

Nursing



Nursing Career Ladder

HANDBOOK

2022 – 2023

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Illinois Valley Community College

Mission Statement - Illinois Valley Community college provides a high-quality, accessible, and affordable education that inspires individuals and our community to thrive.

Vision Statement - Illinois Valley Community College is the preferred gateway to advance individual and community success.

Core Values

Responsibility - We will follow through on our commitments and welcome constructive assessment and suggestions for improvement. We will meet performance expectations for personal and professional conduct.

Caring - We will nurture a culture of mutual appreciation; cultivate empathy and a compassionate response to others.

Honesty - We will speak and act truthfully, without hidden agendas-admitting when we make mistakes or do not know, avoiding silence when it may be misleading, identifying and working with each other to communicate and solve problems.

Fairness - We will treat students and colleagues equitably, without favoritism or prejudice, giving all benefits of the doubt and providing opportunities for individual success.

Respect - We will consider the talents, feelings and contributions of everyone with our interactions and behaviors; practice active listening and collaborating in our daily work; base our relationships on the essential dignity of each individual; value diverse cultures, backgrounds, lifestyles and abilities; and understand that inclusion makes us stronger and able to perform at higher levels.

Philosophy of the Illinois Valley Community College Nursing Programs

The nursing programs at Illinois Valley Community College were established to provide area students the opportunity to learn in a caring environment and to develop their abilities in nursing practice by providing quality education, training and services that are accessible, affordable and promote lifelong learning. The curricula, congruent with the Mission Statement of IVCC, are designed to meet the varied needs of students and our diverse community, to stimulate lifelong intellectual growth and physical well-being, to foster social and emotional maturity, and to inculcate integrity and a caring concern for others. The following statements pertain to the beliefs of the nursing faculty in the areas of person, environment, nursing, health, teaching/learning, nursing education/curriculum, and how the practice of Associate Degree Nursing and Practical Nursing fits in the total concept of nursing.

The person is a unique and complex individual who is influenced by environmental, physiological, psychosocial, cultural, spiritual, and developmental changes. The person responds to these changes and challenges through the use of internal and external resources. The individual is ultimately responsible for the quality of their health and life.

The environment is dynamic, diverse, and includes physical surroundings as well as interaction processes in nursing; there is mutual interaction between the environment and society, communities, families, and individuals. It is influenced, and is affected by economics, culture, political change, geographic location, demographics, and education. Nursing education is continually evolving to reflect local community health needs and current health trends.

Nursing is a caring, rational activity, which uses the nursing process and applies social and biological sciences to promote holistic patient/client well-being. Communication has a key role in this process. Nurses have a commitment to accept the intrinsic value of individuals and the inherent worth of human life. Nursing behaviors are protective, nurturing, and generative, and are extended to patients/clients as individual, family, and community.

Health is a biopsychosocial state, which fluctuates depending upon the person and environmental influences across the lifespan.

Teaching and Learning is a collaborative and creative process that prepares individuals to function as responsible, professional nurses. It is shared responsibility and a lifelong commitment which results in behavioral changes in the cognitive, affective and psychomotor domains. Teachers provide leadership by functioning as role models to influence student behavior. Learning is best achieved by active involvement in goal directed activity.

Nursing Education is a process that utilizes a curriculum incorporating theory, technology, evidence-base principles, and re-enforced practice and skills to prepare responsible individuals for all aspects of patient care. It is the nursing process that provides the basis for critical thinking. The curriculum integrates a process whereby a student uses critical thinking skills and builds those skills using a paradigm of simple to complex.

The IVCC Associate Degree nursing graduate is prepared to function as a care provider and coordinator/leader/manager of care within the scope of practice defined by the Illinois Nursing Act. The Associate Degree Nursing graduate is prepared to function as a team member with more experienced nurses as well as a delegator of functions to the practical nurse or nursing assistant. They apply the nursing process as well as principles of leadership and management toward the achievement of optimum holistic well-being of patients/clients. The client well-being is likewise the concern of the IVCC Practical Nurse graduate who is prepared to function under the direction of a registered professional nurse in the application of the nursing process within the scope of practice defined by the Illinois Nursing Act.

Concepts & Threads/ Conceptual Frame Work

To prepare our graduate to function as a care provider, coordinator/leader/manager, and as a team member within the profession, we have selected the concepts of nursing judgment, communication, therapeutic nursing, quality and safety, care management, community, and professionalism as the structure for learning experiences. We believe in holistic care

which includes the emotional, intellectual, environmental, social, physical and spiritual aspects of each person. The student is introduced to all concepts and threads selected for the program at the appropriate content level.

Nursing Judgment

Critical Thinking

Nursing Process

Legal/Ethical Issues

Clinical Reasoning

Evidence-Based Practice

Communication

Therapeutic Interaction

Relationship-Centered Care Informatics

Therapeutic Nursing

Biopsychosocial Adaptation

Health Promotion, Maintenance, Restoration across the Lifespan Caring

Quality and Safety

Quality Improvement (QI) Safety Initiatives

Care Management

Management Leadership

Collaboration

Community

Diversity

Health Care Resources

Professionalism

Integrity

Accountability

Life-Long Learning

* This framework has been chosen as an organizing structure. We have listed the threads under concepts to which we feel they primarily relate. We recognize that the threads can be applied or related to the various concepts at various times. The threads will be found integrated into each nursing course as learning objectives.

Concepts and Threads Definitions

Nursing Judgment

Nursing judgment, often referred to as clinical judgment is the outcome of critical thinking and decision making as defined by NCSBN (as cited in Potter & Perry, 2023) (p. 210). A number of definitions of *critical thinking* are present in nursing literature however, an agreement exists that developing critical thinking skills during the nursing education experience is imperative. A critical thinker, according to Potter and Perry (2023) is an “active, purposeful, organized and cognitive process used to carefully examine one’s thinking and the thinking of other individuals” (p. 1467). According to Potter and Perry (2023), “nurses rely upon critical thinking process that involve open-mindedness, continual inquiry, perseverance, combined with a willingness to look at each unique patient situation and determine which identified assumptions are true and relevant” (p. 211). Critical thinking and clinical judgement involve a variety of skills to include interpretation, analysis, inference, evaluation, explanation and self-regulation

Advances and rapid changes in health care require nurses who are more autonomous, responsible, and accountable for patient care (Simmons, 2010). *Clinical reasoning* is the foundation for decisions and actions made by nurses (Simmons). Although the term clinical reasoning is often used interchangeably with other concepts such as diagnostic reasoning, critical thinking, problem-solving, and clinical judgment, there are distinct qualities that differentiate each. Su, Osisek, and Starnes (2005) suggest the focus of clinical reasoning is “the thinking strategies that a nurse uses to make judgment or decision and solve problems” (p. 118). Critical thinking is a more far-reaching concept that includes distinct skills, characteristics, and intellectual tendencies (Scheffer & Rubenfield, 2000). According to Simmons (2010), “Clinical reasoning guides nurses in assessing, assimilating, retrieving, and /or discarding components of information that affect patient care” (p. 1151). Clinical reasoning is a “cognitive process directed toward forming conclusions, judgments, or inferences from fact or premise” (Simmons, 2010, p. 1154). Several principles help the nurse apply critical thinking skills in order to make sound nursing judgments. These include the *nursing process*, legal and ethical guidelines, as well as *evidence-based practice* (EBP). Evidence-based practice, as defined by Potter and Perry (2023), is “use of current best evidence from nursing research, clinical expertise, practice trends, and patient preferences to guide nursing decisions about care provided to patients” (p. 1469).

Communication

Communication is the therapeutic exchange of verbal and non-verbal messages involved in human interaction, influenced by multiple variables. Communication is essential to establishing a nurse-patient relationship and delivering high quality patient-centered care (Potter & Perry, 2023). It includes written exchange, group process, and skills in the use of information technology. *Therapeutic interaction* involves the use of communication techniques and responses that foster the “expression of feelings and ideas and convey acceptance and respect” (Potter & Perry, 2013, p.320). *Relationship-centered* care evolves from therapeutic interactions. Hedges, Nichols, and Filoteo (2011) identified the premise of relationship-based care is three relationships: nurse and client; nurse and colleagues; and nurse and self. The end result of relationship-centered care is safe, client-focused, well-communicated, and well-coordinated care (Hedges, et al.). *Informatics* as defined by Ignatavicius et al (2021) “is where nurses access and use information and electronic technology to communicate, manage knowledge, prevent error and support decision making” (p.2).

Therapeutic Nursing

Therapeutic Nursing is the application of evidence-based nursing interventions in providing holistic care to the individual and/or aggregates. The term holistic refers to the belief that a person functions as an integrated unit which cannot be reduced to the sum of their parts. It encompasses emotional, intellectual, environmental, social, physical, and spiritual aspects of each person. Holistic nursing recognizes and treats the mind, body, and spirit of the patient (Potter & Perry, 2023). Aggregates are groups of persons who have one or more shared personal or environmental characteristics (i.e. family, community). Therapeutic nursing interventions are drawn from the cognitive (intellectual), affective (emotions), and psychomotor (skills) domains. Therapeutic nursing is accomplished by *promoting* and *maintaining wellness*, preventing illness, *restoring health*, and/or facilitating coping with altered function, life crisis, and death *across the*

lifespan. Biopsychosocial adaptation is the coping process of the human being trying to successfully meet the developments occurring in a lifetime. This process includes changes in body functions, emotional responses, cognitive functions, and social interactions.

Potter and Perry (2023) proclaims *caring* is the essence of nursing. Leininger (as cited in Potter & Perry, 2023) suggests that the concept of caring sets nursing apart from other health disciplines. Caring as discussed by Potter & Perry (2023), “is a universal phenomenon influencing the ways in which people think, feel, and behave in relation to one another” (p. 90). While many theories on caring exist, Duffy, Hoskins, and Seifert (2007) recognize several common features of these theories: human interaction, mutuality, appreciation for individual uniqueness, and the desire to improve the well-being of patients and their families.

Quality and Safety

The Quality and Safety Education for Nurses (QSEN) Institute (2023) defines *quality improvement* as the “use of data to monitor the outcomes of care processes and use improvement methods to design and test changes to continuously improve the quality and safety of health care systems.” (QSEN.org). While in the nursing program, students will gain an appreciation for the importance of continuous quality improvement, learn to value their contributions to outcomes of care, and value change as a means to improve patient care and outcomes. As Potter and Perry (2017) claim, *safety* is a basic human need. Safety minimizes risk of harm to patients and providers through both system effectiveness and individual performance (QSEN, 2023) *Safety* initiatives are aimed at reducing harm to patients and providers through three domains: knowledge, skills, and attitudes (QSEN).

Care Management

Care Management is the planning and provision of nursing care while maintaining accountability for quality outcomes. It applies the principles of management and leadership through education, coordination, collaboration, delegation, and supervision (Potter & Perry, 2013). Management is the process of using activities needed to plan, organize, motivate, and control the human and material resources needed to achieve a desired outcome. *Management*, according to Cherry and Jacob (2023) involves problem-solving and decision-making in the coordination of these resources. *Leadership* is defined as the ability to guide, influence, and motivate others to respond in desired ways to achieve an outcome. Leadership is displayed when a person “attempts to influence the beliefs, opinions, or behaviors of individuals or groups” (Cherry & Jacob, 2023, p. 299). Collaboration is action taken in coordination with others, each being responsible and accountable in achieving a common goal. Effective collaboration requires open communication, mutual respect, and shared decision-making (QSEN, 2023). Nursing involves the collaboration of many individuals, including inter-professional teams to facilitate quality outcomes.

Community

Community is defined as a social group determined by geographic boundaries and/or common values and interests; community members know and interact with one another; a community creates norms, values, and social institutions. Community has three elements: structure, population, and social system (Potter & Perry, 2023). *Diversity* is the representation of many characteristics: race, gender, age, socio-economic status, education, culture, ethnicity, interests, and opinions. Individual uniqueness is determined by these diverse characteristics and their life experiences. Value and respect for diversity is exhibited through beliefs and behaviors which assimilate differences into positive interactions and relationships (Cherry & Jacob, 2023). *Health care resources* are means or methods used to move an individual or a group through a continuum of care. These can include tangible and intangible factors such as agencies, political influences, finances, and/or persons.

Professionalism

Nursing is a profession (Potter & Perry, 2023). *Professionalism* in nursing includes acting in a safe, conscientious, and knowledgeable manner in order to deliver quality patient-centered care. *Integrity* encompasses legal, ethical, and moral values, behavior, and conduct in all aspects of personal and professional settings (Macfarlanea, Zhangb, & Puna, 2012).

Integrity builds trust with patients, families, and professional peers. Potter and Perry (2023) suggest “a person of integrity is honest and willing to admit to mistakes or inconsistencies in his or her own behavior, ideas, and beliefs” (p. 219). *Accountability* is the capacity to answer for one’s actions to confirm professional actions are understandable to patients and professional peers (Potter & Perry, 2023). Davis, Taylor, and Reyes (2013) define *life-long learning* in nursing as an active process in which the individual seeks and appreciates new ideas or views to gain a new perspective.

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End-of-Program Student Learning Outcomes for the IVCC Associate Degree Nursing Program

At the completion of the program the graduate will be able to:

1. Incorporate principles of nursing judgment and the nursing process to develop a professional practice that integrates nursing science in the provision of safe, quality care to diverse population of clients throughout the life-span.
2. Collaborate as an advocate, provider, and manager of care utilizing nursing judgment, therapeutic nursing, and communication skills to meet the holistic needs of the client and/or aggregates.
3. Integrate principles of therapeutic nursing practice in a professional, safe, and caring manner with a respect for the beliefs and cultural diversity of the client and/or aggregates.
4. Integrate clinical judgment substantiated with evidence-based practice when planning, implementing, and evaluating nursing practice.
5. Develop one's professional identity in a manner that reflects responsibility, legal and ethical practices, and commitment to professional growth and self-development.

Associate Degree Nursing Program Outcomes Measurement

1. Sixty percent of students entering the IVCC nursing program for the first time will graduate 'on-time'.
2. Ninety percent of graduates who take the NCLEX-RN within the same 12-month time frame, will pass the examination on the first attempt.
3. Ninety percent of the surveyed graduates who seek employment will be employed in nursing within six months of graduation.
4. Fifty percent of students who take the HESI-RN Exit Exam will attain a score of 850 or above on first attempt.
5. Ninety percent of the surveyed graduates will express satisfaction with the entry level knowledge and skills gained through the IVCC nursing program.
6. Ninety percent of surveyed employers will express satisfaction with the IVCC nursing program graduates.
7. Ninety percent of the surveyed graduates and employers will report effective clinical judgment skills and the application of the nursing process in administering safe, quality nursing care in a variety of health care settings.
8. Ninety percent of surveyed graduates will assume responsibility for personal and professional growth.

Program Outcomes of the IVCC Practical Nursing Program

At the completion of the program the graduate will be able to:

1. Apply knowledge of the nursing process while using therapeutic nursing and communication skills, when meeting the holistic needs of the person in a variety of health care settings under the direction of the registered professionals.
2. Demonstrate nursing practice in a safe and caring manner with a respect for the beliefs and cultural diversity of others.
3. Demonstrate commitment to professional growth, self-development, and continuous learning.

Graduation Requirements

For Associate Degree Nursing

Students who have completed the prescribed required courses, achieved the required grade point average, and displayed nursing competence will receive a diploma from Illinois Valley Community College. Students who have completed the prescribed required courses, achieved the required grade point average, and displayed nursing competence will receive a diploma from Illinois Valley Community College

Students will not be allowed to graduate until the graduation application is completed and all outstanding debts to the College have been removed. It is each student's responsibility to see that all course requirements for the nursing curriculum are met prior to the date of graduation.

Students meeting the requirements of the Associate Degree Nursing Program are encouraged to participate in the graduation ceremony. Upon graduation, the student will become eligible to file an application to take the NCLEX-RN for licensure either in Illinois or in the state in which they expect to practice. The requirements for licensure in the state of Illinois are regulated by the Illinois Department of Financial and Professional Regulation. The national exam for licensure is directed by the National Council of State Boards of Nursing (NCSBN).

A criminal background check with verification of fingerprinting must be completed prior to application for NCLEX Testing. This is the student's financial responsibility.

The State of Illinois requires all candidates for licensure to answer the following questions:

Part VI: Personal History Information (This part must be completed by applicants)

1. Have you been convicted of any criminal offense in any state or in federal court (other than minor traffic violations)? If yes, attach a certified copy of the court records regarding your conviction, the nature of the offense and date of discharge, if applicable, as well as a statement from the probation or parole office.
2. Have you been convicted of a felony?
3. If yes, have you been issued a Certificate of Relief from Disabilities by the Prisoner Review Board?
4. If yes, attach the copy of the certificate.
5. Have you had or do you now have any disease or condition that interferes with your ability to perform the essential functions of your profession, including any disease or condition generally regarded as chronic by the medical community, i.e., (1) mental or emotional disease or condition; (2) alcohol or other substance abuse; (3) physical disease or condition, that presently interferes with your ability to practice your profession? If yes, attach a detailed statement, including an explanation whether or not you are currently under treatment.
6. Have you been denied a professional license or permit, or privilege of taking an examination, or had a professional license or permit disciplined in any way by any licensing authority in Illinois or elsewhere? If yes, attach a detailed explanation.
7. Have you ever been discharged other than honorably from the armed service or from a city, county, state or federal position? If yes, attach a detailed explanation.

Please Note: Graduation from the Associate Degree Nursing program does not guarantee licensure. If a student has been convicted of a felony, treated for chemical substance abuse, mental illness or chronic physical illness, the Department of Financial and Professional Regulation will not consider their application for licensure in the State of Illinois until a review hearing has been conducted by the State Board of Nursing. The Board of Nursing will not conduct this hearing until the individual has completed the required approved nursing program in an approved school and has completed the necessary application forms for licensure required by the Department of Professional Regulation. The decision to allow an individual to take the examination for licensure rests with the Board of Nursing.

Pinning Ceremony:

A pinning ceremony will be held for nursing graduates. Students who have met all graduation requirements may participate in this ceremony. There may be fees associated with the pinning ceremony. These fees will vary from year to year. Only official IVCC Nursing Pins may be used in the ceremony.

Graduation from IVCC

Application for graduation must be completed by IVCC application deadline even if the student does not plan to attend IVCC's graduation ceremony, and/or the nursing pinning ceremony.

Certificate Requirements

For Practical Nursing

Students who have completed the prescribed required courses, achieved the required grade point average and displayed nursing competence will receive a certificate from Illinois Valley Community College. A Diagnostic Readiness Test is required prior to the application for NCLEX-PN (HESI LPN Exit Exam). This will be taken during the program exit course.

Students will not be allowed to graduate until the graduation application is completed and all outstanding debts to the College have been removed. It is each student's responsibility to see that all course requirements for the nursing curriculum are met prior to the date of graduation.

Students meeting the requirements of the Practical Nursing Program are encouraged to participate in the pinning ceremony. Upon graduation, the student will become eligible to file an application to take the NCLEX-PN for licensure either in Illinois or in the state in which they expects to practice.

A criminal background check with verification of fingerprinting must be completed prior to application for NCLEX Testing.

This is the student's financial responsibility.

The Nursing Programs at Illinois Valley Community College are based on the career ladder concept. The Practical Nurse program is part of that career ladder. If a graduate of the Practical Nurse Program is interested in completing the Associate Degree Nurse Program, they must apply and meet the criteria for advanced placement or accelerated advanced placement status.

The State of Illinois requires all candidates for license to answer the following questions:

Part VI: Personal History Information (This part must be completed by applicants)

1. Have you been convicted of any criminal offense in any state or in federal court (other than minor traffic violations)? If yes, attach a certified copy of the court records regarding your conviction, the nature of the offense and date of discharge, if applicable, as well as a statement from the probation or parole office.
2. Have you been convicted of a felony?
3. If yes, have you been issued a Certificate of Relief from Disabilities by the Prisoner Review Board? If yes, attach the copy of the certificate.
4. Have you had or do you now have any disease or condition that interferes with your ability to perform the essential functions of your profession, including any disease or condition generally regarded as chronic by the medical community, i.e., (1) mental or emotional disease or condition; (2) alcohol or other substance abuse; (3) physical disease or condition, that presently interferes with your ability to practice your profession? If yes, attach a detailed statement, including an explanation whether or not you are currently under treatment.
5. Have you been denied a professional license or permit, or privilege of taking an examination, or had a professional license or permit disciplined in any way by any licensing authority in Illinois or elsewhere? If yes, attach a detailed explanation.
6. Have you ever been discharged other than honorably from the armed service or from a city, county, state or federal position? If yes, attach a detailed explanation.

Please Note: Graduation from the Practical Nursing program does not guarantee licensure. If a student has been convicted of a felony, treated for chemical substance abuse, mental illness or chronic physical illness, the Department of Professional Regulation will not consider their application for licensure in the State of Illinois until a review hearing has been conducted by the State Board of Nursing. The State Board will not conduct this hearing until the individual has completed the required approved nursing program in an approved school and has completed the necessary application

forms for licensure required by the Department of Professional Regulation. The decision to allow an individual to take the examination for licensure rests with the State Board of Nursing.

Pinning Ceremony

A Pinning Ceremony will be held for nursing graduates. Students who have met all the graduation requirements may participate in this ceremony. There may be fees associated with the pinning ceremony. These fees will vary from year to year. Only an official IVCC PN Nursing Pin may be used in this ceremony.

Graduation from IVCC:

Application for graduation must be completed by IVCC application deadline even if the student does not plan to attend IVCC's graduation ceremony, and/or the nursing pinning ceremony.

Essential Capabilities and Functional Requirements - Essential Capabilities

Illinois Valley Community College Nursing Program students must have abilities and skills of five (5) varieties: Cognitive-Conceptual, Behavioral and Social Attributes, Communication, Sensory, and Motor. If students cannot demonstrate these skills with or without reasonable accommodations, they may be at risk of not successfully completing the course and /or program. To function effectively and safely the student must demonstrate the following:

Cognitive-Conceptual:

Critical thinking and clinical judgment are essential abilities of the professional nurse. These abilities include measurement, calculation, reasoning, analysis, and synthesis.

Behavioral and Social Attributes:

Students must possess the emotional stability and alertness/focus required for full utilization of their intellectual abilities. The prompt completion of all responsibilities inherent to the diagnosis and care of patients and the development of mature, sensitive and effective relationships with patients are essential. Students must tolerate physically taxing workloads and multitask effectively and efficiently under stress. They must adapt to changing environments; to display flexibility and learn to function effectively, despite the uncertainties inherent in the clinical situations; to interact and establish rapport with individuals, families, and groups from a variety of social, emotional, cultural, and intellectual backgrounds. Compassion, integrity, honesty, concern for others, interpersonal skills, interest, and motivation are all personal qualities that should be demonstrated throughout the education process.

Communication:

Students must observe patients in order to elicit information, describe changes in mood, activity, and posture, and perceive and interpret nonverbal communications. Students must communicate effectively and sensitively with patients, colleagues, and other personnel. Students must communicate in English effectively and efficiently with all members of the health care team, patients and families. (See specific Functional Requirements)

Sensory:

Students must observe a patient accurately, correctly interpreting sensory data. (See specific Functional Requirements)

Motor:

Students should independently elicit information from patients by palpation, auscultation, percussion, and other assessment techniques. Students should execute gross and fine motor movements required to provide general care and emergency treatment of patients. (See specific Functional Requirements which are based on community standards of health care agencies). These capabilities must be demonstrated in the clinical, laboratory, and theory (classroom) interactions and evaluations.

Functional Requirements

The Functional Requirements described below are representative, but not limited, to those that must be met by an individual to successfully perform the essential functions of a professional nurse.

Communication Ability:

- Communicate effectively and efficiently in English with patients, families, and other health care providers, both verbally and in writing. (Example: explain treatment procedures, teach patients and families, and document in charts.)
- Effectively adapt communication for intended audience:
 - Interact; establish rapport with individuals, families, and groups from a variety of social, emotional, cultural and intellectual backgrounds.
 - Assume the role of a health care team member.
 - Function effectively under supervision.

Sensory Capability:

- Coordinate verbal and manual instruction.
- Respond appropriately to verbal communication from clients and members of the health team, which includes the ability to respond to emergency signals.
- Discern soft sounds, such as those associated with taking a blood pressure.
- Effectively and appropriately acquire information from documents such as charts.
- Comfortable working in close physical proximity to patients.

Motor Capability:

- Transfer patients who may require physical assistance.
- Guard and assist patients with ambulation.
- Perform exercise techniques, including applying resistance during exercise.
- Perform CPR.

Standards for Admission

STANDARD	Some Examples of Necessary Activities (Not all inclusive)
Critical thinking abilities sufficient for clinical judgment.	Identify cause-effect relationships in clinical situations, develop nursing care plans
Interact with individuals, families, and groups from a variety of social, emotional, cultural, and intellectual backgrounds.	Establish rapport with patients/clients, families and colleagues.
Interact with others in verbal and written form.	Explain treatment procedures, initiate health teaching, document and interpret nursing actions and patient/client responses – verbal & nonverbal.

STANDARD	Some Examples of Necessary Activities (Not all inclusive)
Perform nursing duties in a variety of settings	Move around in patient's rooms, work spaces, and treatment areas, administer cardiopulmonary procedures.
Provide safe and effective nursing care.	Calibrate and use equipment independently; turn, position and transfer patients/clients. Perform all psychomotor skills (ex. CPR)
Monitor and assess health needs.	Monitor alarms, emergency signals, auscultator sounds, cries for help. Observe and appropriately respond to digital displays and syringe calibrations.
Conduct physical assessment.	Perform palpation, auscultation functions of physical examinations and/or those related to therapeutic interventions, e.g., insertion of a catheter.
Maintain patient and student safety.	Apply and remove personal protective equipment, e.g., apply and remove gown, gloves, mask and goggles. Transfer patients, as well as guard an assist with ambulation.

Disability Policy/Accommodations

Any student who, because of a disabling condition requiring special arrangements in order to meet course requirements, should contact the instructor as soon as possible to allow an appropriate period of time to make the necessary reasonable accommodations. Students must be evaluated and screened by Center for Accessibility and Neurodiversity to determine whether they are eligible for services and/or what documentation will be needed to support their request for services. The Center for Accessibility and Neurodiversity Coordinator will determine whether documentation meets eligibility criteria under the Americans with Disabilities Act Amendment Act and/or Section 504 of the Rehabilitation Act. If the student is eligible for accommodations, an official accommodations sheet will be issued from the Center for Accessibility and Neurodiversity Office. The student is responsible for giving this documentation to the instructor. The Center for Accessibility and Neurodiversity is located in C-211. The phone number is 815-224-0284 or 815-224-0634.

GUIDELINES FOR STUDENTS – Americans with Disabilities Act Compliance Statement

The nursing program does not discriminate against qualified individuals with disabilities and complies with the 2008 Americans with Disabilities and Amendments Act (ADA).

(ADA) Guidelines apply to all qualified disabled persons with a disability as defined by ADA. A qualified disabled person is a person with a disability who, with or without reasonable modifications to rules, policies, or practices, the removal of architectural, communication, or transportation barriers, or the provision of auxiliary aids and services, meets the

essential eligibility requirements for the receipt of services, or the participation in programs or activities provided by public entity.

A person with a disability is defined as someone who:

1. Has a physical or mental impairment that substantially limits one or more of the major life activities of such individuals.
2. A record of such impairment.
3. Being regarded as having such impairment.

For the purpose of Nursing Program compliance, a qualified individual with a disability is one who, with or without reasonable accommodation or modification, meets the essential requirements of Illinois Valley Community College Nursing Program. These requirements are described in Essential Capabilities and Functional Requirements

While accommodations will be provided to the student at IVCC in accordance with the ADA regulations, it is the responsibility of the student with the disability to request and apply for any accommodations that will be allowed by the Department of Financial and Professional Regulation regarding NCLEX testing, or by prospective employers regarding job performance.

When applying for NCLEX accommodations, the student will need both: A letter certifying accommodations approved by IVCC Center for Accessibility and Neurodiversity

Copies of documentation and semester accommodations request.

Documentation and a record of continued use of accommodations **MUST** be provided.

The testing service will ultimately determine whether accommodations will be provided or not.

Health And Clinical Requirements

Requirements to participate in the clinical experience component of the nursing program are:

1. Documentation of an initial two step T.B. skin test, followed by annual 1-step T.B. skin test. If the two-step is not followed annually with a one step, the student will need to repeat a two-step. the student has had a positive skin test in the past, a copy of a recent negative chest X-ray and verification from a physician or nurse practitioner that there is no active disease present is required.
2. MMR: Two doses of MMR given at least 1 month apart or: Measles, Mumps and Rubella titers indicating immunity.
3. A positive Varicella titer or two doses of the Varicella vaccine. Recommended dosing: People 13 years of age and older (who have never had chickenpox or received chickenpox vaccine) should get two doses at least 28 days apart.
4. TDAP booster within a 10- year period. A student must obtain TDAP vaccine within the past 10 years. Even if students have been immunized with the TD (tetanus) vaccination within the past 10 years, the TDAP (tetanus, diphtheria & pertussis) is still required. **If never immunized** – a prescribed schedule will be mandated according to CDC recommendations.
5. Hepatitis B series of three vaccinations are required or the student must submit proof of immunity through a titer.
6. Seasonal Influenza injection will be required of all students – timeline will be announced.
7. Center for Disease Control and Prevention (CDC) guidelines regarding Covid-19 vaccine will be required.
8. A complete physical exam documented on an **IVCC form** is required upon admission to the nursing program. If the ADN Program is not completed within 2 years from admission, a new physical exam is needed upon readmission. All restrictions and/or limitations must be noted on the physical form. **The student** is to make a

copy of the completed physical and immunization form prior to submitting it to the online immunization tracking company: (www.castlebranch.com).

In addition:

1. If the student has been out of the nursing program for one semester or longer, they will be required to obtain a physical exam prior to returning to the nursing program.
2. If the physical health status changes, you will be required to obtain a physical exam.
3. The IVCC nursing faculty reserves the right to ask the student to repeat a physical if a health issue arises.
9. The IVCC Nursing programs must adhere to health requirements of the contracted clinical agencies.
10. Students who have not submitted completed immunization records and physical examination forms to the tracking company by the mandated date may be dropped from the program. The physical form must be completed in its entirety by the assigned date.
11. Students must hold a current American Red Cross Community CPR card (CPR for the Professional Rescuer), or BLS for Health Care Provider card from the American Heart Association. CPR must be renewed every two years according to the standards of the American Heart Association. CPR must be renewed in June or July. A copy of this current card needs to be uploaded to

You should always keep a copy of these types of forms for your own records.

Health Status

- If a nursing student has a current health problem or develops a change in health status, they must notify the instructor(s) and the Director of Nursing at the time of occurrence. (Ex: latex allergies, lifting restrictions, pregnancy).
- A student with a change in health status may continue in the nursing program with their health care provider's written permission as long as they can accomplish the objectives of the nursing program.
- If a student is under a health care provider's care for illness, pregnancy injury, or has recently been discharged from the hospital, they must receive a permission slip to return or continue in the nursing program from their healthcare provider. This must be written on a prescription form or appropriate letterhead and must state that the student "can return to class and to clinical without any restrictions."
- Permission or prescription forms can be turned in to the Health Professions Office (A-214a). It is the student's responsibility to abstain from the clinical areas if they have an infectious condition.

Drug Screening Requirements Purpose

Because of the responsible relationship between students and patients, in which the safety of the patient is greatly influenced by the cognition and behavior of the student, it is the policy of Illinois Valley Nursing Programs to require that all students be free of alcohol and drugs. To assist in this, urine drug screens will be required of all students entering the Nursing Program or after any absences. **ALL currently enrolled nursing students will be required to pass the drug screening test.**

General Information

All students who are enrolled in the IVCC Nursing Program must successfully pass a urine drug screen. Authorization for the drug screen shall be furnished by the student and the student shall be responsible for the required fees. Drug screens conducted prior to this request will not be accepted and must be repeated. If a prospective student refuses to complete the drug screen, the student will be dismissed from the program. Following the initial drug screen students may be subject to random drug screening for reasonable suspicion, or if the student has been absent for any length of time. If a student leaves the program for one semester or more, they will be required to complete another drug screen again as well incur the expense for the drug screen.

If an initial drug screen is positive without documentation of medical necessity or if a prospective student refuses to complete the drug screen, the student will not be allowed to enter into either the Associate Degree or Practical Nurse Program. If the initial drug screen is positive, the student will be provided the opportunity to refute the positive result (for legally prescribed substances only) by completing a more extensive drug test, at the student's expense. If the drug screen is positive, the student will have to complete the entire nursing program admissions process through IVCC Admissions Office at a later time if they plan to continue in nursing.

Additionally, if a random drug screen is positive without documentation of medical necessity, or a student refuse to complete a random drug screen, the student will not be allowed to continue in the program. If the student has not successfully completed NUR 1200 and NUR 1205, they will have to go through the admissions process again. After successfully completing NUR 1200 and NUR 1205, any student who has been withdrawn from the Nursing Program for a positive drug screen or for refusing to complete a drug screen and is in otherwise good academic standing, will be allowed to return into the program the following year upon successfully passing another drug screen, and if there are any open positions. If a second drug screen is positive without documented medical necessity or the student refuses to complete a second drug screen, the student will be dismissed from the nursing program without opportunity for re-entering. Any student who fails a urine drug screen or refuses to complete a urine drug screen will be referred to counseling for follow-up. In all cases of a positive drug screen, Federal Guidelines will prevail.

Confidentiality

Information and records relating to positive test results, drug and alcohol dependencies, and legitimate medical explanations provided shall be kept confidential and maintained in secure files separate from regular IVCC student files. Such records and information may be disclosed among IVCC administration and faculty on a need- to-know basis and may be disclosed where relevant to an IVCC appeals, grievance proceeding, charge, claim, or other legal proceeding initiated by or on behalf of a student.

Definitions:

Clinic premises includes, but is not limited to, all buildings, offices, facilities, grounds, parking lots, places and vehicles owned, leased or managed by any clinical affiliate of the College at which students of the College take their clinical practicum experiences.

"Illegal Drugs" means substances whose use or possession is controlled by a federal law, but which are not being used or possessed under the supervision of a licensed health care professional.

"Reasonable Suspicion" means that one or more faculty members or on-site supervisors and/or preceptor at clinic premises observes one or more symptoms which may include, but not limited to, the smell of alcohol, marijuana or other illegal drugs, swollen and/or bloodshot eyes, incoherent speech, impaired motor ability, speech or behavior patterns which indicate a state of confusion, or grandiose or excited behaviors not appropriate to clinic premises. This listing is not intended to be all inclusive and other speech and behavior may constitute symptoms which are the basis or reasonable suspension.

"Refuse to Cooperate" means to obstruct the collection process, to submit an altered, adulterated or substitute sample, or fail promptly provide specimen(s) for testing when directed.

"Under the Influence of Alcohol" means an alcohol concentration of 0.02 or more, or actions, appearance, speech or bodily odors which reasonably cause a one or more faculty members or on-site supervisors and/or preceptor at clinic premises to conclude that a student is impaired because of alcohol use.

"Medication Misuse" means taking another person's medications. Taking any controlled medication that was not specifically prescribed for the individual student being tested.

“Documentation of Medical Necessity” means that you must disclose any prescribed medications that you are taking. It also means that you may need to contact the physician for their documentation of the prescription.

Illinois Valley Community College Nursing Drug Policy Procedure and Information Procedure

Conducting the Drug Screen

1. Student will be given information on requirement of the Drug Screening with other health requirements with admissions and enrollment information prior to enrolling in classes. All fees associated with the drug screening will be paid directly the company that is under contract with IVCC.
2. Students will sign a waiver to release information which gives the IVCC Nursing Department permission to receive the test results and share those results with clinical agencies as needed. Failure to consent to release information or cooperate appropriately with regard to the process shall result in the student not being able to begin or progress in the program.
3. A negative Chain of Custody Ten (10) Panel Urine Screen will be required of all students enrolled either in the IVCC Associate Degree Nursing (RN) or Practical Nursing Program. This particular test was chosen because of the consistent regulatory process. The test must be completed by the dates designated by the Director of Nursing. The student is responsible for all fees incurred during this process. This includes not only the initial fee, but any fees involving the Medical Review Officer or further testing. Many of the terms are explained below. *Ten (10) Panel Drug Screen will test for the following drugs:*

Marijuana (THC)	Methadone
Cocaine	Propoxyphene
Opiates	Amphetamines/Methamphetamines
Phencyclidine (PCP)	Benzodiazepines
Barbiturates	Methaqualone

4. The state of Illinois has updated laws and guidelines to offer medicinal and recreational use of marijuana in recent years. Regardless of the law and guidelines in the state, federal laws still exist that prohibit the use of marijuana. The clinical agreements between college and the institutions hosting clinical follow federal guidelines. Therefore, a positive urine drug screen will not be accepted for any student.

Chain of Custody

Chain of Custody is the term that refers to the process of ensuring and providing documentation of proper specimen identification and handling from the time of collection to the receipt of laboratory results. If the results come under legal challenge, the specimen must have been handled according to chain of custody procedures exactly and accurately. The chain of custody protocol assures the specimen belongs to the individual whose information is printed on the specimen bottle label, no adulteration or tampering has taken place, exactly who had possession of the specimen and when, how the specimen was transported and stored before it was analyzed, no unauthorized access to the specimen was possible, and the specimen was handled in a secure manner. Once the laboratory completes the testing process the results are reported to the designated reporting agency.

Medical Review Officer (MRO)

Positive or “inconclusive” drug screens are reviewed by an MRO. An MRO is a licensed physician with a history of substance abuse diagnostic work. During the MRO’s review, it may be necessary for them to contact and speak directly with the donor to verify any types of medication the donor has taken. There are additional fees if the MRO needs to become involved with the process. This fee is also the student’s responsibility.

Collection Site (Patient Service Center)

A facility where individuals present themselves for the purpose of providing body fluid(s) to be analyzed for specified controlled substances.

Student Criminal Background Check

The Purpose of the student criminal background check is to:

- obtain criminal history record information on an unlicensed student entering the nursing program
- review and act on issues related to positive criminal background checks of the students who are enrolled in the nursing program.
- be in compliance with the various clinical agency requirements.

Policy

Illinois Valley Community College is committed to providing a safe environment for students, patients cared for by students, and employees of the college. Therefore, the IVCC nursing program shall conduct criminal background checks using the social security number on all unlicensed students who are enrolled in the nursing program. The criminal background check is paid for by the student and will be conducted through Castle Branch Check, a company selected by IVCC. If the background check is positive and reveals a disqualifying conviction, the student must meet with the Director of Nursing and may be disqualified, depending on the conviction, from attending the Nursing program at IVCC. Please review the Administrative Code of the Illinois Nurse Practice Act, Section 1300.100: Refusal to Issue a Nurse License Based on Criminal History Record for a list of disqualifying convictions:

<http://www.ilga.gov/commission/jcar/admincode/068/068013000A01000R.html>

Procedure

All students admitted into the IVCC Nursing Program will be required to submit required information for a background check. Information will be submitted to <https://www.castlebranch.com/> prior to the start of the fall semester. This background check will be good for two consecutive years. If a student leaves the program for one semester or more, they will be required to submit the information again as well incur the expense for background check. If there are any criminal convictions while enrolled in the Nursing program the student may be unable to continue, depending upon the nature of the conviction.

Student Confidentiality

Results from the background check will not be shared with faculty. If a student did have a positive background check they will discuss options with the Director of Nursing. A positive background check may not prohibit admission to the program, based on the infraction, but may influence state licensure. Depending on the prior conviction, the results may need to be discussed with the clinical agency.

Students will sign a waiver of release of information which gives the IVCC Nursing Department permission to access the results on the website of Castle Branch and share those results with clinical agencies as needed. Failure to consent to release information or cooperate appropriately with regard to the process shall result in the student not being able to begin or progress in the program.

Omission of required information or false or misleading information provided by the student on the criminal background check or in any communication with the nursing program may result in disciplinary action or dismissal according to the Professional Standards section in the Student handbook.

Dealing with Positive Results

- The Nursing Program Coordinator of Access, Transition and Retention will access the electronic report from Castle Branch Company and share the results with the Director of Nursing.

- Students who have a positive Criminal Background Check will be notified. No messages regarding the results would be left on answering machines or with other individuals.
- The DON will meet with the student if it is determined that a “hit” may be a disqualifying offense.
- If the student believes the conviction is erroneous, they may request a fingerprint-based check. The cost of the fingerprint check is the responsibility of the student. If the fingerprint-based check reveals no criminal convictions, the student will remain enrolled in the Nursing program at IVCC.
- All admissions to the Nursing programs are provisional until a clear background check is complete. If, due to a criminal conviction, placement is unable to be obtained at a clinical site and the student is unable to complete the required clinical component of a course, the student will be dismissed from the Nursing program at IVCC. An attempt will be made by an IVCC academic advisor or career counselor to re-direct the affected student to consider another career pathway

Academic Requirements

Grading

1. The overall GPA for all courses required in the nursing curriculum must be 2.0 ('C') or higher for continuation in the nursing program and for graduation (refer to **Retention, Readmission, Remediation & Progression section**).
2. Students who have withdrawn from the program, or fail a course and wish to return, will be given mandatory remediation to prepare for successful re-entry/completion. Failure to complete this remediation will prevent readmission to the program. Readmission to the program will depend on availability of openings.
3. If a student fails or withdraws from a nursing course, the student must repeat that specific course; achieve a grade of "C" or above in order to continue in the nursing program. Readmission to the same course is optional, the student may take the other course offered at the same Level. (See **Retention, Readmission, Remediation & Progression section**).
4. Readmittance to the nursing program after two (2) academic failures/withdrawals from any nursing courses is dependent upon a successful appeal.
5. Any student out of the program for more than one semester will follow the current handbook.
6. Students are responsible for being aware of their status in the nursing program in relation to Illinois Valley

Community College grading requirements for nursing. All incoming first year nursing students will be provided a Degree Audit during the Nursing Orientation session. It is the student's responsibility to follow up with a counselor if required non-nursing courses for graduation are missing. Students who do not meet the requirements at the time of graduation will not be allowed to graduate until required coursework is completed.

7. Students are assigned written activities per nursing course as coordinated by the course instructor. Students must revise a written assignment if it does not meet established criteria. Course outline and/or class calendars will dictate when projects are due. A written assignment or activity which is turned in late will not be accepted without prior approval of the instructor.
8. Grading scale for the IVCC Nursing courses will be as follows:
 - A grade of 80.00% (no rounding) or above is required to pass the theory portion of the class.
 - This grading scale applies to all exams.
 - If a score below 80.00% is received on any test the nursing student should consult the Course Syllabus for instructions regarding follow-up to the test.
 - Extra-credit will not be offered in a nursing (NUR) course that contains a clinical component.
9. There will be no rounding of any grades, at any level of the grading scale, be they from unit tests, assignments, the final exam or the final class grade.
 - A. The clinical component of the nursing course will be Pass/Fail based on:
 - B. Achievement of course outcomes.

- Clinical performance.
 - Performance of specific skills for a current course, as well as skills previously taught in other courses.
 - A passing grade on the clinical correlation project /or other written requirements.
 - Attendance.
 - Unsatisfactory performance (see **Guidelines for Critical Incident**), including evidence of deficient skills and performance as documented on the clinical evaluation form, will result in a failing grade for the course. **This supersedes the COLLEGE policy for early withdrawal.**
 - There will be a **mandatory** meeting with the nursing student’s clinical instructor for clinical evaluation and portfolio review prior to the end of the grading period. Failure to do so will result in an “incomplete” for the course.
10. In order to pass a nursing course with a clinical component, a passing grade must be obtained both in the clinical and theory components.
11. ALL students will have to take their exams in the format offered by that instructor (i.e. computer, paper- pencil, orally). No alternative options will be allowed without documentation of a recognized disability. A documented disability is a cognitive or physical impairment diagnosis that has been obtained by psychological testing by a physician, psychologist, or psychiatrist. Learning style preferences will NOT be accommodated. This has been implemented due to the fact that NCLEX will NOT accommodate for learning style preferences. To the present date ALL NCLEX testing has been done through computer usage. To receive the necessary documentation for accommodations, the student must be seen by a representative of the IVCC Center for Accessibility and Neurodiversity office located in C- 211, the phone number is 815-224-0284. The student is responsible for giving this documentation to the instructor each eight weeks.

Grading Scale

- 93 – 100 = A
 86 – 92 = B
 80 – 85 = C
 70 – 79 = D
 Below 70 = F

Testing

1. Students are expected to take all examinations/quizzes on designated days, place, and time as scheduled by instructor.
2. The only items that the student may bring to the computer when testing is either a pen or pencil. A scratch piece of paper will be provided. **Food, drinks, trinkets, candy, or chewing gum are not allowed. Students MAY NOT wear hats, caps, scarves, or hooded sweatshirts (hoodies) while testing.** Exceptions remain on an individual basis.
3. Students are responsible for notifying the instructor **prior** to examination if they expect to be absent by college e-mail. Arrangements must be made with the instructor **within 24 hours** for missed examinations/quizzes, excluding holidays/weekends. Therefore, no absences will be accepted if the instructor is not notified. There is no excuse for failure to notify the instructor.
4. Students will receive a zero (0) for the examination/quiz if the arrangements are not made within 24 hours. If the student fails to take the make-up examination/quiz on the assigned day, the student will receive a zero for the examination/quiz.
5. Students who miss an examination/quiz may be expected to take a different examination/quiz over the same content. Make-up examinations should be completed by a date stipulated by the instructor. These exams will be taken in the Assessment Center or at the discretion of the instructor. Patterns in early or late test taking will be addressed. No more than one exam per course can be taken on an alternate test date in the Assessment Center.

6. If a student should miss a second exam, the student must have a successful appeal in order to remain in the nursing course.
7. If the student has to change the date for the make-up exam in the Assessment Center, the student must notify the instructor.
8. **It is the student's responsibility** to remove all electronic devices from your person and workstation during testing. Some examples are: cell phones, smart watches, Fitbits, or calculators. A calculator on the computer will be available to students during testing. All devices must be powered off.
9. See the Academic Requirements Section, #10 regarding testing format.
10. See Retention, Readmission, Remediation and Promotion 1.d and 1.e for more information regarding HESI Exams.

Portfolio Guidelines

Purpose

The purpose of the portfolio in relation to the nursing program is to document information about your personal accomplishments, your class outcomes, and provide faculty with guidance to facilitate your successful achievement of program outcomes. The connection between course content and overall goals will provide the faculty with the ability to evaluate your application of knowledge, while enhancing self-esteem, through creating a collaborative teaching/learning environment. This is a mandatory assignment with sections to be completed with each course. A well-prepared portfolio: Shows your overall achievement and growth, documents the scope and quality of your educational experiences, shows proof of skills and knowledge, enhances learning through a collaborative teaching/learning environment, and allows faculty mentors to provide student assistance to ensure optimum success.

A completed, up-to-date portfolio must be presented to your clinical instructor at the time of clinical evaluations.

Failure to do so will result in an "Incomplete" for the course.

Order of the Portfolio

- | | |
|---------------|--|
| Section I. | Signature Sheet |
| Section II. | Personal Mission Statement-Reflective statement of personal mission and personal philosophy for nursing. |
| Section III. | All Student Strength & Weakness Sheets |
| Section IV. | All Clinical Correlation Projects |
| Section V. | Each Course Grid with Sample Assignments |
| Section VI. | Professional Development |
| Section VII. | HESI Results |
| Section VIII. | Health / Certification Requirements |

Ethical Behavior

- **Students will demonstrate respect and professionalism towards all persons in words and actions in all settings.** This includes but is not limited to: discussion about performance of other students, ongoing student disciplinary actions, and participating in gossip pertaining to peers or faculty.
- **Honesty is an expected quality of all persons.**

The following behavior is illustrative of the kind of conduct which can result in the dismissal of a student from the nursing program: This is not an exclusive list.

- Students involved in cheating of any kind will receive a zero (0) for the assignment and be subject to dismissal from the nursing program.
 - Falsification of information in any classroom or clinical setting.
 - Taking supplies or equipment from the college or health agency without permission of the instructor.
 - Plagiarism - the act of stealing or passing off (ideas or words of another) as one's own: "use (a created production) without crediting the source: to commit literary theft."1 (IVCC Style Book)
 - A violation of confidentiality related to patient care, clinical setting, or other professionals.
 - Inappropriate use of social media. Refer to **Social Media Policy** section.
- Nursing students are also subject to the general disciplinary rules of the college and clinical facilities. These are outlined in the Illinois Valley Community College Catalog, Illinois Valley Community College Student Handbook Rights & Responsibilities/Student Code of Conduct, and hospital policy manual.
 - Students who do not comply with the above criteria may be subject to dismissal from the nursing program.

Attendance Policies (see individual course syllabi for more specific course policy).

Attendance: Why is it important?

1. Consistent and regular attendance to lecture, seminar, lab, and clinical is a fundamental necessity for student success in the IVCC Nursing Program.
2. Each student experience is designed for maximal learning opportunities. While attempting to make up the content missed through a fellow student's notes, podcasts, etc., the actual experience has been shown to most benefit the student.
3. Data collected at IVCC over the years definitely supports that classroom attendance positively affects student success rates on exams. In other words, when students miss classroom time, whether in lecture, seminar, or lab they are most often less successful on the Unit Exams.
4. Clinical experiences are limited in nursing NUR clinical based courses. Due to the limited time available for clinical, missing just one means that several opportunities of learning will be missed. This is why clinicals must be made up. Making up clinicals is often not an easy process due to the amount of time the student needs to spend on the other parts of the class (lecture, lab, and seminar), and due to the limited capability of nursing instructors to make up clinicals due to their workload.

Specific Attendance Policies

1. Attendance in all scheduled classes is expected.
2. Students will not be allowed to have cellular phone or electronic devices in class/seminar/clinical except when using professional reference applications. Hospital policy must be followed.
3. **Students with absences of 10% or more of the scheduled clock hours for each course (includes lecture and seminar) will be placed on attendance probation and issued a Need for Professional Development.** A conference will be held with the student and instructor to determine the cause of the problem. If an additional absence occurs after probation is issued, then a failure in the course may result. Repeated problems of this nature in subsequent courses may result in dismissal from the nursing program.
4. Students are responsible for all classroom information presented on any given day when they are absent.
5. Tardiness in class/clinical will not be tolerated. Two episodes of tardiness will constitute one absence. Leaving class without consent of the instructor will constitute one absence.
6. In accordance with college policy, NO children are permitted in the classroom and/or laboratory.
7. All classroom on-campus clinicals, labs and seminar absences must be made up at the discretion of the instructor.
8. Students must attend any meetings mandated by the Nursing Department. Any absence from a mandated meeting must be made up, and/or the student will complete an assignment, assigned by the student's clinical instructor.

Retention, Readmission, Remediation, & Progression

Retention, Readmission, Remediation, and Progression are based upon:

1. Physical and emotional aptitude for nursing activities in accordance with the Illinois Nurse and Advance Practice Nursing Act and the rules for the administration of the Illinois Nursing Act. Testing may be necessary to validate competency.
2. Academic achievement (a grade of "C" or above in all Nursing, Allied Health, and Gen Ed classes, and a final cumulative GPA of 2.0 or above) is required for promotion and graduation. If students do not meet promotion standards, they must apply for readmission through the Director of Nursing.
3. Completion of the nursing courses must be in the appropriate sequence/ level. Students who withdraw from the Nursing course sequence at any time will be subject to changes made in the curriculum.
4. All nursing students must take the appropriate level HESI exam at the end of each level and complete remediation as indicated.

Declared Program Tracks- Registered Nurse (ADN) or Practical Nurse

A student admitted to the RN program should follow the course guidelines for the RN track. The RN student who fails a second-year course may take the LPN program the following summer and may return to attempt the failed RN course a second time the subsequent academic year. This will depend on seat availability and successful completion of the LPN program. If the RN student wishes to exit as a LPN, they will forfeit their position in the RN track. The student then will have to follow the policies for readmission to the RN program as an Advance Placement Student.

Accelerated Advanced Placement Policy

This policy is an available option only for currently enrolled LPN students that meet the following criteria:

1. Recommendation Letters from both Spring Semester Clinical Nursing Instructors.
2. Minimum GPA of 3.0 in NUR courses only at the end of Spring semester.
3. Achieving the benchmark of 850 on the HESI II Exam.
 1. The nursing student may submit a letter of exception on their own behalf if either item b or c from the above list has not been satisfied. For example, the nursing student may submit a letter of exception for a Nursing GPA of at least 3.0, but a HESI II score below 850. Likewise, if the nursing student's Nursing GPA is below 3.0 but your HESI II score is 850 or higher, you may also submit a letter of exception.
 2. A letter of exception may only be written for one of the situations described above, not both. For example, a nursing student may request an exception for low GPA, but if HESI II score is below 850, the student is not allowed to request 2 exceptions, and is therefore not eligible to participate in the Accelerated Advanced Placement Program.
 3. Your letter of exception should be addressed to the Committee of Nursing Admissions and Retention and include the reason your exception should be considered.
 4. Return your letter of exception to the Health Professions Office (A-214); please allow at least one week for a written response from the committee.

Readmission

1. Readmission to the program following withdrawal or failure in a course will be determined by:
 - Space available.
 - Number of qualified students applying who have never attempted the course.
 - Cumulative GPA.
 - Duration of time the student has been out of the nursing program.
2. If a student fails NUR 1200 they must reapply to the program for the following year with a new Letter of Application.

3. Reentry to the program cannot be guaranteed. A student will not be readmitted to the Nursing Program after one (1) clinical failure.
 - Students who have never attempted the courses will have priority enrollment.
 - Students out of the program for more than one semester will follow current handbook.
4. Students who have been out of the nursing sequence must contact the Director of Nursing. Re-entry to the program cannot be guaranteed. A Letter of Appeal to return to the program maybe requested. This letter and the student file will be evaluated to determine the possibility of re-entry, and the necessary remediation. **Students with nursing courses over two years old will be required to repeat these courses or reapply to the Nursing Program.**

Progression

1. Students must complete all requirements of a course for promotion or progression in the program. In courses with a clinical component, requirements for theory and clinical must be met.
2. Students will demonstrate respect and professionalism towards all persons in words and actions in all settings. This includes but is not limited to discussion about performance of other students, ongoing student disciplinary actions, and participating in gossip pertaining to peers or faculty.
3. Students are expected to abide by the Nursing Student Handbook for the current school year.
4. All returning students must purchase current resources.
5. The cost of any competency exams, which may be required as remediation, is the responsibility of the student.
6. Any student convicted of a felony while in the nursing program will be dismissed from the program.
7. The cost of forgotten or lost login, password, or access code will be the responsibility of the Student.

Student/Faculty Communication

1. Communication with faculty and other students must be done in a respectful manner.
2. Nursing faculty and staff will communicate with students via “Blackboard” and email. Only the college email will be allowed. It is imperative that students check their email and “Blackboard” accounts daily. All name changes change of address or phone numbers must be communicated to the nursing office, current nursing instructors, student help desk, and to the Records and Admissions Department.

Clinical Requirements

1. It is **highly** recommended that students **not** register for clinical units where they are employed or where they have experienced previous clinical experiences. Nursing students need to see and experience a variety of medication dispensing systems, documentation systems, and how different hospital organization function. In clinicals with preceptorships, students *cannot* register for the clinical site at which they work as an LPN. A student who holds an active LPN license will act according to the scope and standards of practice as a student nurse according to the Illinois Nurse Practice Act. The student nurse is not allowed to practice in the role of the LPN during the designated clinical or observation times.
2. The Director of Nursing/clinical instructor has the authority to reassign clinical sites if deemed necessary.
3. Students are required to arrange their own transportation to clinical facilities and alternate learning experiences.
4. Students are expected to prepare for clinical experiences. Students are encouraged to utilize the Nursing Laboratory to remain proficient at previously learned skills.
5. Clinical instructors may require students to practice skills in the Nursing Laboratory with the guidance of the Nursing Laboratory Instructor.
6. Students must hold a current American Red Cross Community CPR card (CPR for the Professional Rescuer), or BLS for Health Care Provider card from the American Heart Association. CPR must be renewed every two years according to the standards of the American Heart Association. CPR must be renewed in June or July. A copy of this current card needs to be uploaded to CastleBranch prior to start of fall classes. If the CPR card is not current, the student will not be allowed in the clinical site. This will constitute an absence that **must** be made up.

7. All physical forms and up to date immunization records must be submitted to the online Immunization Tracking Company (CastleBranch) by the assigned due date. Students who do not have completed physical forms and current immunizations submitted by the required time will be dropped from the program.
8. Students must notify the instructor **prior** to clinical when they will be absent or tardy. For further information, refer to the individual instructor's clinical guidelines.
9. Students who arrive late without notifying the instructor, or who have not prepared for the clinical day, will be asked to leave. This will constitute ONE clinical absence. Certain violations (i.e. ID badge, violation of uniform code) will be documented on the clinical evaluation form. Repeated behavior of those violations (2 or more) will be reason to dismiss the student from the clinical and an absence will be recorded.
10. The first clinical absence must be made up at the discretion of the clinical instructor. More than one clinical absence per eight (8) week course will result in failure of the clinical, therefore failure of the course. This includes "on campus" or scheduled make-up clinical.
11. When absent from clinical, it is not guaranteed that a makeup can be made within the same eight (8) weeks due to the number of students and faculty/student ratio. This means a student will be given an "Incomplete" and not allowed to progress to the NEXT level until the makeup clinical is successfully completed.
12. Students who report to the clinical site/assignment and are suspected to be under the influence of alcohol and/or a chemical substance will be dismissed from the clinical unit and required to submit to appropriate laboratory tests for chemical substances. This testing will be done at student's expense.
13. Students are responsible for maintaining confidentiality:
 - Students will not identify patient, nursing staff, physicians, other persons or agencies by name in nursing process papers, notes, or other learning situations.
 - Students will not discuss agency situations, nursing staff, physicians, or patients with friends, family or in public places.
 - Students may not solicit the services of a health care provider for personal health problems during the clinical assignment hours.
 - Students may not photocopy any patient information. No patient printouts (i.e. patient profiles, laboratory results) may be taken from the clinical site.
 - See Social Media Policy (pg. 31-32)
14. Students will not discuss their personal problems with patients and/or agency staff.
15. Students are expected to demonstrate mature adult behavior and to show respect to all persons in the clinical agency. Students who demonstrate inappropriate behavior may be required to leave the clinical area. If required to leave the clinical area, this will constitute one clinical absence, and/or a critical incident, and/or failure of the course.
16. Students will not contact patients or staff regarding past clinical experiences.
17. Accountability and high standards of nursing practice as set forth by the Illinois Nursing and Nursing Advanced Practice Act are expected of all students.
18. Unsatisfactory clinical performance will result in a failing grade for the course (see **Critical Incident** section). This supersedes the college policy for early withdrawal. (See Academic Requirement: **Grading** section).
19. All unusual occurrences in the clinical facility will be documented and kept on file in the nursing office (i.e. injury, patient falls, and medication errors).
20. If the student becomes ill or injured while attending any off-campus school related activities, including, but not limited to clinical or alternative experience, the student has full responsibility for the entire financial cost. If the student requires medication related to the clinical experience, the student is responsible for the entire financial cost of the medication.

Clinical Facilities

1. Students are expected to abide by the policies and procedures of the clinical facilities and observe regulations regarding patient safety and welfare.

2. If a question or problem arises concerning patient care, clinical students are to seek guidance from their primary resource, the clinical instructor. Outside of clinical experiences, the students are not permitted to contact the health agency or staff without first contacting the instructor.
3. Students are required to attend any clinical facility or participate in any alternative experience assigned by the instructor or nursing director.
4. **The Director of Nursing may assign the student to specific clinical sites as deemed necessary for optimal learning experiences.**
5. Due to the nature of the clinical requirements of a nursing course and/or available clinical facilities, the student will be required to accept alterations in the printed college schedule. Schedules may be altered due to available clinical sites, days, and times.
6. Permission from the clinical nursing instructor is required PRIOR to reviewing medical records at the hospital or clinical facility outside of clinical hours.
7. Students may NOT contact (ex. visit, call, text, or social media) assigned patients outside of designated clinical times.

Social Media Policy

Students are personally responsible for the content they publish on social media platforms. The goal of these guidelines is to protect students (as representatives of Illinois Valley Community College), patients/families/associated agencies, and the College from misuse of social networking. Examples of social networking include but are not limited to the following:

- Facebook
- Twitter
- Blogs
- YouTube
- iTunes
- LinkedIn
- Instagram

1. Inappropriate content must not be posted to any social media platform. Inappropriate content includes but is not limited to the following:
 2. Patient information
 3. Stories or anecdotes related to patients, their families or peers as cared for in the clinical setting
 4. Any information gained from health care agencies, employees, peers, students, faculty, classes and or managers from clinical or the classroom setting regarding patients that are cared for.
 5. Any pictures taken, saved, forwarded, or posted of any patients or family members (with or without apparent identification) even if permission is granted.
 6. Nursing students must adhere to all clinical agency guidelines regarding confidentiality and use of social media.
 7. Nursing students can be fined by the federal government for a HIPPA violation, and/or sued independently for breach of confidentiality or for damaging the reputation of patients, family members, peers, faculty or coworkers.
 8. In the classroom/seminar/lab, cellular phones and/or other electronic devices will be silenced or muted, not set on vibrate mode. The use of devices for recording of clinical or patient situations, texting, talking, and/or discussion of test content is prohibited.
 9. Students will not be allowed to have cellular phone or electronic devices in the clinical setting except when using professional reference applications. **Agency policy must be followed.**

The American Nurses Association (ANA) and the National Council of State Boards of Nursing (NCSBN) have united to provide guidelines on social media and networking for nurses:

“ANA’s Principals for Social Media Networking and the Nurse” (<https://www.nursingworld.org>) (Aug. 2022)

1. Nurses must not transmit or place online individually identifiable patient information.
2. Nurses must observe ethically prescribed professional patient-nurse boundaries.
3. Nurses should understand that patients, colleagues, institutions, and employers may view postings.
4. Nurses should take advantage of privacy settings and seek to separate personal and professional information online.
5. Nurses should bring content that could harm a patient’s privacy, rights, or welfare to the attention of appropriate authorities.
6. Nurses should participate in developing institutional policies governing online conduct.

“ANA’s 6 Tips to Avoid Problems” (<https://www.nursingworld.org>) (Aug. 2022)

1. Remember that standards of professionalism are the same online as in any other circumstance.
2. Do not share or post information or photos gained through the nurse-patient relationship.
3. Maintain professional boundaries in the use of electronic media. Online contact with patients blurs this boundary.
4. Do not make disparaging remarks about patient’s, employers, or co-workers, even if they are not identified.
5. Do not take photos or videos of patients on personal devices, including cell phones.
6. Promptly report a breach of confidentiality or privacy.

Additional resource regarding privacy and social media can be found in: NCSBN white paper “A Nurse’s Guide to the Use of Social Media” (https://www.ncsbn.org/Social_Media.pdf)

Uniform Code

1. Clean wrinkle-free uniforms and lab coats are required for all students on the clinical unit. The scrub top will be dark purple, the lab jacket will be white, and pants will be black. Black scrub pants with the ribbed cuff at the bottom are acceptable *as long as no part of the leg is showing*. Yellowing and/or graying lab coats are unacceptable. Students will be informed of a choice of locations from which they can purchase specifically approved uniforms. If a student should wish to wear a soft, long-sleeved shirt under the scrub top it must be white or black in color.
2. The college identification patch will be embroidered on the left sleeve of uniform/lab coat, centered two (2) inches below the shoulder seam.
3. Shirts must cover the hips and hems of pants should be no longer than the heel of the shoe.
4. No visible mid-section or cleavage. There should never be any skin shown when bending over or raising arms. White or nude undergarments are required under uniforms.
5. **Clean** shoes with a solid upper (leather) are required. *Mesh uppers are not acceptable*. No open toe or back-less shoes are permitted. Plain dark socks may be worn with pant uniforms. Black, white, or neutral color tones are permissible. Fluorescent colors are to be avoided.
6. Students must wear their IVCC ID badge while at the clinical agency or alternative experience.
7. Sweaters, jackets, sweatshirts, etc. may not be worn on the clinical unit.

8. Uniform is to be worn as directed by the clinical/lab instructor to any on-campus lab or clinical opportunity. No other scrubs can be worn on campus.
9. The uniform includes: watch with a sweep second hand or digital watch, bandage scissors, pen with black ink and ID badge. (Student Picture ID)
10. Specific dress codes may be given for specific experiences. Remember nursing is a profession; professional appearance/behavior will always be required.

In clinical practicums/orientations or experiences not requiring uniforms, students must comply with the following dress code:

1. When appropriate, IVCC nursing polo shirt will be worn with black uniform pants to alternative assignments or clinical experiences where scrubs are not appropriate. Students will wear closed toed shoes and socks. Appropriate undergarments will be worn under the uniform. The alternative uniform should fit in a way that no skin shows on the abdomen. Cleavage should not be visible in the front or back in a sitting, standing, stooping or bending position.
2. High-top athletic shoes, shoes without back straps, sandals, toeless shoes or clogs are not allowed.

Personal appearance shall be representative of that expected of a professional nurse and shall be an example of good grooming for the patients. Failure to adhere to the stated uniform regulations will result in being dismissed from the clinical unit for the day and/or an unsatisfactory report.

Appearance

1. Nails must be a safe length (at the fingertips), clean and neatly manicured. Artificial nails are not acceptable. Agency policy may prohibit the use of nail polish.
2. Hair must be off the collar, clean, neat and away from the face, in a naturally appearing hair color. No hair ornaments such as decorative barrettes or clips, combs or bows are permitted. Only simple, neutral colored, headbands will be allowed. Neon hair colorings are not acceptable.
3. Beards must be neat, clean and well-trimmed; otherwise, students need to be clean shaven.
4. The only jewelry permitted is one pair of small gold, silver or white stone stud earrings for pierced ears. No other facial jewelry can be worn. Wedding bands are allowed. Discretion must be used regarding safety and asepsis with any type of ring. Rings, studs, or gauges through the nostrils, lips, tongue, eyebrows or any visible place other than the ears are prohibited. Clear spacers are acceptable.
5. Students are not to chew gum or smoke while at clinical or at an alternative experience.
6. Agency policy will determine whether visible tattoos must be covered.
7. Good personal hygienic practices are required. This includes: cleanliness, oral hygiene and use of deodorants. Perfumes, cologne, after shave, etc., are not allowed. Students may be sent home if clothing has offensive odor including smoke, body odors or strong perfume/cologne.
8. Students who do not comply with the above criteria may be sent from the clinical area. This will be counted as a clinical absence.

Critical Incident

1. Each student is expected to know principles and satisfactorily perform skills and procedures, which have been taught. Students are encouraged to utilize the Nursing Laboratory to remain proficient at previously learned skills.

2. A critical incident should be viewed as a learning experience and a way to improve clinical performance. To provide fair judgment with this process, the following should occur:
 - The SN should review the nursing handbook regarding Critical Incident citations.
 - A written Critical Incident may be given within 24 hours of an incident or the verification of an incident.
 - Once the SN is informed by the instructor that they are receiving a Critical Incident, the following is the student's responsibility:
 - Retrieve a copy of the Critical Incident form (In Blackboard or in Nursing Handbook). Complete the forms and return to the instructor by the date specified by the instructor.
 - Schedule an appointment with the clinical instructor and the Director of Nursing to discuss the Critical Incident.
3. The following areas are illustrative of the kind of Critical Incidents, which can result in the dismissal of a student from the nursing program. This list is not all inclusive.
 - Breach of professional ethics (refer to Ethical Behavior section) confidentiality (refer to Social Media policy, pg. 31-32)
 - Violation of attendance policies (refer to Attendance Policies section)
 - Failure to correct deficiencies in uniform and appearance (refer to Uniform Code and Appearance section)
 - jeopardizing the physical or mental well-being of the patient. Some examples are:
 - Administering a medication without first checking it with the instructor.
 - Preparing the wrong dose or type of medication.
 - Administering a medication to the wrong patient.
 - Administering a medication without checking the patient's I.D. band and not following the individual institution's policies on medication administration.
 - Omitting the administration of medication.
 - Being unable to correctly calculate math problems such as IV infusion rates or medication doses.
 - Inappropriate, incorrect or untimely documentation.
 - Jeopardizing a patient's safety, example:
 - Leaving side rails down with a young child or confused adult.
 - Leaving bed at a high level while patient is in it.
 - Failure to set bed or chair alarms when indicated.
 - Inability to perform previously learned skills.
 - Demonstrating mental/emotional instability, which may jeopardize the physical/mental well-being of the patient. Reporting to the clinical unit under the influence of alcohol or drugs.
4. Other reasons deemed serious by the nursing instructor(s) and/or the Director of Nursing.
5. A student may be dismissed from a nursing course on the basis of deficient nursing skills and performance.
6. After two (2) Critical Incident reports in any one course, the student will fail the nursing course. This supersedes the college policy of early withdrawal.
7. A Critical Incident Report may be deemed of such monumental significance that the student will be dismissed from the course or program without receiving two Critical Incident Reports.

8. Remediation for improvement of past Critical Incidents is expected. Critical Incidents of the same specific tasks or requirements as recorded in previous courses may be reason for dismissal from course or program without the two Critical Incidents being recorded in any one course
9. Copies of the Critical Incident form, Need for Professional Development form, and Program of Improvement form are found in the Appendix of this handbook and in Blackboard.

Need for Professional Development

1. Professional development is a key component of any nursing curriculum. One goal of the IVCC nursing program is to assist students in developing behavior and qualities that are professional and collegial. Need for Professional Development is a reporting system that identifies areas of student concerns, weaknesses, or need.
2. A Need for Professional Development is a reporting system that identifies areas of student/instructor concern, student weaknesses, or need.
3. This report should be viewed as a learning experience and an opportunity to develop professionally.
4. A Need for Professional Development may be issued for non-clinical issues which may include but not limited to:
 - Attendance issues (intentional or unintentional: Missing greater than 10% of class or excessive tardiness to class.
 - Turning in assignments late or incomplete.
 - Coming to lab, seminar, or class unprepared.
 - Disrespectful behavior to faculty, staff, or peers.
 - Lack of adherence to college or nursing dress code.
 - Failure to equally participate in group assignments.
 - Failure to submit health requirements (immunization records, criminal background check, physical examination form, urine drug screen) by the designated date.
5. To provide fair judgment with this process, the following should occur when informed of issuance of Need for Professional Development citation:
 - The nursing student should review the Nursing Handbook regarding Need for Professional Development citation. Once the student is notified that they are receiving a Need for Professional Development, the following is the student's responsibilities:
 - The nursing student will obtain a Need for Professional Development form found in Blackboard or in the Nursing Handbook. Complete the student sections of the form and return to the instructor by a date specified by the instructor.
 - The nursing student will schedule an appointment with the instructor to discuss the Need for Professional Development.
6. The receipt of two Need for Professional Development citations during one course, or repeated offenses of like behaviors over several courses will result in failure from the nursing course and dismissal from the program. This supersedes the college policy of early withdrawal.

Nursing Program Appeals Process

If a student is not satisfied with an issue related to the nursing program, they may initiate the Appeals Process in writing. **The written appeal should include student name, present date, instructor name, course title, date of occurrence, details of the issue being appealed, and the rationale for**

reconsideration. If the appeal is due to a Critical Incident, the entire report must be completed. The Appeals Process must be followed within the designated time frame as outlined below.

1. The academic issue related to the nursing program should first be discussed with the appropriate instructor. If a resolution does not occur, the student can then pursue the written Appeals Process.
2. The Nursing Appeals Committee consists of three (3) full-time faculty not directly associated with the subject of the appeal. The written appeal must be submitted to the Nursing Appeals Committee within two (2) school days after discussion with the instructor. This appeal needs to be delivered directly to the Health Professions Office and given to the Director of Nursing or their delegate. The Director will notify the Nursing Appeals Committee. The Nursing Appeals Committee will respond to the student appeal within three (3) school days that classes are in session.
3. If the appeal is denied by the Nursing Appeals Committee, the student has two (2) school days to submit a Letter of Appeal to the Dean or their delegate. **This letter needs to address the issue as outlined in the introduction paragraph above and the appeal process to date.**
4. If the appeal is denied by the Dean or their delegate, the student has two (2) school days to submit a comprehensive Letter of Appeal addressing the issue and the appeal process to the Vice President for Academic Affairs. **This letter needs to outline everything outlined in the introduction paragraph above and the appeal process to date.**

In accordance with the Illinois Valley Community College (IVCC) Student Handbook, "the decision of the Vice President for Academic Affairs shall be considered final with regard to the student academic complaints."

5. If a student fails the clinical component of a nursing course, they will be allowed to attend other nursing courses (theory, seminar, or on campus lab) associated with the failed clinical until the appeals process related to the clinical failure is completed. The student will not be allowed to attend clinical while the appeal is in process. If the appeal is not granted, the student will fail the course.

The issue of concern may be resolved at any level within the Appeals Process.

Please refer to the IVCC Student Rights and Responsibilities/Code of Conduct for further information related to Student Non-Academic Complaints.

Extracurricular Activities

1. IVCC nursing students have a Student Nurses Association (SNA). This organization provides students with an opportunity to enjoy social activities, participate in school and community activities, and become aware of and participate in professional activities for nursing. As a dynamic participant, you can have an active voice in influencing the future of nursing. Participation in SNA is encouraged.
2. Students are encouraged to attend and participate in the activities of other student and professional nursing organizations.
3. Students are strongly encouraged to participate in volunteer activities.
4. Students enrolled into the Practical Nursing Program, may have an opportunity to be recognized by the National Federation of Licensed Practical Nurses, Inc. The National Federation of Licensed Practical Nurses, Inc. offers a recognition program for PN students who achieve a 3.0 or B average following the second semester, with program faculty recommendation. Student membership in the NFLPN is required in order for students to receive these awards. The cost is approximately \$25.

5. Alpha Delta Nu Honor Society:
 - General information about eligibility for Alpha Delta Nu Honor Society:
 - Students must have attained and maintained a 3.0 GPA in all nursing courses through the 3rd semester
 - Students must have demonstrated conduct on campus and in the clinical areas that reflect integrity and professionalism.
 - Students who meet eligibility requirements will be invited for consideration for induction into Alpha Delta Nu during the 1st 8 weeks of the fall semester of the second year in the RN nursing program. Participation is optional. If the student wishes to join Alpha Delta Nu, the following are expectations:
 - Pay membership fee (\$30).
 - Complete a group Capstone project during the Fall Semester of the second year.
 - Depending on the number of participants, there may be more than one group, but members are only expected to complete one project.
 - Induction into the Alpha Delta Nu will be done following the completion of the 1st eight-week course of the Spring Semester of the second year.
 - Inductees will receive an honor society pin and cords to be worn at graduation and pinning ceremonies.

Attendance at Workshops by Students

1. Students may attend one, one-day workshop per year.
2. The workshops selected must be relevant to topics discussed in the nursing curriculum and students must have prior approval from the instructor.
3. Attendance at the workshop will not be counted as an absence from the classroom or clinical responsibilities if the workshop has been previously approved. Permission to miss the class or clinical must be obtained from appropriate instructor.
4. Cost, registration, etc. for the workshop is the student's responsibility.
5. A written report concerning the workshop must be submitted to the instructor whose class or clinical was missed. It may be necessary to share this learning experience with other faculty or nursing students.
6. Students will be required to give a verbal report to fellow students.

Appointments with the Director of Nursing

- The office of the Director of Nursing is located in A-217.
- Students who wish to consult with the Director of Nursing must schedule an appointment through Polly Ragazincky, the administrative assistant (815-224-0485).
- Questions regarding individual courses and grades should be first directed to the instructor for that course.
- If efforts fail to achieve desired ends in discussions with the faculty member, an appointment with the Dean/Director is appropriate.

Notification of Policy/Handbook Revisions/Additions

The Nursing Handbook is revised each May at the end of the academic school year. Students will receive a new copy each August at the beginning of the fall semester. Students are notified in writing if policy changes/additions occur during the course of a school year. The information is sent to students via Blackboard communication.

The guidelines in the Nursing Handbook supersede those documented in the IVCC Student Handbook or college catalogue.

ACEN Accreditation/Approval

The Associate Degree Nursing program at Illinois Valley Community College is approved by the State of Illinois Department of Financial and Professional Regulation (320 W. Washington St., 3rd Floor, Springfield, Illinois 62786, P. 217-785-0800, www.idfpr.com/DPR.asp and accredited by the Accreditation Commission for Education in Nursing (3390 Peachtree Road NE, Suite 1400, Atlanta, Georgia 30326, P. 1-404-975-5000, www.acenursing.org

Clinical Evaluation Guidelines

Clinical evaluation documents the student's ability to demonstrate that they meet expectations in the performance of nursing skills and in the application of new, as well as previously learned knowledge appropriate to each Level. The student must receive a rating of "M" on at least 90% of all clinical competencies of the final evaluation to pass the clinical component of the course. Students will receive ongoing feedback from their nursing instructors throughout the 8 weeks either oral or written.

All nursing students should review the clinical evaluation that applies to their level (1-4). Students need to know what is expected of their clinical performance. You will find Level 1 and 2 Evaluations in the First Year Nursing Course in Blackboard. You will find the Level 3 and 4 in the Second Year Nursing Course in Blackboard.

Clinical Grading Definitions of Behavior

Meets expectations (M): The student demonstrates behaviors which meet Level objectives.

Expectations include providing safe client care; completing all assignments; applying previously learned knowledge, behaviors and skills; communicating effectively; and utilizing clinical instructor supervision appropriately.

Deficient (D): The student demonstrates inconsistent and/or questionable performance. Prompting is sometimes necessary in order to achieve a reasonable performance. The student requires frequent supervision in either applying expected nursing knowledge or providing care to clients. Additional time is necessary to develop the expected behaviors.

Students that receive Deficient (D) ratings at the conclusion of the clinical rotation need remediation. The student should develop, in conjunction with their clinical instructor, a Program of Improvement to address specific areas needing corrective measures for improvement. This written Plan of Improvement

should be attached to the clinical evaluation form. ***Students who do not submit a satisfactory Program of Improvement will not be allowed to continue to the next course.**

It is the student's responsibility to submit this plan to the current and subsequent instructor by the first class day. The necessary Program of Improvement must be completed by the end of the agreed upon time frame of the next applicable course. If a student is Deficient (D) in the same specific tasks or requirements as recorded in previous courses, they will receive an Unacceptable (U) rating for that objective and fail the course.

Unacceptable (U): The student requires excessive supervision to provide assigned client care, is unsafe, is lacking in the expected knowledge base and fails to recognize or correct deficiencies.

An Unacceptable (U) rating will result in a failing of the course regardless of the theory grade. An Unacceptable (U) rating will be given for consistent clinical behaviors which fail to demonstrate a level of competency commensurate with current placement in the program. Any Unacceptable (U) rating on the final clinical evaluation tool will result in failure for the course.

Any Unacceptable (U) behavior that is deemed of monumental significance by the clinical instructor can result in the student's immediate dismissal from the program.

Not Observed (O): No opportunity to observe or evaluate.

Leveled Clinical Evaluation tools can be found in Blackboard under the nursing course/instructor or in the 1st Year or 2nd Year Nursing 2020-2021 course.

Preceptorship Guidelines for Second Year Students

Preceptorship involves an intense, reality-based clinical rotation and is offered in the final clinical rotation of the ADN program. Preceptorship involves a one-on-one relationship with an experienced and competent role model aimed at helping the experienced nursing student adjust to the role of the registered nurse

Preceptorship is dependent upon multiple factors and may not be offered every year.

The following guidelines for participation in the Preceptorship Program will be followed.

To be eligible for preceptor experience the final 8 weeks of the nursing program:

1. The student must achieve an 83% final grade average in each Level 2 and Level 3 nursing courses with clinical component.
2. The student cannot receive a Critical Incident or Need for Professional Development citation in any Level 2 or Level 3 course with a clinical component.
3. The student cannot have any deficiencies "D's" on their final clinical evaluation in any Level 2 or Level 3 nursing course.
4. The student cannot have failed any nursing course during any time they were enrolled in the nursing program, including pre-LPN completion.
5. A student returning to the 2nd year of the program who previously left the program for any reason will not be eligible for preceptorship upon return to the program.
6. Transfer students from other institutions will not be eligible for preceptorship.

7. Students who declared the LPN route upon entrance into the nursing program and exit the program through the LPN track will be eligible for preceptorship upon return to the ADN program.
8. Any official appeal to the above criteria will not be accepted.

ILLINOIS VALLEY

COMMUNITY COLLEGE

Nursing Career Ladder

CERTIFIED NURSING ASSISTANT

PRACTICAL NURSING

ASSOCIATE DEGREE NURSING

2022-2023

Nursing (RN) Associate in Applied Science

WHAT FOLLOWS IS THE PROGRAM OUTLINE. This program is not designed for students transferring to other colleges or universities. As a rule, courses with a second digit "0" are designed to transfer. Students planning to transfer should consult a Counselor to verify the transferability of courses. Prerequisites for courses are noted in the IVCC Catalog. Program Pre-Admission Information is included if applicable.

First Year

Courses	Semester	Credit hour
ALH 1002 Human Growth & Development for Health Workers	Fall	3
BIO 1007 Anatomy & Physiology I	Fall	4
BIO 1009 Microbiology	Fall	4
NUR 1200 Foundations of The Nursing Profession	Fall	8
NUR 1205 Pharmacology I for The Nursing Student	Fall	1.50
ALH 1000 Introduction To Nutrition	Spring	3
BIO 1008 Anatomy & Physiology II	Spring	4
NUR 1206 Pharmacology II for The Nursing Student	Spring	1.50
NUR 1210 Mental Health Nursing	Spring	3
NUR 1211 Holistic Nursing I	Spring	5
PSY 1000 General Psychology	Spring	3
Year Total:	20.5	19.5

Second Year

Courses	Semester	Credit Hours
ENG 1001 English Composition I	Fall	3
NUR 2200 Management Concepts in Nursing	Fall	2
NUR 2201 Holistic Nursing II	Fall	5

NUR 2202 Maternal Child Nursing I	Fall	4
SOC 1000 Introduction To Sociology	Fall	3
ENG 1002 English Composition II	Spring	3
NUR 2210 Issues in Professional Nursing	Spring	1
NUR 2211 Holistic Nursing III	Spring	5
NUR 2212 Holistic Nursing IV	Spring	5
Year Total:	17	14

Total Credit Hours-71

For additional information please consult any counselor at (815) 224-0360 or counseling@ivcc.edu.

Students are encouraged to see a counselor for admission and application information for the Nursing program. Students are also encouraged to attend a Nursing Information Session, call (815) 224-0439 for details. Although the program is designed to be completed in (4) semesters, it is highly recommended that students complete most, if not all non-nursing courses prior to the start of the first Nursing course. If not, all non-nursing, general education courses, must be completed prior to or concurrently with the nursing courses with which they are listed in the curriculum pattern. Failure to complete these general education courses will result in a student being ineligible for graduation and ineligible to take the NCLEX exam for licensure. **Placement testing is to be completed no later than the Spring semester prior to taking the first NUR course: Eligible to enroll in MTH 1206 or completion of MTH 0910 or MTH 0900 with a C or better.**

All nursing and non-nursing courses must be completed with a "C" or better. Successful completion of Certified Nursing Assistant (CNA Program) is required for admission into Nursing Program. SFC 1000 and ALH 1001 are recommended. Most nursing courses (NUR) are 8 weeks in length, 4 days a week. There is no evening or part-time program.

PLEASE NOTE: This is a limited admission program that requires a separate application process. The above excerpts have been taken from the IVCC Nursing Admission Handbook, <https://www.ivcc.edu/admissions/nursingadmissions.php>. Please refer to that document for all application, admission, and retention information. All students will be required to have a criminal background check and a drug test prior to starting the program. A felony may prevent you from becoming licensed and/or working in a health care profession. <http://www.ilga.gov/commission/jcar/admincode/068/068013000A01000R.htm>

Practical Nursing (LPN) Certificate

WHAT FOLLOWS IS THE PROGRAM OUTLINE. This program is not designed for students transferring to other colleges or universities. As a rule, courses with a second digit "0" are designed to transfer. Students planning to transfer should consult a Counselor to verify the transferability of individual

courses. Prerequisites for courses are noted in the IVCC Catalog. Program Pre-Admission Information is included if applicable.

Courses	Semester	Credit Hours
ALH 1002 Human Growth & Development for Health Workers	Fall	3
BIO 1007 Anatomy & Physiology I	Fall	4
BIO 1009 Microbiology	Fall	4
NUR 1200 Foundations of The Nursing Profession	Fall	8
NUR 1205 Pharmacology I for The Nursing Student	Fall	1.50
ALH 1000 Introduction To Nutrition	Spring	3
BIO 1008 Anatomy & Physiology II	Spring	4
ENG 1001 English Composition I	Spring	3
NUR 1206 Pharmacology II for The Nursing Student	Spring	1.50
PSY 1000 General Psychology	Spring	3
NUR 1210 Mental Health Nursing	Spring	3
NUR 1211 Holistic Nursing I	Spring	5
NUR 1220 Role of The Licensed Practical Nurse	Summer	1
NUR 1221 Holistic Medical/Surgical Nursing for The Practical Nurse.	Summer	5
Year Total:	22.5	6

Total Credit Hours: 49

For additional information please consult any counselor at (815) 224-0360.

Students are encouraged to see a counselor for admission and application information for the Nursing program. Students are also encouraged to attend a Nursing Information Session, call (815) 224-0439 for details.

Although the program is designed to be completed in two semesters and a summer, it is highly recommended that students complete most, if not all non-nursing courses prior to the start of the first Nursing course. If not, all non-nursing, general education courses, must be completed prior to or concurrently with the nursing courses with which they are listed in the curriculum pattern. Failure to complete these general education courses will result in a student being ineligible for graduation and ineligible to take the NCLEX exam for licensure.

All nursing and non-nursing courses must be completed with a "C" or better. Successful completion of Certified Nursing Assistant (CNA) Program is required for admission into Nursing Program. SFC 1000 and ALH 1001 are recommended.

Most nursing courses (NUR) are 8 weeks in length, 4 days a week. There is no evening or part-time program.

PLEASE NOTE: This is a limited admission program that requires a separate application process. The above excerpts have been taken from the IVCC Nursing Admission Handbook, ivcc.edu/admissions/nursingadmissions.php. Please refer to that document for all application, admission, and retention information. All students will be required to have a criminal background check and a drug test prior to starting the program. A felony may prevent you from becoming licensed and/or working in a health care profession.

<http://www.ilga.gov/commission/jcar/admincode/068/068013000A01000R.html>

Certified Nursing Assistant (CNA) Certificate

WHAT FOLLOWS IS THE PROGRAM OUTLINE. This program is not designed for students transferring to other colleges or universities. As a rule, courses with a second digit "0" are designed to transfer. Students planning to transfer should consult a Counselor to verify the transferability of individual courses. Program Pre-Admission Information is included if applicable.

Course	Semester	Credits
ALH 1214- Certified Nursing Assistant (CNA)	Any Semester	8

Total Hours: 8

For additional information please consult any counselor at (815) 224-0360 or christine_blaydes@ivcc.edu, (815)224-0330.

The Certified Nursing Assistant (C.N.A.) curriculum consists of 1 course which includes lecture, college laboratory practice, and clinical experience in long-term care facility. The C.N.A. Program is approved by the Illinois Dept. of Public Health. Effective Fall 2014, a passing grade of 75% in this course is required in order to be eligible to register for the state competency exam and receive state certification (once the exam is passed). Admission to the C.N.A. course/program does not always follow the usual college schedule. Starting dates are announced in the IVCC class schedule and then via letter to the registered students. The program can be completed in 8 weeks. C.N.A. status is required for admission to the RN and/or Practical Nursing Program. Students must be able to demonstrate these abilities to succeed in this program:

1. Lift 35 pounds with no restriction
2. Perform basic math skills (add, subtract, multiply and divide)
3. Must be sixteen (16) years of age or older
4. Adhere to strict attendance policies for theory, lab, and clinical classes
5. Demonstrate communication skills to safely engage in care of patient/residents

Certain health requirements must be met for admission to the clinical component of the CNA program:

1. Physical Exam
2. TB Skin Test
3. Urine Drug Screen

PLEASE NOTE: All students will be required to have a fingerprinting criminal background check. A misdemeanor or felony conviction may prevent you from becoming certified and/or working in a healthcare setting. Please visit www.idph.state.il.us/nar/home.htm for a listing of disqualifying convictions and waiver information. If you have a disqualifying conviction you must obtain a waiver (as outlined on the Health Care Registry site) prior to starting the ALH 1214 class.

<http://www.ilga.gov/commission/jcar/admincode/068/068013000A01000R.html>

Nursing Admission Worksheet

The IVCC Counseling staff strongly recommends that students interested in Nursing see a Counselor each semester to plan course work and admission to the program. We also strongly recommend attending a Nursing Information Session prior to starting coursework at IVCC. Session dates may be found on the following website: <https://www.ivcc.edu/admissions/nursingadmissions.php>

Placement Testing

Placement testing is to be completed no later than the Spring semester prior to taking the first NUR course.

_____ ENG 0900 (or equivalency if required)

_____ MTH 0900 (or equivalency if required)

_____ RED 1008

Core Courses

Used for calculation in the admission formula

RN & LPN

_____ BIO1007 (summer & fall only) Anatomy & Physiology I

_____ BIO1008 (spring only) Anatomy & Physiology II

_____ BIO1009 Microbiology

_____ ALH1000 Introduction to Nutrition

_____ ALH1002 Human Growth & Development

Additional recommended General Education course work (required to earn the degree/certificate)

RN	LPN
_____ ENG1001	_____ ENG1001

RN	LPN
_____ ENG1002	_____ ALH1202 (Recommended, not required)
_____ ALH1202 (Recommended, not required)	_____ PSY1000
_____ SOC1000	
_____ PSY1000	

SFC 1000 (Strategies for College) Recommended completion of SFC 1000 with a grade of “C” or better

(CNA) Certified Nurses Aide

_____ CNA completion is required for admission to the LPN and RN/ADN program and is to be completed no later than the Spring Semester prior to taking the first NUR course.

_____ CNA must be earned within the last 3 years or 1020 hours worked as a CNA in the last 3 years.

_____ The CNA course number is ALH 1214, it is 8 credit hours.

_____ The CNA course is offered twice a semester in an 8-week format and/or evenings and weekends in an 8 or 16-week format. It is also offered in the summer.

Letter Of Application (Applying to the Program – Fall 2023 Admission)

_____ Complete the letter of application form in Admissions. Students can apply for both programs.

_____ Students must provide proof of residency at the time of submitting the Letter of Intent.

_____ The acceptance, standby, or denial letter will be mailed to the applicant in May.

Pre-Nursing Assessment

_____ All students must take the selected pre-nursing assessment in April.

_____ Students are required to pay for the test at the IVCC Cashier Office when Letter of Application is submitted.

_____ Students are only allowed one attempt for this test. These scores are valid for one year.

*Students are encouraged to use the nursing calculator at <https://www4.ivcc.edu/nursingcalculator/> to assist in estimating admissions scores.

Records and Admissions Nursing Admission Handbook

Application, Selection and Admission for A.A.S. (RN/ADN) & Practical Nursing (LPN)
Information regarding application, selection and admission for the above programs can be found in the Nursing Admission Handbook, located on the IVCC website. For the most current Nursing Admission information. Please refer to: <https://www.ivcc.edu/admissions/nursingadmissions.php>

Advanced Placement Criteria for the Licensed Practical Nurse

The Licensed Practical Nurse must submit the Advanced Placement Request Form to the Nursing Office (A214) for admission to the Associate Degree Nursing Program by October of the year prior to intended admission. (Example: submit the Form to the Director of Nursing by October 31, 2022, if you wish to enter the program in August 2023).

Qualifications necessary to come into the Associate Degree Nursing Program as Advanced Placement:

1. Must be a graduate of a state approved Practical Nurse Program with at least one year of work experience as a LPN and Licensed in the state of Illinois as a Licensed Practical Nurse.
2. Transcripts from Practical Nursing School if other than IVCC must be sent to IVCC's Admissions and Records Office
3. Must meet the required minimum cumulative GPA of 2.5 for admission to the second year of the RN/ADN Nursing Program. When there are more qualified applicants than space available, applicants will be ranked according to GPA. Cumulative GPA is taken from the spring semester prior to the fall entry. In cases where a student has graduated with an Associate in Applied Science Degree, GPA of previous nursing and required courses (ENG1001, ENG1002, ALH1000, ALH 1002, PSY1000, SOC1000, BIO1007, BIO1008, and BIO1009) will be used in calculating GPA.
4. LPN's requesting Advanced Placement must have all the prerequisites completed by the end of spring semester prior to fall entry.
5. IVCC in-district residents will be given priority consideration for advanced placement admission.
6. Applicants must complete required college testing, program testing and required courses, if needed, prior to admission.
7. Prior to entering the second year Nursing Courses, all students must have met the following requirements within the appropriate time frame: ALH 1000, ALH 1002, BIO 1007, BIO 1008, BIO 1009, PSY 1000, ENG 1001, and NUR 1210 if applicable. All of these courses must be completed with a grade of "C" or better. **All required course work must be completed by the end of the spring semester prior to the fall semester entry date.**
 - ALH 1002 Human Growth and Development
 - BIO 1007, 1008 Anatomy and Physiology I and II
 - BIO 1009 Microbiology
 - ALH 1000 Introduction to Nutrition
 - ENG 1001 English Composition I
 - PSY 1000 Introduction to Psychology
 - NUR 1210 Mental Health Nursing
 - ANY Second Year Nursing Class
8. Applicants must provide evidence of LPN work experience of 1,020 hours within the past two (2) years.
9. Students admitted to the LPN program must follow the Advanced Placement Guidelines for admission to the RN/ADN program.
10. After admission to the RN/ADN Program, the following must be completed:
 - Licensed Practical Nurses will submit a copy of current **Illinois** LPN license.
 - Letter of recommendation from LPN's immediate supervisor. This letter must be on official employer letterhead. If NCLEX-PN eligible, a copy of transcripts with program completion date and a letter from the Director of Nursing must be submitted.
 - LPN-RN Mobility exam with a score of 850 or better. This exam is at the expense of the student. If a score of 850 is not achieved, the student must complete remediation in the designated weak areas utilizing a prescribed plan that will be given to the student, and

enroll in and successfully complete the Summer Enrichment Course during the summer session prior to starting the program.

- The applicant must follow the health requirements of the IVCC Nursing Programs and provide necessary documentation as outlined in the Nursing Handbook prior to admission to the first Nursing course with a clinical component.
- **Official transcripts of all previous nursing coursework must be submitted to the Office of Admissions and Records for articulation of previous nursing course credits.**
- Nursing credits will be evaluated on a course-by-course basis. You may be required to provide an original copy of a course syllabus in order to facilitate this articulation review.

Appendix A

SAMPLE

NURSING FORMS

Resolved

Due to Instructor:

Program for Improvement

ILLINOIS VALLEY COMMUNITY COLLEGE
Department of Nursing
Critical Incident: Student Assessment

Student Name: _____

Date: _____

Clinical Facility: _____

1. My reflection on my unsatisfactory clinical performance:

2. What have I learned from this experience?

3. My evaluation of what potential (or actual) consequences this unsatisfactory performance might (or did) cause your patient(s) (physically, financially, psychologically, etc.).

4. My plan to specifically to improve my clinical performance is:

ILLINOIS VALLEY COMMUNITY COLLEGE

Department of Nursing

Critical Incident: Faculty Assessment

Student Name: _____ Date: _____

Clinical Facility: _____

1. Faculty Assessment of unsatisfactory clinical performance:

Signatures:

I have read and discussed this assessment with the instructor and/or Director of Nursing:

Student: _____ Date: _____

Instructor: _____ Date: _____

Director of Nursing: _____ Date: _____

Resolution/Follow-up:

Student: _____ Date: _____

Instructor: _____ Date: _____

- Resolved
- Program of Improvement

Return to Instructor by:

ILLINOIS VALLEY COMMUNITY COLLEGE
Department of Nursing
Need for Professional Development

Student Name: _____ Date: _____

Course: _____

Reason for Need for Professional Development:

- Attendance: _____
- Class Preparation: _____
- Late Assignments: _____
- Other _____

Student's Assessment:

ILLINOIS VALLEY COMMUNITY COLLEGE

Department of Nursing

Need for Professional Development

Student Name: _____ Date: _____

Course: _____

Faculty Assessment:

Signatures:

I have read and discussed this assessment with the instructor and/or Director of Nursing:

Student: _____ Date: _____

Instructor: _____ Date: _____

Director of Nursing: _____ Date: _____

Resolution/Follow-Up:

Instructor: _____ Date: _____

ILLINOIS VALLEY COMMUNITY COLLEGE
Nursing Department
Program of Improvement

Student:

Date:

Course:

Nursing Faculty:

Target Date for Meeting Program of Improvement Plan:

Reason for Program of Improvement:

Critical Incident Need for Professional Development Clinical Deficiencies

Completed form to be returned to instructor by:

1. The following areas of need have been identified and discussed with my instructor:

Identified by Student	Identified by Instructor

2. The following are methods that will be used to make improvements.

Methods	Date & Signature of Nursing Faculty

I acknowledge that if this Program of Improvement carries over into the next applicable nursing course, I am responsible for informing the next instructor of this Program of Improvement by the end of Week 1.

Signatures:

Student: _____ Date: _____

Instructor: _____ Date: _____

Director of Nursing: _____ Date: _____

Program of Improvement satisfactorily completed

Instructor: _____ Date: _____

ILLINOIS VALLEY COMMUNITY COLLEGE

SECTION II

INDIVIDUAL COURSE STRENGTH AND WEAKNESS ASSESSMENT SHEET

COURSE: _____ **NAME:** _____

DATE: _____ **INSTRUCTOR:** _____

- Using your course outcomes (found in course syllabus), evaluate your strengths and weaknesses.

STRENGTHS	WEAKNESSES

- Reviewing the Core Concepts of Critical Thinking, Therapeutic Nursing, Communication, Care Management and Community the 3 that I have accomplished in this course are:

Core Concepts:	Rationale:

- In evaluating my progression toward meeting overall program objectives (found in the handbook) I need to:

Students Signature: _____ Date:

Instructors Signature: _____ Date:

AGREEMENT OF RESPONSIBILITY

ILLINOIS VALLEY COMMUNITY COLLEGE

NURSING DIVISION

815 NORTH ORLANDO SMITH ROAD

OGLESBY, IL 61348

I have received the IVCC Nursing Handbook on _____.

I understand that I am responsible for following all policies & procedures as stated in the handbook.

Signature:

____ Printed Name:

_____ Date:

Status in Program (check one)

1st Year _____

2nd Year _____

Advanced Placement _____

Returning Student _____

