

NURSING PROGRAM

STUDENT HANDBOOK



ELGIN COMMUNITY COLLEGE
SPRING 2021

Welcome to the ECC Nursing Program!

ECC's Nursing Program is approved by the Illinois Department of Professional Regulation for professional nursing and is accredited by the Accreditation Commission for Education in Nursing (ACEN). The [Accreditation Commission for Education in Nursing](#) may be contacted at 3390 Peachtree Road NE, Suite 1400 Atlanta, GA 30326 or by phone at 404-975-5000 or by fax at 404-975-5020.

The mission of Elgin Community College is to improve people's lives through learning.

Health Professions Division - Mission Statement

The mission of Health Professions is to provide quality education that supports the development of health and wellness practitioners.

Health Professions Division - Vision Statement

The Health Professions Division will be recognized as a leader in providing quality education using innovative teaching strategies. Our students will develop confidence in their discipline through training in simulated and clinical settings. We will utilize interdisciplinary activities to instill a sense of professionalism in our graduates and nurture an appreciation for lifelong learning.

Nursing Program Mission Statement

The mission of the Elgin Community College Associate Degree Nursing Program is to provide an equitable, quality education that supports the development of professional nurses to practice safe, quality, evidence-based nursing care in the current healthcare environment.

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Elgin Community College Nursing Philosophy

The Elgin Community College Nursing Program is a leader in our community in preparing students for contemporary nursing practice. A concept-based design is utilized to prepare the graduate to practice in a multifaceted, evolving health care environment. Based on changing community and global needs, there is a deliberate focus in the curriculum on wellness, health promotion, and the complex care needs of the older adult. Because nursing is an art and a science, students learn to provide safe, quality, evidence-based, holistic, and person-centered care to diverse populations with the goal of improving person-centered outcomes.

Faculty, students, and the community establish a partnership wherein the faculty provides diverse learning opportunities and the students are challenged to accept responsibility for active learning. Life-long learning is essential to maintain competence and accountability.

Shared Values

Furthermore, the Nursing Program reflects the Shared Values of Elgin Community College:

Excellence. All college functions and services must strive for the highest level of excellence to successfully achieve our mission. Learning activities must be of the highest quality to help students achieve their goals.

Freedom of Inquiry. We believe a learning community is most engaging and viable when a spirit of free inquiry exists, allowing everyone the freedom to explore new and diverse ideas and to express their interests and attitudes.

Equity. We believe that everyone must have an equal opportunity to grow through learning, and we pledge to provide all who take part in our learning activities with the opportunities and supports needed for success.

Ethical Practices. As we strive to develop our learning community, we will maintain at all times the highest level of honesty, communication, cooperation and credibility in all relationships.

Accountability. As a public institution, we believe we must assume responsibility for all our decisions and actions, and we must also be open and honest in all our affairs and always ensure that we are making the best use of our resources.

Respect for Diversity. All constituencies are important to achieving our vision. Therefore, we must respect the unique and diverse perspectives each person offers and embrace those differences as the means for developing the strongest learning community possible. We promote individual growth and a positive sense of self-worth for all members of the college community.

Community Engagement. As an active and involved part of our community, we must play an integral role in developing, advancing, and serving the local community.

Conceptual Framework

Concepts provide the foundation and structure of the Elgin Community College Nursing Program curriculum. The concepts are grouped into three major categories: the person, wellness/health and illness, and professional nursing. Selected concepts are supported by evidence-based practice and are integrated throughout the curriculum. Each concept has associated exemplars through which holistic, person-centered nursing care is learned.

The Elgin Community College Nursing Program Student Learning Outcomes and competencies incorporate the Institute of Medicine (IOM) and Quality and Safety Education for Nurses (QSEN) competencies, the National League of Nursing (NLN) core values, and professional practice standards. Courses within the curriculum are structured and leveled to facilitate students' achievement of the Program Student Learning Outcomes and related competencies.

The curriculum addresses nursing care across the lifespan while considering the uniqueness of persons, families and communities in the achievement of optimal health and wellness. This curriculum reflects the multifaceted, nonlinear nature of nursing needed in the twenty-first century.

Program Organization

Levels

The Program is divided into four levels:

Level 1 is comprised of the first semester

Level 2 is comprised of the second semester

Level 3 is comprised of the third semester

Level 4 is comprised of the fourth semester

Courses

A course is the subdivision of a level, carrying a course number and name, for example: Nursing 142 Concepts of Nursing Practice I.

Course Student Learning Outcomes

Each course has student learning outcomes identified in the course syllabus. These outcomes are the focus of classroom discussion, academic testing, and lab and clinical expectations.

Nursing Program Student Learning Outcomes with Competencies

The Nursing Program includes four semesters of nursing courses in addition to the general education courses required for the Associate of Applied Science Degree in Nursing.

1. Engage in clinical judgment to provide safe evidence-based, person-centered nursing care across the lifespan
 - a. Apply clinical judgment to provide safe, evidence-based care to persons with complex and chronic needs.
 - b. Manage potential complications based on anticipated risk and changes in health conditions.
 - c. Prioritize person-centered nursing care for individuals and groups efficiently in an evolving health care environment.
 - d. Create, implement and evaluate holistic person-centered teaching strategies to achieve optimal health outcomes.
 - e. Provide continuity of care to ensure safe, uninterrupted nursing care.
 - f. Perform Level 4 psychomotor skills safely and competently for efficient, effective, and compassionate person-centered care.
2. Integrate the knowledge, skills, and attitudes that create cultures of quality, safety and excellence to improve person-centered outcomes
 - a. Model the knowledge, skills, and attitudes that create cultures of safety, quality, and excellence to improve person-centered outcomes.

- b. Evaluate the impact of performance improvement measures on person-centered care and resource utilization.
 - c. Evaluate the clinical microsystem and its impact on the nurse's ability to provide safe, quality care.
 3. Collaborate with the person, the person's support system, and members of the healthcare team to achieve best health outcomes
 - a. Demonstrate communication competence with members of the healthcare team, the person and their support system to deliver person-centered care.
 - b. Evaluate effectiveness of communication strategies with members of the health care team including the person and support system.
 - c. Evaluate standards used that govern behavior among peers and colleagues to create a classroom and clinical environment that promotes cooperation, respect and trust.
 4. Incorporate information and technology to communicate, manage knowledge, prevent error, and support clinical decision-making
 - a. Utilize patient care and health information technologies to enhance safe nursing care and prevent error.
 - b. Evaluate data collected from health information resources to support clinical decision making.
 - c. Document all aspects of nursing care provided in an accurate and timely manner.
 5. Assimilate leadership, management of care, ethical and legal principles in professional nursing practice
 - a. Display awareness of own strengths, limitations, and professional identity as a team leader and member.
 - b. Apply delegation principles related to professional nursing practice when caring for a group of persons.
 - c. Demonstrate accountability by adhering to the ethical, legal, and regulatory standards within the Level 4 scope of nursing practice.
 - d. Create a professional development plan that demonstrates a commitment to continuous, lifelong learning.
 6. Promote a culture of caring to provide holistic, compassionate, and culturally competent care
 - a. Demonstrate cultural competence in therapeutic relationships with persons across the lifespan.
 - b. Contribute to the promotion of a culture of caring in the health care environment.
 - c. Advocate for persons and support systems to promote self-determination, integrity, and on-going growth as human beings.

Nursing Curriculum Plan

Associate of Applied Science in Nursing

Entrance Requirements

BIO 110	4.0
BIO 245	4.0
PSY 100	3.0
PSY 218	3.0
Total	14.0 credit hours

First Semester

BIO 246	4.0
BIO 265	4.0
HPE 101	1.0
NUR 142	8.5
NUR 144	1.5
Total	19.0 credit hours

Second Semester

NUR 152	9.5
ENG 101	3.0
Total	12.5 credit hours

Third Semester

NUR 242	9.5
ENG 102	3.0
Total	12.5 credit hours

Fourth Semester

NUR 252	9.0
Liberal Studies	3.0
(Recommended: HUM 216- Ethics)	
Total	12 credit hours

Program Total: 70 credit hours

Policies and Procedures

All students must read and follow the updated Nursing Program Student Handbook each semester and as necessary. All students will be responsible for following any policy and procedure changes made and will sign the Health Professions Nursing Program Student Handbook Agreement page. All students must follow the ECC policies in the College Catalog.

Academic Integrity Policies

Administrative Procedure 4.407

References Board of Trustees Policy: G 1

Subject: Academic Integrity

Adopted: September 5, 2007

Amended: August 9, 2011; September 25, 2014; April 9, 2015; May 4, 2017; June 4, 2018

Review: This procedure will be reviewed by the Vice President for Teaching, Learning and Student Development by June 30 of every odd-numbered year.

I. Statement on Academic Integrity

Elgin Community College is committed to providing a learning environment that values truth, honesty, and justice. Academic integrity means being honest and responsible regarding any work submitted as one's own while in a college course. Failing to do so is considered academic dishonesty. Acts of academic dishonesty include cheating, plagiarism, fabrication, complicity, submitting same work in multiple courses, and/or misconduct in research. **[In Health Professions this includes the professional code of ethics for each discipline.]** The purpose of academic assignments is to help students learn. The grade received shows students' own understanding and effort. It also indicates how well they have met the learning goals in a course. In order to demonstrate that learning, the work done must always be their own and if students consult others' work, this must be properly cited. Students who commit any act of academic dishonesty will be subject to sanctions imposed by their instructor, up to and including failure in the course. See the ECC website for more information on [ECC's Academic Integrity policy](#).

For information on how to avoid academic integrity violations, see the Plagiarism Modules available from the main menu on your D2L homepage (under the Student Support tab) or visit the [ECC Library Tutorials Research Guide](#). Students may also seek assistance from Librarians as well as the Write Place staff.

II. Acts of Academic Dishonesty include, but are not limited to the following:

A. Cheating

At its most basic level, cheating is the unauthorized use of outside assistance. Cheating includes use of notes, study aids, or other devices that are expressly forbidden by the instructor for the completion of an assignment or an examination. In addition, cheating occurs when a student copies another individual's work or ideas.

B. Plagiarism

Plagiarism is the presentation of another person's written words or ideas as one's own. Students are guilty of plagiarism if they submit as their own work:

- the sequence of ideas, arrangement of material, pattern of thought of someone else, even though it is expressed in the student's own words; plagiarism occurs when such a sequence of ideas is transferred from a source to their work without the processes of digestion, integration, and reorganization in the writer's mind, and without acknowledgement in their work.
- part or all of a written assignment copied or paraphrased from another person's work without proper documentation; paraphrasing ideas without giving credit to the original author is also plagiarism.
- reusing or modifying a previously submitted work for a present assignment without obtaining prior permission from the instructors involved.

C. Fabrication

Fabrication is the invention or counterfeiting of data and/or research. **[In Health Professions this includes patient data.]**

D. Complicity

Complicity occurs when a student provides assistance in any act that violates the integrity policy. Students are guilty of being accomplices to academic dishonesty if they: **[In Health Professions talking during an exam/quiz is considered sharing information, and failure to report knowledge of other students cheating is also considered an act of complicity.]**

- allow their work to be copied and submitted as the work of another
- prepare work for another student and allow it to be submitted as that student's own work
- keep or contribute materials with the clear intent that they will be copied or submitted as work of anyone other than the author
- purchase work from another source
- fail to report acts of plagiarism to their instructor; students who know their work is being copied are presumed to consent to its being copied

E. Multiple Submissions

Multiple submission occurs when a student submits the same (or largely unaltered) work in multiple courses without instructor approval. Multiple submission does not include coursework in linked courses (in which instructors develop assignments together), nor shall it cover those situations in which a student has received approval to expand or develop previous work.

F. Misconduct in Research

Misconduct in research occurs when a student violates professional guidelines or standards in research, including college standards and the Student Code of Conduct.

III. Instructor Initiated Sanctions

If an instructor identifies an act of academic dishonesty, the instructor shall determine the appropriate sanction(s) for the particular offense. If the instructor chooses one of the sanctions listed below, they must document the violation using the Academic Integrity Violation form. The form must be sent to the student via the ECC student email account, the Academic Dean, and the Dean of Student Services and Development. This enables the Dean of Students to monitor multiple offenses. **[In Health Professions these sanctions may include dismissal from the program depending on the severity of the offense. Refer to the Student Code of Conduct which lists behavior for which a student may be subject to disciplinary sanctions by the College.]**

- Completion of "Writing with Integrity" course through the Write Place
- Reduced grade on assignment
- Failing the assignment
- Reduced final course grade
- Failing grade for course

Instructors have the discretion to use the offense as a "teachable moment," which may include a verbal warning or re-doing an assignment when responding to issues related to missed or partial citations, incorrect formatting, etc. In these instances, the instructor does not need to submit the Academic Integrity Violation form.

Students are informed of their right to appeal the violation through the information contained in the Academic Integrity Violation form. The student must appeal within ten (10) days of receiving the violation form from their instructor. While an appeal is in progress, the student must be allowed to continue actively participating in the class as long as the student is in compliance with the College's Student Code of Conduct Administrative Procedure 4.402.

All students who receive the Academic Integrity Violation form will be required to meet with the Director of Student Success & Judicial Affairs. The student will be notified by mail and email to attend the meeting. The meeting may or may not impose further sanctions at the discretion of the Director. Students will remain restricted from registration until they have met all sanctions. If a student does not attend the meeting with the Director, the case will be immediately referred to the Student Disciplinary Committee for a hearing to determine further sanctions.

A documented subsequent violation of the Academic Integrity procedure recorded with the Dean of Student Services & Development shall result in administrative sanctions as outlined in the Administrative Procedure 4.402 (Student Code of Conduct), which may include but is not limited to:

1. Disciplinary warning or probation
2. Participation in non-credit "Writing with Integrity" course
3. Suspension
4. Expulsion

IV. Appeal Process

A student charged with an act of academic dishonesty may appeal the violation charge, but not the sanction. If the appeal is approved, the sanction would change accordingly. Students should continue active participation in the course while appeals are under review. The steps outlined below shall be followed. All dates will extend from the date of the email the student receives from their instructor with the violation form. If an extension is required, it may be granted by the Vice President.

Step 1: Division Review

The purpose of step 1 is to allow for independent review of the student's appeal:

1. To formally appeal the Academic Integrity charge, the student must submit a written statement with documentation (e.g. relevant syllabus sections, drafts, emails, research notations, etc.) to the appropriate Academic Dean for review within ten (10) days of receiving the Academic Violation form from their faculty member.
2. Within five (5) days of receiving the appeal, the Dean will review the documentation and confer with the faculty member, if available, and student to determine if the appeal has merit.
3. If the Dean determines the appeal has merit, they will work with the faculty member, if available, and the student in an effort to resolve the problem in a manner that is agreeable to both the faculty member and student. If such a solution is determined, the Dean and faculty member, if available, will work together to implement the change in sanction.
4. If the Dean denies the appeal, the student will be notified of the decision and rationale via ECC email. The faculty member will be copied on this email.
5. If either the student or faculty member are dissatisfied with the Dean's decision, they may submit an appeal via ECC email to the Vice President of Teaching, Learning and Student Development within five (5) days of the notification. The appeal must include all necessary documentation.

Step 2: Vice President/Committee Review

The purpose of this step is to provide due process for students and faculty:

1. Within five (5) days the Vice President will review the violation, documentation, Dean's recommendation, and the written appeal sent in by the faculty or student in reference to the Dean's decision. The Vice President will use a rubric to determine if the appeal has merit.
2. If the appeal is denied by the Vice President, the student, instructor, and Dean shall be notified within five (5) days and the matter shall be at an end.
3. If the Vice President determines that the appeal has merit, within five (5) days of receiving that written appeal, the Vice President will notify Elgin Community College Faculty Association (ECCFA) of the need to appoint and convene an Academic Integrity Appeal Advisory Committee. The Vice President, in consultation with ECCFA, is responsible for ensuring that those designated to serve are not directly involved with the concern nor have any other conflict of interest. The committee will be comprised of the president of the student government or that person's designee and three faculty members from three different academic disciplines, including one from the course discipline or closely related field and two from outside of the course discipline.
4. ECCFA will consult with the Vice President and will select these members within ten (10) days of receipt of the request. If for any reason ECCFA is unable to do so, the Vice

President will appoint the committee members by the end of the ten (10) days. The faculty members will elect the chair of the committee.

5. The committee will hold formal hearing(s) at which the student and the faculty member may provide documentation. The student must be advised of his or her right to be accompanied by an advisor (who may be an attorney, but may not participate in the hearings except as an advisor to the student). The faculty member may also bring an advisor (who may be an attorney, but may not participate in the hearings except as an advisor to the faculty member). All committee hearings shall be confidential.
6. The committee shall review the evidence and make a written recommendation to the Vice President of Teaching, Learning, and Student Development within three (3) days of the last hearing. The Vice President may accept or modify the Academic Integrity Appeal Advisory Committee's recommendations and may determine additional sanctions or responses, as necessary. The Vice President will notify the faculty member, the student, the appropriate Academic Dean, and the chair of the Academic Integrity Appeal Advisory Committee of his or her decision within five (5) days of receiving the Committee's recommendation.
7. If the Academic Integrity Appeal is upheld, the faculty member, if available, can be given the opportunity by the Vice President to change the student's grade. If the appeal has been upheld and the faculty member refuses to change the grade, the Vice President of Teaching, Learning, and Student Development will change the grade administratively. If needed, the final course grade may also need to be recalculated based on the course syllabus.

Nursing Professional Dishonesty Policy

"The students' behavior represents him/herself, his/her profession, the College, the program and the clinical environment. Professional and ethical behaviors are expected at all times throughout the program."

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

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

- any violations of the [Health Insurance Portability and Accountability Act](#) (HIPAA)
Some violations of confidentiality specific to the **student role** include but are not limited to:
 - collection of any written information (for personal/educational use) about a patient that identifies the patient by name
 - the unauthorized taking of any client records (or copies) from the patient care unit
 - discussion of clients or care issues outside of the clinical or educational setting and even in those settings, discussion for other than patient care or educational purposes
- any violations of the *Patient Care Partnership* (American Hospital Association, 2003).
- any violations of the [Code of Ethics for Nurses](#) (American Nurses Association, 2015).

Such violation(s) may result in a delay in completing degree requirements or in further disciplinary action against me by Elgin Community College.

Health Professions Contract of Social Media Conduct

In exchange for the educational opportunities provided to me by the clinical agencies, I agree to comply with all state, local, and federal requirements governing the privacy of medical information. Those privacy requirements have been explained to me, and I have had training in complying with these requirements. I agree to uphold all HIPAA and other privacy requirements during my clinical rotations.

I understand that I am bound to comply with all privacy requirements when I am not at the clinical rotation, including in my conversations with family, friends, and peers. I will be held accountable for maintaining the privacy of any information I obtain, see, or am given during my clinical rotations. To uphold the privacy of such information, I agree to not post or discuss any clinical experience or information regarding my experience with the clinical agency, its staff, or its clients/patients on any internet social media. I will be prohibited from returning to the clinical site if I violate any privacy requirement in any regard. Video/audio recording is only permitted with faculty/staff approval. If not approved, students are prohibited from all forms of video/audio recordings. Video/audio recording is also prohibited from being shared with individuals or any internet social media. Videorecording of physical assessment skills are not allowed under any circumstance. Such violation(s) may result in a delay in completing degree requirements or in further disciplinary action by Elgin Community College.

Contract of Handheld Technology

Classroom

Smartphones/Watches, Handheld Computers/Tablets, or other Portable Electronic Devices –

No electronics are allowed during any exams. Students may not be able to see/hear/feel these devices during exams. If faculty allow a calculator in an exam, the calculator will be provided by the school/instructor. Students with special accommodations requiring a special device must have documented departmental approval in the program director's office before the beginning of the second week of class.

Devices may not be used to record or photograph the instructor, students, or classroom without the permission of the instructor and students involved.

Clinical/Lab/Simulation

Smartphones, Tablets, Other Portable Electronic Devices – Students using these devices in clinical will always follow these guidelines unless prohibited by the clinical agency:

- Personal electronic devices may only be used in the clinical/lab/simulation setting with the permission of the instructor.
- The device will be in airplane mode at all times while being used in the clinical agency.
- The camera will not be accessed at anytime while in the clinical agency or a clients' home.
- No pictures or videos will be taken of any person, equipment, or location that is related to clinical, lab, or simulation without prior written consent of the supervisor of that location, the director of the program, and the faculty member.
- No texting, email, or communication of any type using these devices will ever be done in front of a client or clinical agency staff member. At other times, the student must have express permission of the clinical agency and their faculty member. Students agree that they will sanitize their devices with an antibacterial wipe in accordance with basic universal precaution standard (after all patient interactions and at any time one would sanitize their hands/stethoscope).

Use of portable electronic devices in clinical is regulated by the clinical agencies, local, state, and federal regulations and laws. Students are fully responsible to ensure that they adhere to all regulations at all times whether at school, at clinical, on break, or any other time. This includes proper management of confidential client information. All students are fully responsible for following all regulations of the [HIPAA guidelines](#).

If there are any questions/concerns about whether or not certain data can be shared, stored, or transmitted, students agree to refrain until clarification can be made. It is important to err on the side of caution. Any electronic device used for the purposes of transmitting educational material that is related to clinical or client interactions must be secured with a password when not in use. This includes computers, phones, PDAs and any other such device. Any communication about a clinical or client related concept or event must be de-identified before transmission per HIPAA guidelines.

(Adapted from document used with permission by Lewis & Clark Community College 8-2011)

Such violation(s) of the above may result in a delay in completing degree requirements or in further disciplinary action by Elgin Community College.

Behavior Policies: Administrative Procedure 4.402

References Board of Trustees Policy: EP1

Subject: Student Code of Conduct

Adopted: January 20, 1996

Amended: January 31, 1997; January 30, 2001; August 3, 2006; August 23, 2010, August 21, 2013; April 9, 2015; August 3, 2017; June 4, 2018

Review: This procedure will be reviewed by the Vice President for Teaching, Learning, and Student Development by June 30 of every even-numbered year.

1. *Definitions*

Elgin Community College herein referred to as "College".

College Premises includes all land, buildings, facilities or other property in the possession of or owned by, leased by, used, or controlled by the College, including adjacent streets and sidewalks. **[In Health Professions this also includes off-campus instructional sites.]**

College Official includes any person employed by the College, performing assigned administrative or professional duties. **[In Health Professions this also includes off-campus supervisors, clinical instructors, and preceptors.]**

College Community includes any person who is a student, faculty member, College official, visitor or any other person employed by the College or on College premises. A person's status in a particular situation shall be determined by the Vice President for Teaching, Learning, and Student Development.

Organization means any number of persons who have complied with the formal requirements for recognition, through the Office of Student Life.

For more detailed information regarding Administrative Procedures, please go to the [ECC website](#).

2. *Student Obligations to the College*

Registration at Elgin Community College entitles each student to the rights and privileges as a member in the college community. As in other communities, students must assume the responsibilities and obligations accompanying these freedoms. The responsibility for maintaining appropriate standards of conduct, observing all College regulations, and complying with all federal, state and local laws rests with the student. Behavior for which a student is subject to disciplinary sanctions by the College, fall into these categories:

- a. Acts of dishonesty, including but not limited to the following:
 - 1) Cheating, plagiarism, or other forms of academic dishonesty-second or multiple offenses (Refer to Administrative Procedure 4.407 Academic Integrity)
[In Health Professions this also includes behavior that extends beyond the student role as well as failure to self-limit when appropriate. Also refer to Administrative Procedure 4.407 Academic Integrity with Health Professions Interpretations.]
 - 2) Providing false information to any College official, faculty member or office
[In Health Professions this also includes off-campus supervisors, clinical instructors, and preceptors.]
 - 3) Forgery, alteration, or misuse of any College document, record, equipment, or instrument of identification.
[In Health Professions this also includes clinical or program documents, records, or instruments of identification.]
 - 4) Tampering with the election of any College-recognized student organization.

- b. Intentionally disrupting the orderly processes and operations of the College:
 - 1) Interfering with the educational opportunities of other students through classroom or other disruption or inappropriate behavior, including foul language.
[In Health Professions this also includes off-campus instructional sites.]
 - 2) Intentionally obstructing or denying access, either pedestrian or vehicular, to facilities or services by those entitled to use such services or facilities, on campus or while attending off-campus events.
 - 3) Intentionally interfering with the lawful rights of other persons on campus
[In Health Professions this also includes the rights of other persons at off-campus instructional sites.]
 - 4) Inciting others to perform acts prohibited by paragraphs (a), (b) or (c) of this section.
- c. Intentional participation in demonstrations within the interior of any College building, structure or any other portion of the premises of the College which have not been approved through appropriate administrative procedures. (See Administrative Procedure 6.202 "Use and Rental of Campus Hallways, Atriums and Grounds" and Administrative Procedure 6.208 "Facilities Usage Regulations")
[In Health Professions this also includes off-campus instructional sites.]
- d. Unauthorized entry into or occupation of any room, building or premises of the College, including unauthorized entry or occupation at an unauthorized time, or any unauthorized or improper use of any College property, equipment or facilities. (See Administrative Procedure 6.208 "Facilities Usage Regulations")
[In Health Professions this also includes off-campus instructional sites.]
- e. Physical abuse, bullying, verbal abuse, threats, intimidation, harassment, stalking, coercion and/or other reckless conduct which threatens or endangers the health or safety of self or others, including but not limited through the use of social media and electronic communication.
- f. Sexual harassment, sexual assault, sexual abuse, or stalking on College premises or at College sponsored or supervised activities. Refer to Administrative Procedure 3.403 Anti-Discrimination, Harassment, Violence, and Retaliation Policy and Procedure for more detailed information.
[In Health Professions this also includes off-campus instructional sites.]
- g. Discrimination or harassment on the basis of race, color, national origin, ancestry, sex/gender, age, religion, disability, pregnancy, veteran status, marital status, sexual orientation (including gender-related identity), order of protection status, or any other status protected by applicable federal, state or local law. Refer to Administrative Procedure 3.402 Equal Opportunity and Affirmative Action Statement for more detailed information.
- h. Attempted or actual theft and/or damage to property of the College or property of a member of the College community or other personal or public property.
[In Health Professions this also includes off-campus instructional sites.]

- i. Hazing, defined as an act which endangers the mental or physical health or safety of a student, or which destroys or removes public or private property, for the purpose of initiation, admission into, affiliation with, or as a condition for continued membership in, a group or organization.
- j. Failure to comply with directions of College officials or law enforcement officers acting in performance of their duties and/or failure to identify oneself to those persons when requested to do so. **[In Health Professions this also includes off-campus supervisors, clinical instructors, and preceptors.]**
- k. Unauthorized possession, duplication or use of keys to any College premises or unauthorized entry to College premises.
[In Health Professions this also includes off-campus instructional sites.]
- l. Violation of published College policies, administrative procedures, rules or regulations.
[In Health Professions this also includes policies in student handbooks and published policies, rules or regulations at off-campus instructional sites.]
- m. Violation of federal, state or local law on College premises or at College-sponsored or supervised activities.
[In Health Professions this also includes off-campus instructional sites.]
- n. Use, possession, distribution or manufacture of illegal or controlled substances on College premises or at College-sponsored events except as permitted by law.
[In Health Professions this also includes off-campus instructional sites.]
- o. Use, possession or distribution of alcoholic beverages on College premises or at College-sponsored events except as expressly permitted by the law and College regulations.
[In Health Professions this also includes off-campus instructional sites.]
- p. Smoking in areas which are not designated by the College refer to Administrative Procedure 3.801 Smoking and Tobacco Use on Campus.
[In Health Professions this also includes off-campus instructional sites.]
- q. Possession or use of firearms, explosives, firearm ammunition, incendiary devices or other weapons except as authorized by the College. Possession of dangerous chemicals with intent to do harm.
- r. Conduct which is disorderly, reckless, lewd or indecent; a breach of peace; or aiding, abetting or procuring another person to breach the peace on College premises or at functions sponsored by, or participated in by, the College. This includes use of electronic devices with intent to cause injury or distress.
[In Health Professions this also includes off-campus instructional sites.]
- s. Theft or other abuse of computer time or services, including any violation of the Acceptable Usage Guidelines for Electronic Student Services, which can be found in all computer labs.

- 1) Use of computing facilities to view or share pornography or send obscene or abusive messages. **[In Health Professions this also includes off-campus instructional sites.]**
- t. Abuse of the Disciplinary Hearing Process, including but not limited to:
- 1) Failure to obey the summons of a judicial hearing committee or College official **[In Health Professions this also includes off-campus supervisors, clinical instructors, and preceptors.]**
 - 2) Falsification, distortion, or misrepresentation of information before a disciplinary hearing committee
 - 3) Disruption or interference with the orderly conduct of a disciplinary proceeding
 - 4) Request of a disciplinary proceeding knowingly without cause
 - 5) Attempting to discourage an individual's proper participation in, or use of, the disciplinary system
 - 6) Attempting to influence the impartiality of a member of a disciplinary committee prior to, and/or during the course of, the judicial proceeding
 - 7) Harassment (verbal or physical) and/or intimidation of a member of a disciplinary committee or witness prior to, during, and/or after a judicial proceeding.
 - 8) Failure to comply with the sanction(s) imposed under the Student Discipline Procedure
 - 9) Influencing or attempting to influence another person to commit an abuse of the disciplinary hearing.

3. *Disciplinary Procedures*

Complaints:

Any member of the college community may file charges against any student for misconduct using Administrative Procedure 4.401 (Complaint Procedure).

[In Health Professions this also includes off-campus supervisors, clinical instructors, and preceptors.]

4. *Appeal*

Following the adjudication of the complaint, the student or group or organization has the Right to Appeal to the vice president of Teaching, Learning, and Student Development using Administrative Procedure 4.408 (Appeal).

5. *Record of Complaint and/or Appeal*

After the Complaint and/or Appeal Processes have been concluded, all records of that process will be placed in a confidential file in the Dean of Student Services and Development office for a period of 5 years.

Criminal Background Checks and Drug Testing

Administrative Procedure 3.406

References Board of Trustees Policy: GP 1

Subject: Criminal Background Checks and Drug Testing of Health Professions Program Students

Adopted: January 1, 2005

Amended: June 19, 2006, August 7, 2008; July 9, 2015; April 9, 2018;

Review: This procedure will be reviewed by the Vice President for Teaching, Learning and Student Development by June 30 of every even-numbered year.

The Illinois Department of Public Health (IDPH) – Healthcare Worker Background Check Code and the Joint Commission on Accreditation of Healthcare Organizations (TJC) have established regulations that require Elgin Community College to request criminal background checks and drug testing of all students in the Health Professions Division who participate in clinical training. The College will comply fully with the IDPH and TJC regulations governing criminal background checks and drug testing, and those requirements have been incorporated into this procedure. The results of all individual criminal background checks and drug testing will be kept in a secure location with controlled access. All individual test results will be considered confidential.

Criminal background checks and drug testing are required of all students accepted into a Health Professions program. Criminal background checks and drug tests must be completed no more than 30 days prior to the start of the semester in which students begin their Health Professions program. Results of criminal background checks and drug tests must be on file in the Health Professions Division office before beginning classes in the Health Professions Division. Students with a history of a felony or disqualifying offense, as defined on the IDPH website, without a waiver from IDPH and/or a positive drug test for illegal substances will be denied admission and/or dismissed from the Health Professions Division.

In addition, students:

- will be responsible for all costs associated with criminal background checks and drug tests (including repeat tests)
- will be responsible for independently securing all criminal background checks and drug tests from a source identified by the Health Professions Division
- will be responsible for independently contacting the IDPH to obtain additional information regarding their background check results and, if applicable, for requesting waivers for convictions that are not considered disqualifying offenses
- must notify the Health Professions division office when they have received waivers for convictions that are not considered disqualifying offenses at least two weeks prior to the start of classes; students who are not granted waivers at least two weeks prior to the start of classes must withdraw from their respective Health Professions programs
- who leave the Health Professions Division for one or more semesters will be required to repeat their drug test upon re-admission

- who refuse to be tested will be considered positive for the criminal background check and/or drug test and will be denied admission to the Health Professions Division
- with a positive drug test will be referred to the Student Assistance program at ECC
- with a positive drug test may not reapply to a Health Professions program for a period of one year and must supply a letter from a professional source documenting successful rehabilitation
- with a second positive drug test will be permanently dismissed from the Health Professions Division
- whose drug test results are reported as dilute, must repeat the drug test within 24 hours of notification, or it will be considered a positive result
- must have a drug test repeated annually while in the Health Professions Division, and may be required to submit to a random drug test if there is cause
- who allegedly tamper with a drug test sample or falsify information pertaining to a drug test must repeat the drug test (collection will be witnessed) within 24 hours of notification
- who refuse to repeat the drug test within the 24 hour time period will be denied admission to the Health Professions Division.

Reference

Illinois Department of Public Health. [Disqualifying Offenses](#).

Testing and Grading Policies

1. **All courses required for the Nursing Program must be completed with a C or better and are required to progress in the Nursing Program.** The grade will be based on an assessment of the individual student's demonstration of mastery of course objectives. Mastery (passing) is achieved when a grade of 80 percent or higher on evaluated learning activities is demonstrated. Learning activities appropriate to course content will be included in the syllabus. Learning activities may include but are not limited to: reading of text, professional journals or other literature, audiovisual or computer instructional materials, group discussion, case study analysis, written papers, simulation, clinical experience and related written work. The letter grade given will be based on assessment of student learning through written test scores and/or through evidence of learning achieved in other activities. The requirements for achieving mastery in each course are based on course content and will be determined by the instructor for the course. Criteria for mastery achievement will be given to students in written form on the first day of the course in the syllabus.
2. If a student must be absent from an exam, a make-up exam may be taken as agreed upon with the instructor. The student must contact the instructor in order to make the appropriate arrangements.
3. All requirements must be completed as indicated on the course syllabus. Failure to do so will result in a failure of the course.
4. *ECC Incomplete Policy:* All courses for which an incomplete grade (I) has been assigned must be completed by the due date assigned by the faculty member teaching the course. The college recommends completion within **120 calendar days after the last day of the semester**. A failing grade (F) will be recorded for courses not completed by the due date assigned. Under extreme circumstances, a student may obtain an extension if the instructor involved files a grade change form with the revised due date to the Records Office.

5. All grade changes must be completed within one calendar year of the course end date. (Related Administrative Procedure: 4.403 Appeal of Final Grade)

Grading Scale	
<u>Percent</u>	<u>Grade</u>
92-100	A
85-91	B
80-84	C
75-79	D
Below 75	F

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

Clinical Evaluation Policies

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

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

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

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

Clinical evaluations are based on the student's ability to demonstrate that they meet the expectations in the performance of nursing skills, demonstrate professional behavior, abide by the Code of Ethics, and can apply new and previously learned knowledge appropriate to each course or semester in the program.

Definitions of Clinical Behaviors/Explanations

The nursing faculty believes the number one priority in the clinical area is clients and their families. The student must consistently demonstrate physical and mental competence when in clinical areas in order to deliver safe client care. **For continued professional growth of the student, clinical evaluations may be shared with the student's next instructor(s).**

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

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

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

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

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

Student Retention and Promotion

- Students must achieve a nursing (NUR) course grade of 80% to advance to the next course.
- Students receiving a grade below "C" in any nursing course must repeat the entire course.
- A student may repeat only one nursing (NUR) course.
- **Two (2)** nursing course failures **and/or** withdrawals with a failing grade in the nursing program will result in dismissal from the Nursing Program.
 - Any type of withdrawal from a nursing course with a grade below "C" will be considered an internal course failure. An exception to this policy is the granting of a military or administrative withdrawal.
 - Any type of withdrawal from a nursing course with a grade of 80% or higher will not be considered as a course failure in the Nursing Program.
- A failed clinical performance evaluation will result in course failure regardless of a passing grade in theory (This includes clinical or lab).

Failure/Withdrawal & Re-entry Policy

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

Course Repeat Steps:

- **Step 1**
 - Students who wish to repeat a nursing course must begin by completing the Nursing Course Failure/Withdrawal Contract (Handbook Appendix 1) with the faculty member of record. Return hospital ID badge and/or parking permit (if applicable). Also, if already registered for a nursing course for the following semester, the student must drop the course on the ECC student portal.
- **Step 2**
 - Meet with the Health Professions Academic Advisor.
- **Step 3**
 - Meet with the Director of the Nursing Program.

The time limit for completion of the ECC Nursing Program is five years from initial enrollment in the first nursing course to graduation on a space available basis.

Advanced Placement Students

At this time we are not accepting advanced placement students.

Health Professions Dismissal Policy

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

A probation form will be initiated for infractions of program regulations or professional standards. A copy of the probation form will be kept in the program student file. Students who continue to violate program regulations or professional standards in which they have previously been placed on probation may result in permanent dismissal from the Nursing Program.

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

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

Causes for dismissal include, but are not limited to:

1. Unprofessional or dishonest behavior.
2. Actions which jeopardize patient safety.
3. Infractions of clinical facility policy
4. Results of the background check and drug test not completed by the first day of class of HPE 101.
5. Results of subsequent annual drug test not completed by the first day of class.

Dismissal Procedure

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

Due Process / Student Appeal

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

Student Complaint Procedure

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

Procedure: (specific for nursing students)

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

Classroom/Clinical Experience

Classroom

Attendance is recommended at all class sessions. All efforts to be on time are requested. Tardiness disrupts the learning process for others. Classroom discussion will be based on the objectives in the course manuals, as well as additional objectives and/or information identified by instructors. These discussions are designed to prepare the nursing student to function safely and effectively in the

clinical area. Students are expected to complete the reading, writing, and audio-visual/computer assignments and the learning activities assigned prior to coming to class. Students are responsible for all content and information presented in all classes and are expected to COME TO CLASS PREPARED to participate in the class discussion. Each faculty member may have additional class attendance requirements in the course syllabus.

Criteria for Written/Online Assignments

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

Clinical

Clinical Experience Attendance and Preparation

Attendance is **required** at all clinical/laboratory periods. The student *must* contact the assigned health care agency and/or instructor at least 1 hour *prior to the beginning of the clinical/laboratory day* if she/he will be absent. Notification must be made via phone call or text messaging depending on instructor preference. Emailing the instructor will not be considered acceptable notification. Failure to do so will constitute immediate clinical probation. All efforts to be on time are expected as part of your professional behavior. **All clinical absences will be required to be made up prior to course grade submission.** Student will follow the clinical teacher's instructions regarding a make-up activity. Clinical probation will be implemented if a second clinical day is missed. **Students must notify both their RN preceptor and clinical instructor prior to leaving their assigned clinical area/unit. No student is to leave their assigned clinical area without proper notification and approval.**

Note for Spring 2021 semester: Students must pass any health screening and wear personal protective equipment (PPE) required by a clinical site. In the clinical setting, students should not care for known COVID-19 patients or other patients requiring an N-95 respirator. Clinical attendance policies apply whether clinical experiences take place at a healthcare facility, on-campus simulation lab, or in an online setting. Reasonable accommodations will be made for absences related to student illness or quarantine for COVID-19; however, clinical makeups for all absences must be arranged with the clinical instructor. In addition, a healthcare provider's note must be supplied clearing the student to return to clinical experiences after illness with COVID-19.

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

Students are required to perform basic and advanced medication administrations for the first medication administrations each semester with their clinical instructor present. For students who have successfully validated on a skill, other than medication administration, it is up to the discretion of the clinical instructor and clinical site policy to determine if a student may perform the skill with a staff RN.

Patient Data in the Clinical Area

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

Online clinical experiences, case studies, or simulations should be treated the same way as if caring for a patient in the clinical setting. Information from these experiences should not be shared with other students, except during the experience when having group discussions with other students and the instructor (for example, during post-conference).

Professional behavior is expected at all times in class and clinical. A clinical probation or course failure will be given if a student does not comply with the *ANA Code of Ethics*, ECC Honesty Policy, *Patient Care Partnership*, *ANA Standards of Practice*, ECC Dress Code or the health care agency policy and procedures. Students should not care for patients who are relatives or close friends. Any student who identifies that a patient is a relative or close friend should notify the instructor immediately.

Health Professions Discrimination Statement

Clinical experiences are planned by the Health Professions faculty/administrators to best meet student learning needs. Students may not refuse patient care assignments based on the students' beliefs related to race, color, gender, sexual orientation, religion, creed, national origin, age, marital status, disability, veteran status, disease process, socio-economic status, or any other applicable basis in law.

Nursing Program Dress Code

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

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

1. The school uniform is to be worn only during a clinical/lab experience as well as to and from the clinical area and must be laundered after each clinical experience. When validating in the campus lab, the uniform must be worn, or you may wear professional attire with a uniform jacket.
2. A short sleeve, navy blue scrub top, navy blue pants and a uniform jacket may be purchased at the ECC bookstore with the ECC logo and program embroidered on the scrub top and uniform jacket.

jacket. Since your sleeves could become soiled while in the clinical setting, you are only allowed to wear short sleeve plain white tops under your uniform.

3. A picture identification (ID) badge is part of the uniform, and is to be worn with the uniform at all times. This officially identifies you as an ECC nursing student and provides access to the clinical agency. You may obtain your ID badge at the ECC [Student Life Office](#), B173. You are not to be in clinical agencies without your uniform and ECC nursing student ID badge, unless instructed otherwise.
4. Shoes must be white, navy or black, made of leather or plastic (without any openings), without any ornamentation/colors, and must be kept clean. Shoes must provide for the safety and comfort of the wearer with flat heels and with a back on the shoe.
6. Hair needs to be neat and clean and not hang around the face or fall forward when providing patient care. If hair is long, it must be pulled back. Unnatural hair colors (green, fluorescent, orange, etc.) and hair styles (i.e. mohawks, etc.) are prohibited. Make-up in all forms, including eye make-up, must be discrete and underplayed. Nails must be well manicured and are not to extend beyond the end of the fingertips. If nail polish is worn, it must not be chipped and is to be clear in color. In surgery and OB departments, no fingernail polish may be worn.
ARTIFICIAL NAILS ARE FORBIDDEN IN ALL CLINICAL AREAS. Scented products, such as body lotion, perfume or after shave products are not to be used, as some patients cannot tolerate strong scents.
7. Male students may wear short, neatly trimmed beards and/or moustaches. Moustaches must not extend beyond the lip line.
8. Wearing of jewelry in the clinical area is not recommended. Dangling jewelry, large rings and excessive jewelry including other items that could pose a hazard or harbor pathogens are not allowed. A plain wedding band and small stud-type earrings are allowed (no hoops or long earrings). Rings with stones may be damaged or lost and are reservoirs for pathogens. In surgery and OB departments, no jewelry may be worn. The student is responsible for any jewelry worn to the clinical area.
9. Students must wear an analog or digital watch with seconds indicated on the face of the watch.
10. Piercing: only two small stud earrings in each ear are allowed, and may not include extreme earrings (such as gauges, plugs, etc.). Facial jewelry is not permitted (including tongue, eyebrow, lip, nose piercing jewelry, etc.). The use of a "band-aid" will not be acceptable over body piercing jewelry.
11. No gum chewing is allowed while in the clinical area. Eating and drinking is allowed only in designated areas.

12. Nursing faculty has the right to request that students cover up visible tattoos and remove piercings. Students with visible tattoos are responsible to ask their instructors about whether they will need to cover the tattoo for each type of clinical experience.
13. Students must bring appropriate equipment for each type of clinical experience, including stethoscopes, penlights, etc.
14. Dress codes and PPE regulations for all clinical agencies will be adhered to in addition to these guidelines.

Health Requirements

A health/medical record and evidence of current immunizations are required prior to the first clinical experience. Forms may be obtained from the Health Professions office. Students must have the ability to meet the academic and clinical requirements for each course. These requirements may include having no lifting or weight-bearing restrictions and being able to stand for prolonged periods.

A student who has any change in her/his physical and/or psychological condition (including pregnancy and postpartum period) which requires medical attention and/or affects her/his physical or emotional endurance must have a permission form or a written document signed by her/his health care provider to start and/or continue in the Nursing Program. The student must be able to meet the academic requirements and clinical objectives to continue in the program. Permission must be renewed to return after the student has received any follow-up care and following delivery/surgery. The 'Health Release' form and 'Return to Program' form can be obtained from the Health Professions office and must be returned to the Director of Nursing Program **prior** to any clinical experiences. For your safety/well-being, a student who is pregnant must notify the Director of Nursing Program as soon as she becomes aware of her pregnancy and provide written documentation from her health care provider to start/ continue in the program.

Note: Students diagnosed with COVID-19 or another infectious illness requiring quarantine must notify the Nursing Program Director immediately, submit a clearance note from their healthcare provider before returning to campus/lab/clinical, and follow policies required by their clinical site.

Prior to each semester, each student will be responsible for updating their health information. You **must upload a copy** of your updated health information to CastleBranch. Upload your information as early as possible, since CastleBranch may take up to several weeks to approve documents. **This is the link to a [CastleBranch tutorial](#).**

Failure to complete all clinical/health requirements listed below by the deadline will result in the student not being allowed to participate in classroom or clinical/lab experiences. Also, if these are not kept current, students will **not** be allowed in classes, clinical, or lab.

- **TB test** – Yearly
 - First semester/admission—3 options:
 - 2-step TB skin test (NOTE: a 1-step TB will be rejected)
 - Quantiferon-Gold TB blood test

- Negative chest x-ray in the last 5 years (recommended only if you have had a previous positive result on a TB test)
- Remaining semesters:
 - 1-step TB skin test yearly (if you had a previous 2-step TB skin test)
 - Quantiferon-Gold TB blood test (if you had a previous Quantiferon test or TB skin test)
 - NOTE: if you had a positive result and chest x-ray, complete the annual student tuberculosis survey located in the Health Professions Office.
- **CPR** – Every 2 years or on expiration
- **Tdap (Tetanus, Diphtheria & Pertussis vaccine)** – 1 dose of Tdap as an adult followed by a dose of tetanus and diphtheria toxoids (Td) booster every 10 years. You must upload documentation of **either** a Tdap vaccine within the last 10 years **or** original Tdap documentation with proof of TD booster within the last 10 years.
- **Hepatitis B** – Strongly recommended, but still voluntary. If you choose not to have the series of injections or a titer drawn, you must sign the declination section of the personal medical history form.
- **Measles, Mumps, Rubella (MMR) and Varicella** – One-time requirement on admission: You must have IgG titers for measles, mumps, rubella, and varicella. If you are not immune (negative) to measles, mumps, and rubella, you will need to get a two-dose MMR vaccine (4 weeks between the first and second doses). If you are not immune (negative) to varicella, you will need to get a two-dose varicella vaccine (4-8 weeks between first and second doses).
- **Health insurance** - Initially and if/when you change insurance companies or your insurance expires. This must have your name listed as covered under the insurance.
- **Flu Vaccine**– Yearly; **October 15th is the fall deadline for all nursing students.** If you are unable to receive a flu shot due to severe allergic reaction, you must provide a letter from your physician.
- **Personal Medical History Form** – On admission: Must be filled out in its entirety and signed by your provider.
- **HealthStream** – First and third semesters as assigned (or annually), must be completed prior to starting class, clinical, or lab (whichever comes first). Required courses are the following: Back Safety, General Safety, Hand Hygiene, Infection Control, Standard Precautions: Bloodborne Pathogens and Other Potentially Infectious Materials, Patient Rights, and Rapid Regulatory Compliance: Non-clinical I. For Fall 2020, the Personal Protective Equipment in the Acute Care Setting course will be assigned to all students.

Criminal Background Checks and Drug Testing

Refer to Administrative Procedure 3.406

American Heart Association Basic Life Support CPR Healthcare Provider Certification

Current cardio-pulmonary resuscitation (BLS) certification is required of all students for any clinical they are enrolled in. Certification must be up-to-date for all clinical experiences. *You will not be allowed to participate in any clinical experiences until certification is obtained/and or renewed.*

Liability Insurance

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

Clinical Experiences at Place of Employment

Students who are employed at a facility at which they are scheduled to have clinical experiences must communicate this to their instructor. The instructor has the discretion to assign students to various locations in a facility as appropriate based on student employment at a facility.

Transportation to Affiliating Agencies

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

Snow Day Policy

Check the [ECC policy for emergency procedures](#) for current information about school closings.

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

Emergency Alert System



Current students, faculty and staff are automatically signed-up for ECC's new emergency alert system. You will receive text messages if there is a campus emergency.

No further action is required. When a situation arises that requires an emergency broadcast, the college will send a text message to the cell phone number you provided.

You can review and/or update your contact information in the alert system at emergency.elgin.edu. This way you can verify that the correct phone number(s) and emails(s) are entered in the system. To log in, use your ECC username (e.g., jdoe1234) and password.

***Making changes to your contact information in the emergency alert system does not change your contact information globally in ECC systems. **You will need to contact the Registration office to update your contact information.**

Simulation Experience

Simulation experiences will be integrated into classroom, lab and clinical settings. Participants should feel that the simulated experience is a safe environment that encourages active learning and reflection while supporting professional practice.

Students are expected to adhere to dress code and clinical requirements while participating in the simulation lab. Participants are expected to demonstrate professional and ethical behavior ensuring confidentiality, providing honest and clear feedback in an effective, respectful manner and demonstrating mutual respect throughout the simulation learning experience. No food, drink, or ink pens are allowed in the simulation area. Personal electronic devices may only be used during pre-briefing, observation, and post-briefing areas with the permission of the instructor or lab staff.

Bloodborne Pathogen Exposure Policy

Scope: Applies to all students enrolled in ECC Health Professions programs

Policy Statement: In accordance with the Occupational Safety and Health Administration (OSHA) Bloodborne Pathogen Standard, all students who have an exposure incident to bloodborne pathogens while engaged in Elgin Community College's sponsored health professions programs will benefit from prompt medical attention, including baseline and follow-up laboratory testing as necessary.

Definitions:

Blood: human blood, human blood components, and products made from human blood.

Bloodborne pathogens: pathogenic microorganisms that are present in human blood and can cause disease in humans. These pathogens include, but are not limited to, hepatitis B virus (HBV) and human immunodeficiency virus (HIV).

Other potentially infectious materials include:

- Amniotic fluid
- Body tissues
- Organs from a human
- Semen
- Cerebrospinal fluid
- Pericardial fluid
- Peritoneal fluid
- Pleural fluid
- Saliva (in dental procedures)
- Vaginal secretions

Contaminated: The presence or the reasonably anticipated presence of blood or other potentially infectious materials on an item or surface.

Contaminated sharps: any contaminated object that can penetrate the skin including, but not limited to, needles, scalpels, broken glass, broken capillary tubes and exposed ends of dental wires.

Exposure Incident: a specific eye, mouth, other mucous membrane, non-intact skin, or parenteral contact with blood or other potentially infectious material that results from the performance of a student's duties.

Parenteral: Piercing mucous membranes or the skin barrier through such events as needlesticks, human bites, cuts and abrasions.

Personal Protective Equipment: Specialized clothing or equipment worn by a student for protection against a hazard. General work clothes (e.g. uniforms pants, shirts or blouses) not intended to function as protection against a hazard are not considered personal protective equipment. Examples include but are not limited to:

- CPR barrier
- Face shields/masks/goggles: are to be worn whenever splashes, spray, spatter, or droplets of blood or other potentially infectious materials may be generated and eye, nose or mouth contamination can be reasonably anticipated.
- Gloves: to be worn when it can reasonably be anticipated that the student may have hand contact with blood, other potentially infectious materials, mucous membranes, and non-intact skin; when performing vascular access procedures and when handling or touching contaminated items or surfaces. Disposable gloves such as surgical or examination gloves must be replaced as soon as practical when contaminated or as soon as feasible when they are torn or punctured or when their ability to function as a barrier is compromised. Disposable (single use) gloves are not to be washed or decontaminated for re-use.
- Gowns/aprons and other protective body clothing: to be worn as a barrier between general clothing and a potential exposure hazard.

Standard Precautions: An approach to infection control. According to the concept of Standard Precautions, all human blood and certain human body fluids are treated as if known to be infectious for HIV, HBV, and other bloodborne pathogens.

Procedure:

Clinical/Lab Practices

1. All students will be presented current Blood Borne pathogen educational information per program policies. Additional training will be provided for any changes or updates.
2. Students who do not complete Blood Borne Pathogen training will not be allowed in the clinical or lab area.
3. All students will apply the practice of Standard Precautions and Infection Control in each task they perform. Under circumstances in which differentiation between body fluid types is difficult or impossible, all body fluids shall be considered potentially infectious materials.
4. Contaminated sharps must be disposed **immediately after use** in a puncture resistant container, labeled with a biohazard warning and leak-proof on the sides and bottom.

5. Contaminated needles or sharps are not bent, recapped or removed. If recapping or needle removal is necessary, it is accomplished through the use of a medical device or a one-handed technique under the direct supervision of a healthcare practitioner or instructor.
6. The needle or sharps safety device must be activated **immediately after use** according to the manufacturer's intended guidelines.
7. Students should notify the supervising healthcare practitioner or instructor of any sharps containers that are overfilled.
8. The student shall never attempt to retrieve any item that has been disposed of in a sharps container.
9. Broken glassware which may be contaminated shall not be picked up directly with the hands. It shall be cleaned up using mechanical means, such as a brush and dust pan, tongs, or forceps.
10. Eating, drinking, smoking, applying cosmetics or lip balm and handling contact lenses is prohibited in clinical areas where there is potential for exposure to blood borne pathogens.
11. If the student brings food and/or drink to the clinical site, it is not to be kept in refrigerators, freezers, on countertops or in other storage areas when blood or potentially infectious fluids are present. It may be stored in the refrigerator or area for facility employee food/drinks. It may not be stored in the same areas as patient food or drink.
12. All procedures involving blood or other potentially infectious materials shall be performed in such a manner as to minimize splashing, spraying, spattering, and generation of droplets of these substances.

Personal Protective Equipment

1. The student will wear appropriate personal protective equipment provided by the facility such as, but not limited to: gloves, gowns, laboratory coats, face shields or masks and eye protection, mouthpieces, resuscitation bags, pocket masks, or other ventilation devices.
2. Personal protective equipment will be considered "appropriate" only if it does not permit blood or other potentially infectious materials to pass through to or reach the student's uniform, street clothes, undergarments, skin, eyes, mouth, or other mucous membranes under normal conditions of use and for the duration of time which the protective equipment will be used.
3. All personal protective equipment shall be removed prior to leaving the work area.
4. When personal protective equipment is removed it shall be placed in an appropriately designated area or container for storage, washing, decontamination or disposal.
5. Gloves shall be worn when it can be reasonably anticipated that the student may have hand contact with blood, other potentially infectious materials, mucous membranes, and non-intact skin; when performing vascular access procedures; and when handling or touching contaminated items or surfaces.
6. Disposable (single use) gloves, such as surgical or examination gloves shall be replaced as soon as practical when contaminated or as soon as feasible if they are torn, punctured, or when their ability to function as a barrier is compromised.
7. Disposable (single use) gloves shall not be washed or decontaminated for re-use.
8. Masks in combination with eye protection devices, such as goggles or glasses with solid side shields or chin length face shields, shall be worn whenever splashes, spray, spatter or

droplets of blood or other potentially infectious materials may be generated and eye, nose, or mouth contamination can be reasonably anticipated.

9. Appropriate protective clothing such as, but not limited to, gowns, aprons, lab coats, clinic jackets or similar outer garments shall be worn in occupational exposure situations. The type and characteristics will depend on the task and degree of exposure anticipated.

Post-Exposure Practices

Working in the health field involves an assumption of risk.

1. Students shall follow the correct protocol, procedures, and policies of host facility and OSHA to keep the risk for injury or illness at a minimum.
2. In the event that an exposure occurs, the student assumes the responsibility for testing, treatment, and any other expenses.
3. Following any contact of body areas with blood or any other infectious material, students shall thoroughly wash the exposed area.
4. Students must notify their clinical instructor immediately of any exposure or possible exposure.
5. The student should seek medical attention immediately to determine what type of follow-up is necessary. Post exposure care for Hepatitis B and HIV should be administered as soon as possible (within the first few hours) after the exposure incident for maximum effectiveness.
6. Follow-up documentation will be submitted to the appropriate ECC Program Director which includes the route of exposure and the circumstances related to the incident. Refer to attached **Exposure/Incident Report Form**.

Reporting of Clinical Exposure Incidents

The report of the clinical incident documents events that are breaches of professional practice. A clinical incident occurs when there is a violation of professional standards or requirements, or if there is unsafe patient care or medication administration procedures; and the clinical agencies require an institutional specific "incident report". Safety practices at the clinical agencies and at Elgin Community College are the responsibility of health professions faculty and students. All incidents must be reported immediately to the appropriate persons.

Procedure:

Clinical incidents involving a Health Professions student and/or a clinical patient:

1. The student will notify clinical instructor, health practitioner or program faculty at once.
2. The student will, under the supervision of a clinical instructor, health practitioner or program faculty, notify the manager/coordinator of the department/unit.
3. The student and clinical instructor, health practitioner or program faculty, under the direction of the manager/coordinator, will follow the procedure at the clinical agency at which the incident occurred and complete appropriate "incident report" forms.

4. The student, under the direction of the program faculty/director, or clinical staff, will complete the ECC **Exposure/Incident Report Form**.
5. Once signed by all parties, a copy will be submitted to the Dean of Health Professions.
6. Financial obligations incurred as a result of the incident will be the responsibility of the student.

Reference: [Occupational Safety and Health Administration \(OSHA\)](#) Standard Number 1910.1030

Submit copies of any completed exposure/incident forms to both the Program Director and Dean of Health Professions.

Probation

Nursing is a professional discipline in which appropriate behavior should be displayed at all times by every student. Those who display unsafe, irresponsible, or unprofessional behavior while in the clinical, lab, simulation, or classroom setting will be placed on probation. The student will remain on probation until the completion of the course.

Listed below are some, but not all, of the offending infractions.

- Fails to show up for clinical as scheduled.
- Fails to contact instructor with regards to expected tardiness or absences.
- Repeatedly arrives to clinical late (2 or more per rotation).
- Displays unprofessional manner of dress and/or unkempt appearance.
- Displays disregard for patient safety.
- Fails to meet clinical objectives and obligations consistently.
- Fails to take initiative during clinical opportunities/experiences.
- Performs skills that have not been validated on.
- Failure of second skill validation attempt
- Violates professional or ethical behavior with regards to patient confidentiality (HIPAA).
- Displays inconsistency with compliance on agency policies.
- Fails to take accountability for one's actions.
- Displays inappropriate behavior or communication while on the agency units.
- Displays insubordinate behavior to instructor(s)
- Other:

*Please refer to Nursing Program Student Handbook or ANA [Code of Ethics](#)

Exams, Graduation, Licensure

Standardized Testing

Standardized examinations are an academic **requirement** of the Nursing Program at ECC. These exams will be scheduled throughout the Nursing Program and will be included as a part of the grade in a particular course.

A standardized comprehensive exam will be scheduled during NUR 252. Specific information regarding the date, time, place, number of attempts and scoring will be found in the course syllabus.

Degree Audit

All nursing students are required to complete general education courses along with nursing courses towards the Associate of Applied Science in Nursing Degree with a grade of C or above in order to graduate and take the NCLEX-RN exam. Students are required to run their own degree audit every semester to track their progress towards graduation. The steps to running a degree audit are:

1. Log in to AccessECC
2. Click on the Student tab
3. Under Self-Service, click on Student Academic Planning
4. Click on Program Evaluation
5. Select Program of study and click submit

Graduation Requirements

The college procedure for application for graduation must be followed: Fall – October 1 and Spring – March 1. Watch for announcements throughout the college regarding this important deadline. Students planning to take the state licensing exam **MUST** apply for graduation. After completion of the requirements for the Associate of Applied Science Degree, you will have the privilege of participating in the ECC sponsored graduation ceremonies which are held each year in December and May. You can log on to the [ECC website](#) to apply for graduation.

NCLEX Examination

Following successful completion of the Nursing Program and appropriate general education courses, eligible students may apply online to the NCLEX-RN examination for professional registered nurses.

Nursing Licensure

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

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

- Denial, at any time, of a license, permit, or privilege of taking an examination by any licensing authority
- Encumbrance of any previous or current license or permit (revoked, suspended, surrendered, censured, restricted, limited, placed on probation)
- Chronic physical impairment or disability (past and present)
- Abuse or addiction to alcohol, narcotics, barbiturates and other habit forming substances (past and present)
- Chronic physical disease or condition (past and present)
- Chronic mental or emotional disease or condition (past or present)
- Conviction pertaining to any state and/or federal criminal offense
- Dishonorable discharge from military or from a city, county, state or federal parties
- Default on student loans or child support payments

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

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

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

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

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

CNA Certification

ECC nursing students may sit for the Illinois CNA certification exam after successfully completing both NUR 142 and 144. Interested students should contact the Nursing Program Director and provide their full date of birth and social security number to be approved for exam registration on the Illinois Nurse Aide Testing website. The [Illinois Nurse Aide Testing website](#) has information about testing and a sample test. You have up to one year after registering to take the exam. After you test, your results will be posted on the Illinois Healthcare Worker Registry.

The ECC testing center administers the IDPH CNA certification exam at least monthly.

Nursing Labs

Computer Labs

Refer to current ECC opening guidelines for computer lab availability. A 330 has 32 computers with printer availability. Please see policy in computer lab. All computers are connected to the Internet and ECC network. You will log in using your ECC Access ID and password. Please do not print more than 15 copies at a time.

Food or drinks are not allowed in the computer labs.

Nursing Skills Labs

- A306, A314 & A318 - Health and Life Sciences Building

Students will be notified of fall lab availability for their specific course. Please ask nursing lab faculty for assistance with validation equipment if necessary. Practice stations are available for validation practice in A306, A314, and A318. The actual validations are held in A 312 and A 325. These two rooms are not to be used for student practice/study except with permission from the lab instructor.

For learning and skill development purposes, students practice noninvasive procedures in both patient and nurse roles with each other.

****Note: All students MUST exit the ECC campus Mon – Fri by 10:30 PM (or closing time specified by the college).**

Student Nurse Pack Purchasing Procedures

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

Skill Validations

Throughout the Nursing Program, there will be selected nursing skills the student must perform (validate) satisfactorily with a lab instructor either in person or virtually. Each skill is connected to a course. Not only will you perform the skill for the lab validator, but this will also be a time to fine-tune your skills, receive feedback and to validate that you do know the skill.

The student must pass the validation in order to pass the course. Validations may not be completed before class content relating to that skill has been covered. Should a student re-enroll in a course, the skills will need to be repeated successfully. Skills are evaluated on a pass/fail basis. Students will have **THREE** attempts to pass a validation by the deadline. If a student is unable to meet the deadline, the student **MUST** contact the Manager of the Nursing Simulation Center or a lab validator prior to the deadline. Students who do not meet the validation deadline as indicated in the course syllabus will be placed on clinical probation. If student does not validate successfully within one week of initiation of the clinical probation, a course failure will occur. Any validations due week 15 must be completed by the end of week 15 or the students will not be able to sit for the course final.

Validations for NUR 144 must be completed according to the syllabus dates or students will not be allowed to sit for the course exams.

Scheduling Lab Faculty Appointments

Log on to one of your NUR courses in D2L and you will find a widget for the [Nursing Lab Web Site](http://nursing.student.elgin.edu) (nursing.student.elgin.edu).

Use your Google Docs ID and password to schedule your lab appointment. Appointments with lab faculty are made for 20 min. to one hour time blocks. Students are not allowed to schedule appointments with lab faculty when they are to be attending class, campus lab, or clinical lab. Doing so will constitute one failure of the validation. Do not use the validation time as an excuse to be late to class, campus lab or clinical lab. When making an appointment, please include your name and the skill. A student may only sign up once per validation. Holding extra slots (i.e. in case they need to repeat or are unsure of their schedule) is unacceptable and considered poor professionalism. For student led demos, please list your initials, the skill, and that it is a demo. The student(s) that will be performing the demo must bold their initials. There is a minimum of three students and a maximum of ten students per demo. For further assistance and examples, click on "Nursing student website orientation" for a tutorial.

Appointments are made for the following reasons:

1. The instructor requires the students to pass a skill validation (i.e. urinary catheterization, sterile dressing change, etc.) which is tied to a course. It is expected that the student practice the skill until an acceptable level of competence is mastered. After adequate individual practice, the student will perform the skill according to the requirement of the skill check list and the required time frame assigned to each validation.
2. All nursing students are required to maintain competency of nursing skills learned while in the Nursing Program. A student who has difficulty with a procedure in the clinical area is given a "Lab Communication Form" by the instructor to return to lab for practice, **remediation by an instructor** and re-validation. **Student deficiencies must be completed prior to the next clinical experience and the student will be placed on clinical probation by the clinical instructor.** Videos on skills are available for students to view via the nursing lab web site. Students are encouraged to view the skills videos as part of remediation or prior to performing the skill in clinical. ***If a student fails the re-validation twice and does not meet the requirements of the clinical probation action plan, the student fails the course.***
3. Group demo/practice sessions are an option. It is expected that the student has reviewed the procedure in the texts, A-V materials, and practiced independently prior to the appointment. Bring the skills checklist book. This will allow for a more productive session. **A student cannot be involved with a demo or practice session within 24 hours of their validation appointment.**

Appointment Cancellations, No Show and Tardiness

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

Success with Validations

The following components of a validation explain what constitutes a passing grade:

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

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

Failure with Validations

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

- The student comes unprepared with supplies and equipment
- Is lacking evidence of practice of the skill
- Doesn't apply safety principles consistently.
- Requires consistent prompting
- Omits critical elements of the skill checklist.
- Unable to think through and answer critical thinking questions
- Does not follow dress code.
- Does not perform within the timeframe assigned to the skill.

If in the judgment of the lab validator the student displays these behaviors, the student will fail the validation. A student must validate a skill with a different validator if a **third attempt** is needed to complete a validation.

A failure of a validation twice will result in a clinical probation. If a student fails the same validation three times, the student fails the course to which the validation is attached.

All students must present a **signed copy** of the pink "Lab Communication Form" confirming that the student has practiced/remediated the required skill prior to validating the skill with the lab instructor. The returning student may not validate with the same instructor who remediated them. A 24-hour minimum is required between validation attempts.

Dress Code for Validations

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

Student Lab Responsibilities:

It is expected students **WILL:**

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

It is expected that students **WILL NOT:**

- Interrupt the lab faculty during a skill validation or individual/group session for questions or personal attention.
- Take anything from the lab that does not belong to them.
- Bring children into nursing labs/validation and computer rooms where exposed equipment may present safety problems.
- Bring large amounts of food or beverages into nursing labs.
- Bring family members or friends into nursing labs when students are practicing.

Resources

Lockers

Lockers on the 3rd floor A building will not be available for use in Fall 2020. Students who already have lockers may remove their belongings when they come for their first scheduled fall lab time.

Copy Machine

A copy machine is located on the third floor of the Health and Life Sciences Building. Refer to current ECC opening guidelines regarding building availability. If the building is open to students, copies can be made using your ECC ID number and PIN (birth date, mm/dd). If the copy machine is not operating properly, **stop** using the machine and notify the Health Professions Office Coordinator in A335.02, ext. 7350.

Multi-Media Materials

A330 will have specific software programs located only on the network, however, most programs are available online anywhere.

Reference Materials

Text and reference books are available for use in the Nursing labs. Students may copy references only if they are on campus for a scheduled lab appointment. Please return books where you found them. Current nursing journals are located in the main campus library and online through the library by using the [online nursing journal databases](#) (CINAHL, Health Source, etc.)

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

Spartan Early Alert Referral

When a student receives an Early Alert notification, he/she is encouraged to meet with the Health Professions Academic Advisor. The student needs to be aware of the following:

1. The Early Alert letter does not mean that a student will fail and it will not be reflected on an academic record.
2. The alert means that the instructor is concerned about certain specific issues (late or missing assignments, poor exam quiz scores, poor attendance and other issues) that might be a roadblock to the student's success.
3. The student should also speak to the instructor about resolving an issue identified in an Early Alert Referral.

Student Communication

Students with Disabilities

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

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

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

Procedure for Requesting Accommodations:

1. Go to B115.01 and sign release to have documentation sent to the college, bring in documentation, or register [online](#)
2. Attend an appointment that will be arranged for you with the ADA coordinator or designee.
3. If you have questions, call 847-214-7417 (TTY - 847-214-7392) or e-mail [Pietrina Probst](#).

ECC Student Email

All nursing students must activate their ECC student email account. All changes in policy and procedures, major announcements, etc., will be communicated to you through this email address. If you are not in the habit of checking this account frequently, please have all email from this address forwarded to your personal email accounts.

Revisions in Nursing Program Student Handbook

All nursing students are responsible for complying with the policies and procedures that are specified in the Nursing Program Student Handbook. This includes all revisions made to the Nursing Program Student Handbook. Students will be informed of changes to the handbook and are required to sign an updated Nursing Student Handbook Agreement Form.

Health Professions Division Statement on Safety

Policy/Procedure Name

Adopted/Revised 2-26-14

Health Professions students are expected to practice safe techniques, remain drug and alcohol free, maintain a clean criminal background check, and demonstrate professional behavior at all times while on campus or in the clinical setting.

Program directors or faculty may immediately remove a student from an educational experience and recommend to the Dean of Health Professions a failing grade for a student for unsafe behavior, drug or alcohol use, background check violation, or the demonstration of unprofessional behavior (such as but not limited to: physical or verbal threats, inappropriate comments, physical abuse, offensive touching or use of force on a person without the person's consent, verbal abuse, intimidation, harassment, coercion and/or other conduct which threatens or endangers the health or safety of any person). The recommendation for removal may result in permanent dismissal from the Health Professions Division.

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

Clinical Agencies

NOTE: Miles = 1 way from ECC Main Campus

ABBH

Alexian Bros Behavioral Health
1650 Moon Lake Boulevard
Schaumburg, IL 60194
(847) 882-1600
(Miles = 15)

ABMC

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

ARHP

Alexian Bros Rehabilitation Hospital
935 Beisner Road
Elk Grove Village, Illinois 60007
847-640-5600
(Miles = 20)

ASHP

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

CDPH

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

Cherished Place

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

CHHN

Northwestern Medicine Huntley
Hospital
10400 Haligus Road
Huntley, IL 60142
224-654-0000 **(Miles = 14)**

CNIM

Northwestern Medicine McHenry
Hospital
4201 Medical Center Drive
McHenry, IL 60050
815-344-5000 **(Miles = 27)**

COAK

Assisi at Clare Oaks
825 Carillon Dr
Bartlett, IL 60103
(Miles= 15)

DCHP

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

FRND

Friendship Village of Schaumburg
350 W. Schaumburg Rd.
Schaumburg, IL 60194
(Miles = 15)

GFLD

GreenFields of Geneva
0N801 Friendship Way
Geneva, Illinois 60134
630) 232-9105 **(Miles = 10)**

Marklund Wasmond Nursing Home

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

PSHP

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

SAHP

Swedish American Hospital
1401 East State Street
Rockford, IL 61104
(815) 968-4400
(Miles = 48)

SAMC

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

SANC

OSF St. Anthony Medical Center
5666 E. State St.
Rockford, IL 61108
815 226-2000
(Miles = 45)

TRHS

Two Rivers Head Start Agency
1661 Landmark Rd,
Aurora, IL 60506
630) 264-1444
(Miles = varies)

Health Professions Administration/Staff/Faculty

Dean of Health Professions, Math, Science and Engineering

Dr. Wendy Miller, A106
wmiller@elgin.edu
(847) 214-7350

Associate Dean of Health Professions, Math, Science, and Engineering

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(847) 214 -7611

Interim Director of Nursing Program

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(847) 214 -7271

Office Coordinator II

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Manager of the Nursing Simulation Center

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(847) 214 -7271

Administrative Assistant I

Michelle Knox, A106
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(847) 214-7956

Nursing Faculty

You may direct dial any faculty extension by calling 847 214-XXXX (example: to reach Lisa West dial 847 214-7042). NOTE: Faculty, staff, and administrators are currently working remotely. Email is preferred.

Nursing faculty may also be reached via e-mail. Simply use first initial & last name@elgin.edu. For example: lwest@elgin.edu, Lisa West.

Jackie Dalke, A337.04
Ext.

Crystal Wilson, A337.02
Ext.

Lisa West, A339.03
Ext. 7042

A'ja Ferguson, A337.03
Ext. 7300

Amy Schneider, A341.01
Ext. 7685

Jessica Woloszyk, A341.02
Ext. 7741

Cathy Incapreo, A339.04
Ext. 7314

Barbara Tarin A341.04
Ext. 7307

Lisa Hodson, A339.02
Ext.

Margaret LeMoyné, A335.04
Ext. 7743

Karen Taylor, A339.01
Ext. 7744

Nursing Skills Labs: A334 Ext. 7734: Lisa Stoltenberg

Appendix Listing

1. Nursing Course Failure/Withdrawal Contract
2. Notice of Probation
3. Health Professions Division Exposure/Incident Report Form
4. Nursing Student Handbook Agreement
5. Confidentiality Statement/Photography Release/Permission to Survey Future Employer
6. Voluntary Assumption of Risk & Release of Liability
7. Confidentiality/AV/Photography Agreement
8. Professional Guidelines, Confidentiality, and Consent for Simulation Agreement Form

Date: _____

NURSING COURSE FAILURE/WITHDRAWAL CONTRACT

Student's name: _____ Address: _____

ECC ID#: _____ Course no: _____

Student email address: _____ Student cell phone: _____

Final grade or grade at time of withdrawal: _____

Previous nursing failure: _____

POLICY STATEMENT:

- Students must achieve a nursing (NUR) course grade of 80% to advance to the next course.
- Students receiving a grade below "C" in any nursing course must repeat the entire course.
- A student may repeat only one nursing (NUR) course.
- **Two (2) nursing course failures and/or withdrawals** with a failing grade in the nursing program will result in dismissal from the Nursing Program.
 - Any type of withdrawal from a nursing course with a grade below "C" will be considered an internal course failure. An exception to this policy is the granting of a military or administrative withdrawal.
 - Any type of withdrawal from a nursing course with a grade of 80% or higher will not be considered as a course failure in the Nursing Program.
- A failed clinical performance evaluation will result in course failure regardless of a passing grade in theory (This includes clinical and/or lab).

PROCEDURE:

Students who fail a course are required to meet with the following individuals:

1. Faculty member of record
2. Health Professions Academic Advisor
3. Director of Nursing Program

Step 1: Meeting between faculty member and student regarding course failure/withdrawal.

- Why do you think this course failure/withdrawal has occurred?

- What are you planning to do so that you are successful when you repeat the nursing course, if you are approved to return?

Faculty Recommendation:

Date: _____

Faculty member signature: _____

Student signature: _____

Step 2: Meeting with Health Professions Advisor to formulate a plan for successful completion of the Nursing Program. If registered for a nursing course the following semester, this course must be dropped by the student on the ECC student portal.

Plan:

Date: _____ **HP Academic Advisor Signature:** _____

Student signature: _____

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

Director's Recommendation:

Director of the Nursing Program: _____ **Date:** _____

Step 4:

First semester nursing students who have failed or withdrawn from NUR 142: You must contact the Health Professions Office Coordinator to be considered for the next admission screening.

Nursing students who have failed or withdrawn from NUR 144 only, NUR 152, NUR 242, NUR 252 courses: Contact the Health Professions Office the Tuesday after the semester ends to find out if a space is available for you in the course for which you are requesting readmission. Eligible students who do not complete this contract within 1 week after withdrawing and/or failing a nursing course will not be considered for re-entry into a Nursing Program course. Students must return the hospital issued identification badge to be considered for re-entry into the program.

Revised July 2020: Copies: Student, Faculty member of record, Student File, HP Advisor, Director of the Nursing Program

Notice of Probation

Nursing is a professional discipline in which appropriate behavior should be displayed at all times by every student. Those who display unsafe, irresponsible, or unprofessional behavior while in the Nursing Program will be placed on probation. The student will remain on probation until the completion of the course.

Listed below are some, but not all, of the offending infractions. Please review your Nursing Program Student Handbook for more detailed information.

- Fails to show up for clinical as scheduled.
- Fails to contact instructor with regards to expected tardiness or absences.
- Repeatedly arrives to clinical late (2 or more per rotation).
- Displays unprofessional manner of dress and/or unkempt appearance.
- Displays disregard for patient safety.
- Fails to meet clinical objectives and obligations consistently.
- Fails to take initiative during clinical opportunities/experiences.
- Performs skills that have not been validated.
- Failure of second skill validation attempt.
- Fails to validate by the deadline.
- Violates professional or ethical behavior with regards to patient (HIPAA) and peer confidentiality.
- Displays inconsistency with compliance on agency policies.
- Fails to take accountability for one's actions.
- Displays inappropriate behavior, incivility, or communication while enrolled in the Nursing Program.
- Displays insubordinate behavior.
- Other:

*Please refer to Nursing Program Student Handbook on ANA [Code of Ethics](#)

This probation contract will be placed in the student's file in the Health Professions Office and will remain on file until the student graduates from the Nursing Program.

Student Signature: _____ Date: _____

Instructor Signature: _____ Date: _____

Notice of Probation Form

The following student will be on probation as of the following date:

Name: _____ Date: _____

Course: NUR _____

Infraction: Describe behavior or incident.

Re-mediation Plan and Deadline(s):

Consequences for Failure to Meet Remediation Plan:

Student Signature: _____ Date: _____

Instructor Signature: _____ Date: _____

By signing this document, you are stating that you understand the reason you are on probation and the necessary steps to take in order to ensure passing NUR _____.

Exposure / Incident Report Form

Working in the health field involves an assumption of risk. Students shall follow the correct protocol, procedures, and policies to keep the risk for injury or illness at a minimum. In the event that an exposure occurs, the student assumes the responsibility for testing, treatment, and any other expenses.

If an exposure occurs, students should safely complete patient care and inform the clinical instructor immediately. This form will be completed in addition to any forms required by the facility and submitted to a program official.

Individual: Name:

HP Program:

Phone:

Cell:

Home:

Exposure/Incident: Date:

Time:

Location of Exposure/Incident: (ie. facility & department or unit)

Type of Exposure: (ie needle stick, mucous membrane, bite etc.)

Type of Device: (ie. manufacturer, safety device, type of needle etc.)

Body fluid or substance involved:

Body part(s) exposed:

Incident Details: Explain in detail what occurred:

Personal protective equipment used:

First Aid:

Was first aid performed? YES / NO (Circle one) Describe action taken:

If so, by whom?

Follow-up testing and results (attach documentation)

Instructor Name:

Instructor Signature:

Comments:

Facility contact to whom incident was reported:

Student Signature:

Date:

Program Director Signature:

Date:

NURSING PROGRAM STUDENT HANDBOOK AGREEMENT

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

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

____ I have received a copy of the Nursing Program Student Handbook.

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

____ I understand that failure to follow any of the policies in the Nursing Program Student Handbook may result in my dismissal from the Nursing Program.

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

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

____ I fully understand the importance of maintaining confidentiality regarding personal or client issues (HIPAA) and understand that disclosure of such information outside of class/lab/clinical is cause for dismissal from the Nursing Program.

Student (signature)

Date

Student (print name)

HEALTH PROFESSIONS: NURSING PROGRAM

CONFIDENTIALITY STATEMENT

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

Student (signature)

Date

Student (print name)

PHOTOGRAPHY RELEASE

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

Student (signature)

Date

Student (print name)

PERMISSION TO SURVEY FUTURE EMPLOYER

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

Student (signature)

Date

Student (print name)

Voluntary Assumption of Risk & Release of Liability

THIS IS A RELEASE OF LEGAL RIGHTS. READ CAREFULLY PRIOR TO SIGNING.

Elgin Community College is a non-profit educational institution. References to Elgin Community College include its officers, Board of Trustees, employees and its designated agents.

As a student in Elgin Community College's Health Professions Division, I (print your name) _____, freely choose to participate in the (print your program name) _____ program in which I am enrolled. I agree as follows:

RISKS: I understand that the clinical education environment for the Program in which I am enrolled through Elgin Community College contains exposures to risks inherent in activities required for participation in the Program. These risks include, but are not limited to bodily injury, communicable and infectious diseases, epidemics, pandemics, and property damage.

HEALTH AND SAFETY: I have been advised to consult with a healthcare provider regarding my personal medical needs. I have obtained the required immunizations. I recognize that Elgin Community College is not obligated to attend to any of my medical or medication needs, and I assume all risks and responsibilities. In case of a medical emergency occurring during my participation in this Program, I authorize the representative of Elgin Community College to secure whatever treatment is necessary. I agree to pay all expenses related to any treatment and release Elgin Community College from any liability for any actions.

ASSUMPTION OF RISK AND RELEASE OF LIABILITY: Knowing the risks described above, and in voluntary consideration of being allowed to participate in the Program, I hereby knowingly assume all risks inherent in this activity and connected activities. I agree to release, indemnify, and defend Elgin Community College and its officers, Board of Trustees, employees and its designated agents from all claims of any kind which I, the student, may have for any losses, damages, communicable and infectious diseases, epidemics, pandemics, or injuries arising out of or in connection with my participation in this Program.

SIGNATURE: I indicate that by my signature below, I have read the terms and conditions of participation in this Program and agree to abide by them. I have carefully read this *Voluntary Assumption of Risk and Release of Liability* and acknowledge that I understand it. The laws of the State of Illinois shall govern this *Voluntary Assumption of Risk and Release of Liability*.

Student (signature)

Date

Witness: _____

Date: _____

Confidentiality/AV/Photography Agreement

During your participation in simulated clinical experiences at Elgin Community College (ECC), you will be both an active participant in simulated scenarios and an observer. Due to the unique aspects of this form of training, you are asked to maintain and hold confidential all information regarding the details of the scenarios and the performance of the participants involved in the scenarios.

By signing this form, you agree to maintain strict confidentiality regarding the details of the scenarios and both yours and others' performance, whether seen in real time, digital recording or otherwise communicated to you, throughout your enrollment in an ECC health careers program.

Continuous audiovisual digital recording is present in the simulation lab at ECC. Unless authorized by you, you will not be specifically identified. Recordings may be shown for purposes including, but not limited to debriefing, faculty review, educational, research, public relations, advertisement and/or promotional activities.

By signing this form, you consent to allow continuous audiovisual digital recording while you are in the simulation lab, throughout your enrollment in an ECC health careers program.

During your participation in the simulation lab at ECC, still photography (slides or prints) may be taken depicting your simulated clinical experience. Unless otherwise approved by you, you will not be specifically identified. Photographs may be shown for purposes including, but not limited to educational, research, public relations, advertisement and/or promotional activities.

By signing this form, you consent to allow still photography while you are in the simulation lab, throughout your enrollment in an ECC health careers program.

Student (signature)

Date

Student (print name)

Nursing Lab Simulation Center Consent Form

Professional Guidelines, Confidentiality, and Consent for Simulation Agreement Form

Simulation experiences at Elgin Community College are conducted in a safe environment that encourages active learning and reflection while supporting professional practice. To ensure simulation is a positive experience, students are expected to abide by the following guidelines:

1. Student attendance is required at all scheduled simulation experiences. Failure to contact clinical faculty prior to the start of simulation or absence or tardiness will result in immediate clinical probation.
2. Students are expected to keep all events, procedures, and information used in conjunction with the simulation strictly confidential.
 - a. This includes pre-simulation prep, simulation scenarios, and the debriefing period.
 - b. Our goal is to offer standardized simulation throughout the curriculum, breaching confidentially may impede on learning opportunities.
3. Students will abide by all HIPAA regulations for each simulated experience.
4. Students will not bring food, drinks, or ink pens into the simulation area.
5. Students are expected to treat the simulator and standardized patients as real patients.
6. Students should treat the simulation as a real clinical experience.
7. Students should support and guide their peers in a positive and professional manner during the simulation and the debriefing period.
8. Students who are observers/recorders will participate by maintaining professional demeanor and be prepared to participate fully during debriefing sessions. Each student can add to the learning of the group.
9. Students are to complete/review any preparation materials that faculty has provided prior to the start of simulation in order to safely care for the simulated patient.
10. Students acknowledge that simulation experiences are intended to reflect real-life clinical experiences for learning purposes. However, the scenarios may lead to emotional distress or mental anguish.
11. Students have (and should exercise) the right to discuss any participation concerns with their clinical faculty prior to each simulation experience.
12. Students who feel they cannot safely complete a simulation understand these clinical hours will need to be made-up during the semester and at a time designated by clinical faculty/simulation staff.
13. Students agree to report any violations of confidentiality that they become aware of to their instructor or to the Manager of the Nursing Simulation Center.
14. Students will complete evaluations at the end of each simulation experience and submit to clinical faculty.

I agree to abide by these guidelines while participating in simulation experiences.

Student Signature for Consent: _____

Printed Name: _____ Date: _____