4222, ext. 4500). The uniform will consist of a designated scrub shirt and scrub pants for both men and women. The Associate Degree Nursing student uniform shirts and pants are navy blue. Students will wear a tucked-in, plain gray t-shirt to be purchased from the NIACC Book Zone or a plain black t-shirt. Professional attire is expected to be worn under the lab coat in the clinical setting. Jeans are not acceptable as professional attire.
- b. The student will also be required to purchase a name pin from the NIACC Book Zone. Only the first name should be printed on the name pin. The student will add the badge plate with NIACC student identification when in the clinical area.
- c. NIACC approved lab coats will need to be purchased prior to college lab. The lab coat should be worn in place of the student uniform when getting patient assignment, in college lab practice sessions, and designated observational experiences. The lab coat must be buttoned.
- d. Closed-toed, dress shoes should be worn with the lab coat.
- e. The student shall wear the uniform in the clinical agencies and Health Simulation Center. The uniform or lab coat shall **not** be worn:
  - 1) to classes on the college campus.
  - 2) when making personal visits to patients in the hospital.
  - 3) when making a home visit.
  - 4) out in public.
- f. When appearing in uniform or lab coat, the student shall:
  - 1) be dressed in a clean, neat uniform.
  - 2) wear the name pin, and plain, clean, gray, white, or black shoes with the same color socks. Leather shoes (without mesh) and clogs with straps are acceptable. Shoes must be closed-toed.
  - 3) have clean well-trimmed fingernails. No nail polish may be worn. No artificial nails are allowed.
  - 4) wear conservative make-up.

- 5) wear only wedding band and/or engagement ring and nurses' watch to monitor units of time in seconds. The student with pierced ears may wear one pair of posts that are 1/4" or smaller. Gauges must be flesh colored or clear. No other visible body pierced jewelry will be allowed. Necklaces or other jewelry cannot be worn.
  - 6) wear conservative hair styles and natural hair color only. Keep hair off collar and secured whenever in uniform or lab coat. If cloth headbands are worn, they need to be solid color (white, black, gray, or navy) with no print. Any additional headcovers need to be approved by your instructor.
  - 7) be clean shaven or have a well-trimmed beard.
  - 8) cover tattoos in compliance with agency policy.
  - 9) meet the uniform code the beginning of every clinical day or the student will be given a tardy arrival. The student will be dismissed from clinical if the uniform situation is not rectified.
- g. Students will bring a stethoscope, watch with a second hand, and bandage scissors to all clinical experiences. Students will also bring a hemostat to Nursing III and Nursing IV clinical experiences.
- h. No agency uniforms may be worn on campus. A clean NIACC uniform is worn only for activities in the Health Simulation Center. No NIACC uniform is worn on campus for other reasons.

## 2. Personal Conduct

The student in the Associate Degree Nursing Program shall wear appropriate dress to nursing classes and clinical facilities. Shorts, cut-offs, jogging suits, jeans, leggings without a long top, tops that expose chest area, or bare feet are not permitted in the hospital setting, but classroom attire shall be the same as the general college, using good judgement.

Ringers on cell phones will be turned off in the classroom and all student-related activities. Smart watches are only allowed if set to airplane mode. Communication on cell phones/electronic devices (including text messaging) will occur outside of class time. The student will not have a cell phone, audio/video recording/internet connected device on his/her person in the clinical setting, laboratory, Health Simulation Center or during testing. Devices used for online testing will utilize Lockdown Browser or designated security programs.

Students are required to check their NIACC emails daily. The preferred method of communications with instructors is by NIACC email

Students are allowed to utilize technology in the classroom and clinical areas only for designated instructor-approved activities. Classroom and simulation activities may be video recorded for educational purposes and available on learning management systems.

Students must have designated instructor's approval for any audio or video recording in **all** student related activities.



Students are prohibited from false, defamatory, discriminatory or harassing communication concerning events and situations associated with the College and clinical agencies. This pertains to all verbal or written communication including, but not limited to social media. Failure to follow the stated required personal conduct will result in dismissal from the program.

### **3. Provision of Client Care**

Assignments are made in the clinical setting to enhance and/or reinforce student learning. It is the expectation that students will provide care for clients to whom they are assigned. In the event that a student refuses to care for a client, the following will occur:

- a. In consultation with the student, the faculty member will determine the reason for the refusal.
- b. If the reason is determined to be valid, the student will be reassigned.
- c. If the reason is not valid, the student will be counseled as to the Iowa Administrative Code, Nursing Board (655), 4.6(4) (i) which refers to discriminating against a client and may be subject to sanction by the Iowa Board of Nursing. If it is determined that the reason for refusal to care for specific clients is as noted above, the student will be counseled to consider his/her future in nursing in relation to the law.
- d. The Health Division Chair shall be notified of any such occurrence and may meet with the student along with the faculty member to discuss options - one of which may be withdrawal from the program.

### **4. Confidentiality**

All students are expected to maintain client confidentiality. Confidentiality agreements are signed by the student at the start of each fall semester and upon reentry. Confidentiality pertains to all verbal or written communication including, but not limited to, social media. Violation of any aspect of the confidentiality agreement is grounds for dismissal. Students will have access to computer charting in clinical agencies. However, under no circumstances can students print anything off at a clinical site computer. All individual computer or website sign-ins and passwords are kept confidential.

## **PROFESSIONALISM**

Because this program is preparing students to practice professionally, growth in this area will be required and evaluated on an ongoing basis. Failure to demonstrate professionalism in all student activities will be grounds for dismissal from the program.

The areas addressed will include, but are not limited to, the following:

- a. Inconsistent clinical performance.
- b. Lack of preparation for clinical experience - The instructor reserves the right to dismiss the student from the clinical unit for that day if a student is not prepared for clinical.
- c. Unsafe clinical performance - Unsafe clinical performance includes, but is not limited to, medication errors. Refer to the medication error policy provided to the students in course handouts.
- d. Pattern of absences and/or tardiness.

- e. Use of mood-altering chemicals.
- f. Use of harassing, discriminatory, profane, and vulgar communication.
- g. Failure to comply with program policies including, but not limited to testing security.
- h. Failure to demonstrate maturity, self-control, and courtesy.
- i. Failure to respond to constructive criticism with openness, personal consideration, and appropriate change(s).
- j. Failure to demonstrate professional behavior, dress, and attitude with clients, staff, peers, and faculty.
- k. Failure to verbally report or document accurate patient information on agency records and clinical assignments.
- l. Failure to follow Netiquette policy as stated on Canvas.

### **MEDICAL CARE**

Students should be aware that they are responsible for their own medical care while enrolled in the college. If an injury occurs while in the clinical area, students will be referred to their own physician or the emergency room with the knowledge that they are liable for the payment of such service. All students are encouraged to enroll in a health program to assure protection in the event of illness or injury. Health Services are available for College students. Faculty will provide a web link to student services with the web-enhanced course resources on Canvas.

### **TRANSPORTATION/MEALS**

All students are required to furnish their own transportation to and from classrooms and to the clinical agencies. Students may be required to park in specific areas. Students are responsible to provide their own lunches, but must remain on the clinical premises during breaks and mealtimes.

### **EMPLOYMENT**

It is strongly recommended that full-time students (those who are enrolled in the full course complement established for that term) not work during the program. However, for many students, this is not an option. If the student's total performance becomes unsatisfactory, the student should re-evaluate the number of working hours.

### **PROGRESSION**

Students entering the Practical Nursing Program should refer to the criteria for the Associate Degree Nursing Option for Licensed Practical Nurses in the NIACC General Catalog and Student Handbook.

### **STATEMENT OF PRINCIPLES OF GOOD ETHICAL PRACTICE**

Subscribed to by Student Services and the Health Division and prepared to meet requirements of the Iowa Board of Nursing.

1. North Iowa Area Community College assumes responsibility for all professional recruitment and admissions staff while they are engaged in the recruiting and admitting process. The staff will present accurate and objective information to prospective students using as resources the college catalog, financial fact sheet, and the program brochure. Additionally, the staff shall not knowingly present information about competing colleges that is ambiguous or inaccurate.
2. The college catalog, which is revised annually, provides accurate information about requirements for admission into the college and into a specific program. Estimated program costs are provided in the application packet.
3. The candidates are notified regarding their eligibility for admission. The admission procedure is a part of the application form sent to each prospective student.
4. A member of Student Development and/or the chairman of an occupational program will help the student select a curriculum that will meet the student's educational objectives.
5. Those college employees who have access to confidential information regarding a student, respect completely the confidential nature of such data. Additionally, the College abides by the Family Educational Rights and Privacy Act of 1974 (FERPA) as amended. (See current NIACC General Catalog and NIACC Student Handbook for complete policy.)
6. The Health Professions Counselor and Nursing faculty acquaint the students with the written policies for promotion, graduation, and dismissal, and abide by the written policies of the College. These policies, which are reviewed annually, are found in the current NIACC General Catalog and NIACC Student Handbook and the ADN Student Handbook.
7. Changes in program objectives are carefully planned, including planning for students already enrolled in the program. The students are informed of the planned changes before the changes become effective.
8. The College maintains compliance with the Higher Education Reauthorization Act Title IV eligibility and certification requirements. A written, comprehensive student loan repayment program addressing student loan information, counseling, monitoring, and cooperation with lenders is provided before receiving financial aid. Students are informed of their ethical responsibilities regarding financial assistance when receiving financial aid and prior to graduation.
9. The student, who has completed the prescribed curriculum and has earned an overall grade point average of 2.0 ("C"), will receive the appropriate college degree. Program completion will factor into eligibility to write the licensure examination (NCLEX-RN) to become a registered nurse. In addition, criminal background reviews are required for all candidates and eligibility for licensure related to criminal convictions is determined solely by the Iowa Board of Nursing.

10. For questions regarding issues like grade appeals, grievance policies, academic probation, nondiscrimination policies, and NIACC ADA Disability statement, refer to the NIACC Student Handbook, which can be accessed at <http://www.niacc.edu/student-life/>.
11. It is the policy of North Iowa Area Community College to not discriminate on the basis of race, color, national origin, sex (including pregnancy) , disability, age, sexual orientation, gender identity, genetic information, creed, religion, actual or potential parental, family and marital status or veteran's status in its programs, activities or employment practices as required by the Iowa Code sections 216.6 and 216.9, Titles VI and VII of the Civil Rights Act of 1964 (42 U.S.C. § 2000d and 2000e), the Equal Pay Act of 1973 (29 U.S.C. § 206, et seq.), Title IX (Educational Amendments, 20 U.S.C. §§ 1681 – 1688), Section 504 (Rehabilitation Act of 1973, 29 U.S.C. § 794), and the Americans with Disabilities Act (42 U.S.C. § 12101, et seq.). Individuals having questions or complaints related to compliance with this policy should contact Shelly Schmidt, EEO/AA Officer, 500 College Drive, Mason City, IA 50401 or via telephone at 641-422-4211. Inquires may also be directed to the Director of the Office for Civil Rights, U.S. Department of Education, Citigroup Center, 500 W. Madison, Suite 1475, Chicago, IL 60661, phone number 312/7301560, fax 312/730-1576.
12. North Iowa Area Community College strives to provide an accessible environment for students, faculty, and staff. A student needing accommodations should register with NIACC Disability Services and speak to Lisa Vance, the Disability Services Counselor, in the Student Access Office, AB106. For additional information, contact us at 1-888-466-4222, ext. 4413 and ask for a brochure regarding Disability Services or to request a meeting with the Disability Services Counselor. You may also contact Lisa Vance directly at 641-422-4296 or [Lisa.Vance@niacc.edu](mailto:Lisa.Vance@niacc.edu) or the disabilities website. ([www.niacc.edu/student-life/disability-services/](http://www.niacc.edu/student-life/disability-services/))  
If you have concerns regarding equal access to NIACC's services, programs and activities you may contact NIACC Disability Services or learn more about filing a grievance at the grievance procedures website. [www.niacc.edu/studentlife/disability-services/policies-procedures/grievance-procedure/](http://www.niacc.edu/studentlife/disability-services/policies-procedures/grievance-procedure/)  
A Disability Services Student Handbook can be found on our website at disability services student handbook or can be provided in hard copy, upon request and lists contact information for NIACC's ADA Coordinator and ADA Compliance Officer, along with other helpful information. ([www.niacc.edu/student-life/disabilityservices/disability-services-student-handbook/](http://www.niacc.edu/student-life/disabilityservices/disability-services-student-handbook/))

Students are responsible to review the process for requesting accommodations for NCLEX-RN®. The process for requesting accommodations is available from the state boards of nursing.

**Inclement Weather:**

<http://www.niacc.edu/about/campus-safety/inclement-weather/>

The process for inclement weather will follow college guidelines, as stated in the individual course syllabus.

NIACCAAlerts is a free service that alerts you immediately when a decision is made to close campus or delay classes due to weather conditions. This is your best and most accurate means of communication. Sign up here: <http://www.niacc.edu/about/campus-safety/niaccalerts/>

### **EMERGENCY PROCEDURES**

Students are encouraged to routinely review emergency procedures and safety awareness information contained in the current NIACC General Catalog, NIACC Student Handbook, COVID-19 information, and Campus Emergency Procedures Handbook available on the NIACC website.

### **EMPLOYMENT OPPORTUNITIES**

The graduate of the Associate Degree Nursing program is prepared to begin work in a staff nurse position under the direction of qualified nursing personnel.

The North Iowa Area Community College Division of Student Services includes a placement service which is available to assist the graduate to obtain employment.

### **PHYSICAL AND EMOTIONAL REQUIREMENTS**

The admission information includes the Iowa Core Performance Standards. These standards list required abilities compatible with effective program outcomes. The medical examination is to be completed and signed by a physician or physician extender. Physical and emotional stipulations required in the medical examination are as follows:

This student has been tentatively accepted into one of the following health programs at North Iowa Area Community College: Associate Degree Nursing, Practical Nursing, Physical Therapist Assistant, and Medical Assistant. While enrolled, this student will be required to achieve in a very rigorous academic program; involved in very stressful situations on a one-to-one basis; called upon to work with groups of people in stressful situations; required to communicate effectively; auditory ability to monitor and assess, or document health needs; required to have visual acuity to distinguish anatomical structures and distinguish minor variations in color; required to use tactile sensations to palpate anatomical structures and distinguish variations in skin temperature; engaged in activities which require above average manual dexterity; expected to lift, pull/push up to 75 pounds, required to be on his/her feet for a maximum of twelve consecutive hours at one time. Please review the student's history and complete this form. Please comment on all positive answers. This information is strictly for the use of the Health Division and will not be released without the student's consent.

Inability to comply with these stipulations will prohibit student participation in the clinical area until a release is received from the physician or physician extender.

NORTH IOWA AREA COMMUNITY COLLEGE ASSOCIATE DEGREE  
NURSING

I have received a copy of the Associate Degree Nursing Program Student Handbook and recognize that it is my responsibility to comply with the policies contained within this document.

\_\_\_\_\_  
Name (Please Print)

\_\_\_\_\_  
Signature

\_\_\_\_\_  
Date

This form will be retained in your file. Changes made after the printing of this handbook will be provided on a written handout and also verbally announced in the classroom.

**Authorization for Release of Information**

I agree /do not agree to have my name and address released to potential employers and/or nursing related requests by the NIACC faculty.

Please circle appropriate response and sign name.

Signature \_\_\_\_\_

Date \_\_\_\_\_

Student Copy

NORTH IOWA AREA COMMUNITY COLLEGE ASSOCIATE DEGREE  
NURSING

I have received a copy of the Associate Degree Nursing Program Student Handbook and recognize that it is my responsibility to comply with the policies contained within this document.

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Please circle appropriate response and sign name.

Signature \_\_\_\_\_

Date \_\_\_\_\_

Student File Copy