<table>
<thead>
<tr>
<th>Section</th>
<th>Page</th>
</tr>
</thead>
<tbody>
<tr>
<td>IVCC Mission, Vision, and Valued Practice Statements</td>
<td>3</td>
</tr>
<tr>
<td>Philosophy of the Illinois Valley Community College Nursing Programs</td>
<td>4</td>
</tr>
<tr>
<td>Concepts and Threads/Conceptual Framework</td>
<td>5</td>
</tr>
<tr>
<td>Program Outcomes</td>
<td>10</td>
</tr>
<tr>
<td>Graduation Requirements for Associate Degree Nursing</td>
<td>11</td>
</tr>
<tr>
<td>Certificate Requirements for Practical Nursing</td>
<td>13</td>
</tr>
<tr>
<td>Health Requirements</td>
<td>15</td>
</tr>
<tr>
<td>Drug Screening Requirements</td>
<td>17</td>
</tr>
<tr>
<td>Student Criminal Background Check</td>
<td>19</td>
</tr>
<tr>
<td>Academic Requirements</td>
<td>21</td>
</tr>
<tr>
<td>Grading</td>
<td>21</td>
</tr>
<tr>
<td>Math Requirements</td>
<td>22</td>
</tr>
<tr>
<td>Portfolio Guidelines</td>
<td>23</td>
</tr>
<tr>
<td>Testing</td>
<td>23</td>
</tr>
<tr>
<td>Ethical Behavior</td>
<td>24</td>
</tr>
<tr>
<td>Attendance Policies</td>
<td>25</td>
</tr>
<tr>
<td>Disability Policy</td>
<td>25</td>
</tr>
<tr>
<td>Standards for Admission</td>
<td>28</td>
</tr>
<tr>
<td>Retention, Readmission, Promotion</td>
<td>29</td>
</tr>
<tr>
<td>Declared Program Tracks</td>
<td>29</td>
</tr>
<tr>
<td>Student/Faculty Communication</td>
<td>30</td>
</tr>
<tr>
<td>Clinical Requirements</td>
<td>31</td>
</tr>
<tr>
<td>Clinical Facilities</td>
<td>32</td>
</tr>
<tr>
<td>Social Media Policy</td>
<td>33</td>
</tr>
<tr>
<td>Uniform Code</td>
<td>34</td>
</tr>
<tr>
<td>Appearance</td>
<td>35</td>
</tr>
<tr>
<td>Critical Incident</td>
<td>36</td>
</tr>
<tr>
<td>Need for Professional Development</td>
<td>37</td>
</tr>
<tr>
<td>Extracurricular Activities</td>
<td>38</td>
</tr>
<tr>
<td>Attendance at Workshops by Students</td>
<td>39</td>
</tr>
<tr>
<td>Appointments with the Director of Nursing</td>
<td>39</td>
</tr>
<tr>
<td>Appeals Process</td>
<td>40</td>
</tr>
<tr>
<td>Notification of Policy/Handbook revisions/additions</td>
<td>41</td>
</tr>
<tr>
<td>Section</td>
<td>Page</td>
</tr>
<tr>
<td>--------------------------------------------------------------------------------------------------</td>
<td>------</td>
</tr>
<tr>
<td>ACEN Accreditation/Approval</td>
<td>41</td>
</tr>
<tr>
<td>Clinical Evaluation Guidelines</td>
<td>42</td>
</tr>
<tr>
<td>Preceptorship Guidelines</td>
<td>43</td>
</tr>
<tr>
<td>Nursing Career Ladder</td>
<td>44</td>
</tr>
<tr>
<td>Program Guide Sheet for <strong>Nursing Associate Applied Science Degree</strong></td>
<td>45</td>
</tr>
<tr>
<td>Preceptorship Guidelines</td>
<td>46</td>
</tr>
<tr>
<td>Nursing Career Ladder</td>
<td>47</td>
</tr>
<tr>
<td>Nursing Career Ladder</td>
<td>48</td>
</tr>
<tr>
<td>Nursing Admission Handbook</td>
<td>49</td>
</tr>
<tr>
<td>Nursing advanced Placement</td>
<td>49</td>
</tr>
<tr>
<td>Appendix A – Forms</td>
<td>50</td>
</tr>
<tr>
<td>Index</td>
<td>61</td>
</tr>
<tr>
<td>Agreement of Responsibility</td>
<td>62</td>
</tr>
</tbody>
</table>
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 his/her 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/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. He/she applies the nursing process 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.
ILLINOIS VALLEY COMMUNITY COLLEGE
ASSOCIATE DEGREE NURSING

Concepts & Threads

To prepare our graduate to function as a care provider, coordinator/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.
Nursing Judgment

*Nursing judgment* is often referred to as clinical judgment is the “outcome of critical thinking and clinical reasoning” or the conclusion, decision, or opinion nurses make in clinical practice (Alfarao-LeFevre, 2011). 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. Heffner and Rudy (as cited in Potter & Perry, 2013) defines critical thinking as “a continuous process characterized by open-mindedness, continual inquiry, and perseverance, combined with a willingness to look at each unique patient situation and determine which identified assumptions are true and relevant” (p. 193). A critical thinker, according to Potter and Perry (2013) “considers what is important in each clinical situation, imagines, and explores alternatives, considers ethical principles, and makes informed decisions about the care of the patient” (p. 193). Guhde (2010) believed the process of learning to think critically is not intuitive rather, develops over time through self-reflection on one’s own thinking process.

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 Polit and Beck (2013), is “the use of best evidence in making patient care decisions” (p. 2). The premise behind EBP is that nursing decisions are “based on evidence indicating the decisions are clinically-appropriate, cost-effective, and result in positive client outcomes” (Polit & Beck, 2013, p.3).

Communication

**Communication** is the therapeutic exchange of verbal and non-verbal messages involved in human interaction, influenced by multiple variables. Communication is the essence of client-centered nursing care (Potter & Perry, 2013). 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, 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).

**Nursing Informatics** is integrated in all aspects of nursing practice (Zytkowski, 2003). Sensmeier (2010) identified nursing informatics as the processes and technology used by nurses to manage information in the health care setting. Nursing informatics centers on how nurses uses information, data, and knowledge to make clinical judgments and deliver care (Sensmeier, 2010).
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 his/her 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, 2013). 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 (2013) proclaims *caring* is the essence of nursing. Leininger (as cited in Potter & Perry, 2013) suggests that the concept of caring sets nursing apart from other health disciplines. Amendolair (2012) simply states that “caring is the process of knowing, being with, doing for, enabling, and maintaining a belief…in terms of the responsibility to care for others and to develop connection with others” (p. 36). 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 (2011) 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 (2013) claim, *safety* is a basic human need. Safety initiatives minimize risk through individual performance as well as system effectiveness (QSEN, 2001). *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 (2011) 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, 2011). *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, 2011). Nursing involves the collaboration of many individuals, including interprofessional 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, 2013). *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, 2011). *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, 2013). *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, Zhanb, & Puna, 2012). Integrity builds trust with patients, families, and professional peers. Potter and Perry (2013) 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. 201). *Accountability* is the capacity to answer for one’s actions to confirm professional actions are understandable to patients and professional peers (Potter & Perry, 2013). 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. Characteristics of a life-long learner are reflection, questioning, enjoying learning, understanding the dynamic nature of knowledge, and engaging in learning through actively seeking learning opportunities (Davis et al, 2013).

References


PROGRAM OUTCOMES of the IVCC ASSOCIATE DEGREE NURSING PROGRAM
At the completion of the program the graduate will be able to:

1. Incorporate principles from the nursing process to develop a nursing practice that is directed toward health promotion, health maintenance, restoration of health, and protection from injury to a diverse population of clients throughout the life span.

2. Collaborate as a provider & manager of care utilizing nursing judgment, therapeutic nursing, & communication skills to meet the holistic needs of the client and/or aggregates.

3. Integrate principles of nursing practice and advocacy in a professional, safe, and caring manner with a respect for the beliefs and cultural diversity of the client and/or aggregates.

4. Practice nursing within the ethical and legal frameworks of the profession in accordance with guidelines set forth in the Illinois Nursing and Advanced Practice Nursing Act and the American Nurses Association (ANA) Code of Ethics.

5. Adopt a spirit of inquiry through integration of evidence-based practice.

6. Demonstrate personal accountability and commitment to professional growth, self-development, and life-long learning.

ASSOCIATE DEGREE NURSING PROGRAM OUTCOMES MEASUREMENTS

1. Seventy percent of students admitted to IVCC nursing programs will graduate within 36 months of start of nursing program.

2. Seventy percent of students who take the HESI RN Exit Exam (HESI IV) will attain a score of 850 or above on the first attempt.

3. Ninety percent of the graduates who take the NCLEX-RN will pass the examination on the first attempt and meet or exceed the national and state average.

4. Ninety percent of the surveyed graduates who seek employment will be employed in nursing within six months of graduation.

5. Ninety percent of the surveyed graduates will express satisfaction with the entry level knowledge skills of IVCC ADN graduates.

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 critical thinking in the application of the nursing process in administering safe nursing care in a variety of health care settings.

8. One hundred percent of the graduates will practice nursing within the ethical and legal frameworks of the profession and of the employing entity.

9. Ninety percent of surveyed graduates will assume responsibility for personal and professional growth.

10. Ninety percent of surveyed graduates will state they demonstrate appropriate therapeutic nursing interventions.
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. Practice nursing within the ethical & legal frameworks of practical nursing in accordance with guidelines set forth in the Illinois Nursing and Advanced Practice Nursing Act and of the employing agency.

4. 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. A diagnostic readiness test (HESI RN Exit Exam) is required prior to application for NCLEX-RN. This test will be taken during the last eight weeks of the program. If a student receives a score below 850 on the HESI RN Exit Exam the student will receive an incomplete in NUR 2210 and their name will not be released to register for the NCLEX exam until prescribed remediation and re-test is completed. Please refer to Retention, Readmission, & Progression 1.f., page 29.

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 he/she expects 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.
9.1 **The State of Illinois requires all candidates for license to answer the following questions:**

<table>
<thead>
<tr>
<th>Part VI: Personal History Information <em>(This part must be completed by applicants)</em></th>
<th>Yes</th>
<th>No</th>
</tr>
</thead>
<tbody>
<tr>
<td>1. Have you been convicted of any criminal offense in any state or in federal court (other than minor traffic violations)? <em>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.</em></td>
<td></td>
<td></td>
</tr>
<tr>
<td>2. Have you been convicted of a felony?</td>
<td></td>
<td></td>
</tr>
<tr>
<td>3. If yes, have you been issued a Certificate of Relief from Disabilities by the Prisoner Review Board? <em>If yes, attach the copy of the certificate.</em></td>
<td></td>
<td></td>
</tr>
<tr>
<td>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? <em>If yes, attach a detailed statement, including an explanation whether or not you are currently under treatment.</em></td>
<td></td>
<td></td>
</tr>
<tr>
<td>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? <em>If yes, attach a detailed explanation.</em></td>
<td></td>
<td></td>
</tr>
<tr>
<td>6. Have you ever been discharged other than honorably from the armed service or from a city, county, state or federal position? <em>If yes, attach a detailed explanation.</em></td>
<td></td>
<td></td>
</tr>
</tbody>
</table>

**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 his/her 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 graduation 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 he/she 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 he/she must apply and meet the criteria for advanced placement or accelerated advanced placement status.

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

<table>
<thead>
<tr>
<th>Part VI: Personal History Information (This part must be completed by applicants)</th>
<th>Yes</th>
<th>No</th>
</tr>
</thead>
<tbody>
<tr>
<td>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.</td>
<td></td>
<td></td>
</tr>
<tr>
<td>2. Have you been convicted of a felony?</td>
<td></td>
<td></td>
</tr>
<tr>
<td>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.</td>
<td></td>
<td></td>
</tr>
<tr>
<td>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.</td>
<td></td>
<td></td>
</tr>
<tr>
<td>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.</td>
<td></td>
<td></td>
</tr>
<tr>
<td>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.</td>
<td></td>
<td></td>
</tr>
</tbody>
</table>
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 his/her 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.
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.

   If 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 an 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. A complete physical exam documented on **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 bringing it to the Health Professions Division Office (A 214).

   In addition:

   a. If the student has been out of the nursing program for one semester or longer, you will be required to obtain a physical exam prior to returning to the nursing program.

   b. If the physical health status changes, you will be required to obtain a physical exam.

   c. The IVCC nursing faculty reserves the right to ask the student to repeat a physical if a health issue arises.

8. The IVCC Nursing programs must adhere to health requirements of the contracted clinical agencies.

9. Students who have not returned **completed** immunization records and physical examination forms to the Nursing Office by the **date on the physical form** may be dropped from the program. **The physical form must be completed in its entirety by this date.**

***You should keep a copy of these forms for your own record. ***
Health Problems

If a nursing student has a current health problem or develops a change in health status, he/she must notify the instructor(s) and the Director of Nursing at the time of occurrence. (Ex.: latex allergies, lifting restrictions, pregnancy restrictions).

A student with a change in health status may continue in the nursing program with his/her health care provider’s written permission as long as he/she can accomplish the objectives of the nursing program.

If a student is under a health care provider’s care for illness, or 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.”

It is the student's responsibility to abstain from the clinical areas if he/she has an infectious condition.

Pregnancy

If a nursing student is pregnant, she must notify the Director of Nursing and her instructor(s) as soon as pregnancy is confirmed.

A pregnant student may continue in the nursing program if she meets the following criteria:

1. Secures written permission from her health care provider to work in the clinical setting without any restrictions. This must be on a prescription form or appropriate letterhead.

2. Demonstrates the ability to fulfill the requirements and objectives of the nursing program.

3. Notifies the Director of Nursing and current instructors regarding any change in her health status.

4. Postpartum: cannot return to clinical without a full release from the student’s health care provider.
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 returning after a minimum of one year of absence from the nursing program. 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 out of the program longer than one year. 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 he/she plans to continue in nursing. Additionally, if a random drug screen is positive without documentation of medical necessity, or a student refuses 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 1201 and NUR 1205, he/she will have to go through the admissions process again. After successfully completing NUR 1201 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.

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 of 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 to the collection site.

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:**

<table>
<thead>
<tr>
<th>Drug</th>
<th>Metabolite</th>
</tr>
</thead>
<tbody>
<tr>
<td>Marijuana (THC)</td>
<td>Methadone</td>
</tr>
<tr>
<td>Cocaine</td>
<td>Propoxyphene</td>
</tr>
<tr>
<td>Amphetamines/Methamphetamines</td>
<td>Opiates2</td>
</tr>
<tr>
<td>Phencyclidine (PCP)</td>
<td>Barbiturates</td>
</tr>
<tr>
<td>Benzodiazepines</td>
<td>Methaqualone</td>
</tr>
</tbody>
</table>
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 Certified Background Check, a company selected by IVCC. If the background check is positive and reveals a 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:


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 www.certifiedbackground.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 more than one year, 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 Dean of Health Professions / DON of the program. 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 Certified Background 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 Intake and Records will access the electronic report from Certified Background 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 to verify if the “hit” was in error or true.

If the student believes the conviction is erroneous, he/she 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 & Promotion, pg. 29).

2. Students who have withdrawn from the program, or fail a course and wish to return, will be given mandatory remediation. 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 required unless the course is not offered or space is not available. (See Retention, Readmission and Promotion) If space is not available student may take the other course offered at the same level.

4. A student will not be readmitted to the nursing program after two (2) academic failures/withdrawals from any nursing courses.

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. Grades will be posted or given to students at times and places designated by the instructor(s) who teach the course.

8. Students are assigned written activities per nursing course as coordinated by the lecture 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.

9. Grading scale for the IVCC Nursing courses will be as follows:
   
<table>
<thead>
<tr>
<th>Grade</th>
<th>Percentage</th>
</tr>
</thead>
<tbody>
<tr>
<td>A</td>
<td>93 - 100</td>
</tr>
<tr>
<td>B</td>
<td>86 - 92</td>
</tr>
<tr>
<td>C</td>
<td>80 - 85</td>
</tr>
<tr>
<td>D</td>
<td>70 - 79</td>
</tr>
<tr>
<td>F</td>
<td>Below 70</td>
</tr>
</tbody>
</table>

   a. A grade of 80.00% (no rounding) or above is required in each of the following areas:
   i. Unit examinations including the final examination
   ii. If a score below 80.00% is received on any test, a student will have to complete and submit a learning contract with a self-prescribed plan for future success within 48 hours of the exam. Students who have not submitted a completed learning contract will not be allowed to take the next exam. See appendix for sample form.
   iii. Extra-credit will not be offered in a nursing (NUR) course.

   b. The clinical component of the nursing course will be Pass/Fail based on:
   i. Achievement of course outcomes.
iii. Performance of specific skills for a current course, as well as skills previously taught in other courses.
iv. A passing grade on the clinical correlation project/or other written requirements.
v. Attendance.
vi. Unsatisfactory performance (see Guidelines for Critical Incident, pag. 3610.), 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.**
vii. Mandatory meeting with 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.

c. In order to pass a nursing course with a clinical component, a passing grade must be obtained both in the clinical and theory components.

10. 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 styles. 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 Disability Services Office located in C-211, the phone number is 224-0284. The student is responsible for giving this documentation to the instructor each eight weeks.

**Math Requirements**

**Level I**

**First 8 week period:** Any student who has not passed the nursing math test with a score of 90% by the end of the second week must contact the tutoring center at Ext. 479 to make an appointment with a peer tutor. The nursing math test must be passed by the end of this 8 week session in order to progress in the Nursing program. The nursing lab instructor cannot be the tutor.

**Second 8 week period:** The student is not allowed to pass medications in the acute care setting until the nursing math test is passed with a score of 90%. Any student who has not passed the nursing math test by the end of the first week must contact the tutoring center at Ext. 479 to make an appointment with a peer tutor. If a nursing math test is not passed by the end of week 2 the student must drop the course.

**Level II and NUR 1221**

The student is not allowed to pass medications in the clinical setting until a nursing math test is passed with a score of 90%. If a math test is not passed by the end of week 1 the student must contact the tutoring center at Ext. 479 to make an appointment with a peer tutor. If a nursing math test is not passed by the end of week 2 the student must drop the course.

**Level III and Level IV**

The student is not allowed to pass medications in the clinical setting until a nursing math test is passed with a score of 100%. If a nursing math test is not passed by the end of week 1 the student must drop the course.

**Advanced Placement Students:** All Advanced Placement students must comply and abide by the guidelines set forth for other nursing students.

**Math retake tests for the appropriate level (Level 2-4) can only be taken in the Assessment Center.**
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.

Section I. Signature Sheet

Section II. Personal Mission Statement
Reflective statement of personal mission for nursing

Section III. All Student Strength & Weakness Sheets

Section IV. All Clinical Correlation Projects

Section V. Each Course Grid with Sample Assignments
Tab each course separately with dividers

Section VI. Professional Development

Section VII. HESI results

Section VIII. Health / Certification Requirements

Testing

1. Students are expected to take all examinations/quizzes on designated days, place, and time as scheduled by instructor.

2. Students are responsible for notifying the instructor prior to examination if they expect to be absent by office voice mail and 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.

3. 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 (0) for the examination/quiz.
4. Students who miss an examination/quiz may be expected to take a different examination/quiz over the same content.

5. 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/8 weeks can be taken late in the Assessment Center.

6. The student will receive a zero (0) for the second missed exam.

7. If the student has to change the date for the make-up exam in the Assessment Center, to the student must notify the instructor.

8. PDA’s (Personal Digital Assistant) or cell phone calculators cannot be used during testing. Only regular calculators without a cover can be used.

9. See Academic Requirements Section #10 (pg. 22) regarding testing format.

10. See Retention, Readmission and Promotion 1.d and 1.e (pg. 29) for more information regarding HESI Exams.

**Ethical Behavior**

1. Students will demonstrate respect and professionalism towards all persons in words and actions in all settings.

2. 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 exclusive.

   a. Students involved in cheating of any kind will receive a zero (0) for the assignment and be subject to dismissal from the nursing program.
   b. Falsification of information in any classroom or clinical setting.
   c. Taking supplies or equipment from the college or health agency without permission of the instructor.
   d. 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)
   e. A violation of confidentiality related to patient care, clinical setting, or other professionals.
   f. Inappropriate use of social media. Refer to Social Media Policy (pg. 33).

3. 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.

4. 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).

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 clinical 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.

Disability Policy

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 Disability Services to determine whether they are eligible for services and/or what documentation will be needed to support their request for services. The Disability Services 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 Disability Services Office. The student is responsible for giving this documentation to the instructor. The Disability Services Office 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 (ADAAA).

Disability is defined in the Act as:

1. 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 the following: 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 the ability to perform these essential functions with or without reasonable accommodations result in the inability to meet identified student learning outcomes, the student may be at risk of not successfully completing the course and/or program. To function effectively and safely the student must be able to do 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 be able to tolerate physically taxing workloads and be able to multitask effectively and efficiently under stress. They must be able to 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 be able to speak, to hear and observe patients in order to elicit information, describe changes in mood, activity, and posture, and perceive, see, and interpret nonverbal communications. Students must be able to communicate effectively and sensitively with patients, colleagues, and other personnel. Communication includes not only speech but also reading and writing. Students must be able to communicate in English effectively and efficiently in oral and written form with all members of the health care team, patients and families. (See specific Functional Requirements)

**Sensory**

Students must be able to observe a patient accurately. Observation necessitates the functional use of the senses of vision, smell, touch, hearing, and somatic sensation. (See specific Functional Requirements)

**Motor**

Students should have sufficient motor function to independently elicit information from patients by palpation, auscultation, percussion, and other assessment techniques. Students should be able to execute gross and fine motor movements required to provide general care and emergency treatment of patients. Many actions require coordination of both gross and fine muscular movements, equilibrium, and functional use of the senses of touch and vision (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.
- Auditory ability sufficient to hear verbal communication from clients and members of the health team; includes ability to respond to emergency signals.
- Discern soft sounds, such as those associated with taking a blood pressure.
- Visual acuity to acquire information from documents such as charts.
- Comfortable working in close physical proximity to patients.

Motor Capability

- Move from room to room and maneuver in small spaces.
- Transfer patients who may require physical assistance.
- Guard and assist patients with ambulation.
- Perform exercise techniques, including applying resistance during exercise.
- Lift and carry up to 50 pounds, and exert up to 100 pounds force or push/pull.
- Squat, crawl, bend/stoop, reach above shoulder level, use standing balance, and climb stairs.
- Use hands repetitively; use manual dexterity.
- Perform CPR.
- Travel to and from academic and clinical sites.

American with Disabilities Amendment Act

(ADAAA) Guidelines apply to all qualified disabled persons with a disability as defined by ADAAA. 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.
<table>
<thead>
<tr>
<th>STANDARD</th>
<th>Some Examples of Necessary Activities (Not all inclusive)</th>
</tr>
</thead>
<tbody>
<tr>
<td>Critical thinking abilities sufficient for clinical judgment.</td>
<td>Identify cause-effect relationships in clinical situations, develop nursing care plans</td>
</tr>
<tr>
<td>Interpersonal communication abilities sufficient to interact with individuals, families, and groups from a variety of social, emotional, cultural, and intellectual backgrounds.</td>
<td>Establish rapport with patients/clients, families and colleagues.</td>
</tr>
<tr>
<td>Communication abilities sufficient for interaction with others in verbal and written form.</td>
<td>Explain treatment procedures, initiate health teaching, document and interpret nursing actions and patient/client responses – verbal &amp; nonverbal.</td>
</tr>
<tr>
<td>Abilities sufficient to move from room to room and maneuver in small spaces.</td>
<td>Move around in patient’s rooms, work spaces, and treatment areas, administer cardiopulmonary procedures.</td>
</tr>
<tr>
<td>Abilities sufficient to provide safe and effective nursing care.</td>
<td>Calibrate and use equipment independently; turn, position and transfer patients/clients. Perform all psychomotor skills (ex. CPR)</td>
</tr>
<tr>
<td>Abilities sufficient to monitor and assess health needs.</td>
<td>Hear monitor alarms, emergency signals, auscultator sounds, cries for help. Read digital displays and syringe calibrations.</td>
</tr>
<tr>
<td>Abilities sufficient for physical assessment.</td>
<td>Perform palpation, auscultation functions of physical examinations and/or those related to therapeutic interventions, e.g., insertion of a catheter.</td>
</tr>
<tr>
<td>Abilities sufficient to maintain patient and student safety.</td>
<td>Apply and remove personal protective equipment, e.g., apply and remove gown, gloves, mask and goggles. Lift and manipulate/move 45-50 pounds weekly and sometimes daily, e.g., position patients/clients, move equipment.</td>
</tr>
</tbody>
</table>

*NOTE:*

While accommodations will be provided to the student at IVCC in accordance with the ADAAA 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 Regulations 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 the IVCC Disability Services Office and,
- 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.*
1. Retention, Readmission, Remediation, and Progression are based upon:

a. 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.

b. 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.

c. 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.

d. All nursing students must take the appropriate level HESI exam at the end of each level and complete mandated remediation as indicated by remediation score prior to the beginning of the next level course.

e. If the student scores below 850 on the HESI II the student must complete mandatory Case Studies remediation with a ‘C’ or better during the summer prior to the start of their second year of the nursing program. This is equivalent to a two hour course and taught by a nursing instructor.

f. All ADN students will take the HESI-IV at the end of the 2nd year of the program. If the score is below 850 the student will receive an incomplete in NUR 2210 until prescribed remediation and re-test is completed. This means that the student’s name will not be released to register for the NCLEX exam until remediation is complete. The timeline is at the discretion of the Director of Nursing. After the completion of the prescribed remediation and the completion of the second version of the HESI-IV, the student’s grade for NUR 2210 will be posted to their transcript and the forms to test for NCLEX-RN will be submitted. The re-testing of the HESI-IV is at the student’s own expense.

2. Declared Program Tracks – Registered Nurse (ADN) or Practical Nurse

a. 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, he/she will forfeit his/her 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.

f. A student enrolled in the Practical Nurse track will not be allowed to continue in the ADN (RN) track. The student will need to graduate as a Practical Nurse, be successful with NCLEX exam, and then follow the policies for Advance Placement for admission into the ADN (RN) Program.

3. Readmission to the program following withdrawal or failure in a course will be determined by:

a. Space available.

b. Number of qualified students applying who have never attempted the course.

c. Cumulative GPA.

d. Duration of time the student has been out of the nursing program.
e. Completion of prescribed remediation. Remediation may include but is not limited to SFC 1000, NUR 1205, NUR 1206, RED 1008, SSK 0906, SSK 0902, proficiency of skills, and review of assigned computer programs.

4. If a student fails NUR 1201 they must reapply to the program for the following year with a new Letter of Intent.

5. Reentry to the program cannot be guaranteed.
   A student will not be readmitted to the Nursing Program after two (2) academic failures/withdrawals or after one (1) clinical failure.
   
a. Students who have never attempted the courses will have priority enrollment.
   
b. Students out of the program for more than one semester will follow current handbook.

6. 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 may be 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.

7. 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.

8. If a student fails the clinical component of a nursing course he/she will be allowed to attend other remaining on-campus nursing classes (theory, seminar, or on campus lab) associated with the failed course until the appeals process related to the clinical failure is completed. The student will not be allowed to attend clinical. If the appeal is not granted, the student will fail the course.

9. Students are expected to abide by the Nursing Student Handbook for the current school year.

10. All returning students must purchase current textbooks.

11. The cost of any competency exams, which may be required as remediation, is the responsibility of the student.

12. Any student convicted of a felony while in the nursing program will be dismissed from the program.

13. 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.

3. All name changes, change of address or phone numbers must be communicated to the nursing office, current nursing instructors, and to the Records Department.
Clinical Requirements

1. It is recommended that students not register for clinical units where they are employed. In clinicals with preceptorships, students cannot register for the clinical site at which they work as an LPN.

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 should 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 turned into the Nursing Office 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 immunization records must be on file by the date as noted on the physical form. Students who do not have completed physical forms and immunization records on file by that date will be dropped from the program and will not be guaranteed their space if re-admitted. Students should keep a copy of these forms for their own record.

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 (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 number of students and faculty/student ratio. This means a student will be given an “Incomplete” and not allowed to progress to 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:

   a. Students will not identify patient, nursing staff, physicians, other persons or agencies by name in nursing process papers, notes, or other learning situations.
b. Students will not discuss agency situations, nursing staff, physicians, or patients with friends, family or in public places.

c. Students may not solicit the services of a health care provider for personal health problems during the clinical assignment hours.

d. Students may not photocopy any patient information. No patient print-outs (i.e. patient profiles, laboratory results) may be taken from the clinical site.

e. See Social Media Policy (pg. 33)

14. Students will not discuss their personal problems with patients and/or agency staff.

15. 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 an unsatisfactory performance, and/or failure of the course.

16. Students will not contact patients or staff regarding past clinical experiences.

17. Students are expected to demonstrate mature adult behavior and to show respect to all persons in the clinical agency.

18. Accountability and high standards of nursing practice as set forth by the Illinois Nursing and Nursing Advanced Practice Act are expected of all students.

19. Unsatisfactory clinical performance will result in a failing grade for the course (see Critical Incident, pg. 36). This supersedes the college policy for early withdrawal. (See Academic Requirement: Grading, pg. 21)

20. All unusual occurrences in the clinical facility will be documented and kept on file in the nursing office (i.e. injury, patient falls, medication errors).

21. 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

Inappropriate content must not be posted to any social media platform. Inappropriate content includes but is not limited to the following:

- Patient information
- Stories or anecdotes related to patients, their families or peers as cared for in the clinical setting
- 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.
- Any pictures taken, saved, forwarded, or posted of any patients or family members (with or without apparent identification) even if permission is granted.

Nursing students must adhere to all clinical agency guidelines regarding confidentiality and use of social media. 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.

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.

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.
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:

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., 2011)
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 and lab jacket will be white and pants will be dark purple. Yellowing and/or graying tops or lab coats are unacceptable. Students will be informed of a choice of locations from which they can purchase specifically approved uniforms.

2. The college identification patch must be sewn 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.

5. Clean white shoes are required. No open toe or heel-less shoes are permitted. Plain white socks may be worn with pant uniforms.

8. Students must wear their IVCC ID badge while at the clinical agency or alternative experience.

9. Sweaters, jackets, sweatshirts, etc. may not be worn on the clinical unit.

10. **No** uniforms or scrubs may be worn on the college campus at any time.
11. The uniform includes: watch with a sweep second hand or digital watch, bandage scissors, pen with black ink and ID badge. (Student Picture ID)

12. Specific dress codes may be given for specific experiences.

13. 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 code:**

1. Professional looking clothes shall be worn-i.e.-no blue or colored jeans, capris, shorts, sleeveless or halter tops or crop tops or low waist slacks. Skirts and dresses must be at least knee length. Hemlines should be no longer than the heel of the shoe.

2. A clean, wrinkle-free laboratory coat with college identification patch must be worn over street attire except in the Mental Health Nursing rotation.

3. 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. Nail polish should be clear. No artificial nails.

2. Hair must be off the collar, neat and away from the face. No hair ornaments such as decorative barrettes or clips, combs or bows are permitted. Only simple 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 spacers through the nostrils, lips, tongue, eyebrows or any visible place other than the ears are prohibited.

5. Students are not to chew gum or smoke while at clinical or at an alternative experience.

6. All visible tattoos must be covered before arriving to clinical or alternative clinical experience.

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.
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 he/she is 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.
   a. Breach of professional ethics (refer to Ethical Behavior, pg. 24) / confidentiality (refer to Social Media, pg. 33)
   b. Violation of attendance policies (refer to Attendance Policies, pg. 25)
   c. Failure to correct deficiencies in uniform and appearance (refer to Uniform Code and Appearance pg. 34 & 35)
   d. Jeopardizing the physical or mental well-being of the patient. Some examples are:
      i. Administering a medication without first checking it with the instructor.
      ii. Preparing the wrong dose or type of medication.
      iii. Administering a medication to the wrong patient.
      iv. Administering a medication without checking the patient's I.D. band and not following the individual institution’s policies on medication administration.
      v. Omitting the administration of medication.
      vi. Being unable to correctly calculate math problems such as IV infusion rates or medication doses.
      vii. Inappropriate, incorrect or untimely documentation.
      viii. 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.
      ix. Inability to perform previously learned skills.
   e. Demonstrating mental/emotional instability, which may jeopardize the physical/mental well-being of the patient.
   f. Reporting to the clinical unit under the influence of alcohol or drugs.
   g. Other reasons deemed serious by the instructor(s) and/or the Director of Nursing.
4. A student may be dismissed from a nursing course on the basis of deficient nursing skills and performance.

5. 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.

6. 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.

7. If a student fails the clinical component of a nursing course he/she 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.

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.

2. A Need for Professional Development is a reporting system that identifies areas of student concerns, 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:
   a. Attendance issues: Missing greater than 10% of class or excessive tardiness to class
   b. Turning in assignments late or incomplete
   c. Coming to lab, seminar, or class unprepared
   d. Disrespectful behavior to faculty, staff, or peers
   e. Lack of adherence to college or nursing dress code
   f. Failure to equally participate in group assignments
   g. Failure submit learning contracts by deadline
   h. 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 a Need for Professional Development citation:
   a. The nursing student should review the Nursing Handbook regarding Need for Professional Development citation.
Once the student is notified that he/she is receiving a Need for Professional Development, the following is the student’s responsibilities:

b. 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.

c. 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 supercedes the college policy of early withdrawal.

**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:

   a. General information about eligibility for Alpha Delta Nu Honor Society:
      - Students must have attained a 3.0 overall GPA
      - 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.

   b. 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

1. The office of the Dean of Health Professions/Interim Director of Nursing is located in A-217.

2. Students who wish to consult with the Dean of Health Professions/Interim Director of Nursing must schedule an appointment through the administrative assistant (815-224-0485).

3. Questions regarding individual courses and grades should be first directed to the instructor for that course.

4. If efforts fail to achieve desired ends in discussions with the faculty member, an appointment with the Dean/Director is appropriate.
Nursing Program Appeals Process

If a student is not satisfied with an issue related to the nursing program, he/she 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 Dean of Health Professions/Interim Director of Nursing. The Dean 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 of Health Professions/Interim Director of Nursing or her/his 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 of Health Professions/Interim Director of Nursing or her/his 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, he/she 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.
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


Revised 7/2015
Clinical Evaluation Guidelines

Clinical evaluation documents the student’s ability to demonstrate that he/she meets 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 objectives to pass the clinical component of the course.

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, he/she will receive an Unacceptable (U) rating in 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 2014-2015 course.

Reviewed 7/15
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 (Luhanga et al., 2010; Kaviani and Stillwell, 2000). Billay and Mirrak (2008) summarized the definition and purpose of preceptorship in nursing education in the following statement:

- The preceptorship model as an approach to the teaching and learning process within the context of the practice setting affords students the opportunity to develop self-confidence while increasing their competence as they become socialized into the profession of nursing (p. 259).

References:


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

- Students must be recommended by their clinical instructor.

- No Critical Incident report during the second year

- No “Deficiency – D” in the final clinical evaluation for the second eight (8) weeks of fall and first eight (8) weeks of the Spring semester (4th semester)

- No failing grade in the first eight (8) weeks of the Spring semester (4th semester)

- A student returning to the second year of the program who previously left the program for any reason, other than exiting through the LPN track will not be eligible for preceptorship.

- Preceptorship is only offered in the second 8-weeks of the fourth semester.
ILLINOIS VALLEY COMMUNITY COLLEGE

Nursing Career Ladder

CERTIFIED NURSING ASSISTANT

PRACTICAL NURSING

ASSOCIATE DEGREE NURSING

2015-2016
# 2015-2016

Nursing (RN) Associate in Applied Science

* Placement test results may require additional course work.

<table>
<thead>
<tr>
<th>English</th>
<th>Reading</th>
<th>Mathematics</th>
</tr>
</thead>
</table>

* Prerequisites for specific courses are noted in the IVCC Catalog. See bottom of page for Program Pre-Admission information.

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 "O" are designed to transfer. Students planning to transfer should consult a Counselor to verify the transferability of individual courses.

## Fall, Year 1

<table>
<thead>
<tr>
<th>Course</th>
<th>Title</th>
<th>Units</th>
</tr>
</thead>
<tbody>
<tr>
<td>ALH 1002</td>
<td>Human Growth &amp; Development for Health Workers</td>
<td>3</td>
</tr>
<tr>
<td>B1007</td>
<td>Anatomy &amp; Physiology I</td>
<td>4</td>
</tr>
<tr>
<td>B1009</td>
<td>Microbiology</td>
<td>4</td>
</tr>
<tr>
<td>NUR 1201</td>
<td>Fundamentals of Nursing I</td>
<td>4</td>
</tr>
<tr>
<td>NUR 1202</td>
<td>Fundamentals of Nursing II</td>
<td>4</td>
</tr>
<tr>
<td>NUR 1205</td>
<td>Pharmacology I for Nursing Student</td>
<td>1.5</td>
</tr>
</tbody>
</table>

## Spring, Year 1

<table>
<thead>
<tr>
<th>Course</th>
<th>Title</th>
<th>Units</th>
</tr>
</thead>
<tbody>
<tr>
<td>ALH 1000</td>
<td>Introduction to Nutrition</td>
<td>3</td>
</tr>
<tr>
<td>BIO 1008</td>
<td>Anatomy &amp; Physiology II</td>
<td>4</td>
</tr>
<tr>
<td>NUR 1210</td>
<td>Mental Health Nursing</td>
<td>3</td>
</tr>
<tr>
<td>NUR 1211</td>
<td>Holistic Nursing I</td>
<td>5</td>
</tr>
<tr>
<td>PSY 1000</td>
<td>General Psychology</td>
<td>3</td>
</tr>
<tr>
<td>NUR 1206</td>
<td>Pharmacology II for Nursing Student</td>
<td>1.5</td>
</tr>
</tbody>
</table>

## Fall, Year 2

<table>
<thead>
<tr>
<th>Course</th>
<th>Title</th>
<th>Units</th>
</tr>
</thead>
<tbody>
<tr>
<td>ENG 1001</td>
<td>English Composition I</td>
<td>3</td>
</tr>
<tr>
<td>NUR 2200</td>
<td>Management Concepts in Nursing</td>
<td>2</td>
</tr>
<tr>
<td>NUR 2201</td>
<td>Holistic Nursing II</td>
<td>5</td>
</tr>
<tr>
<td>NUR 2202</td>
<td>Maternal Child Nursing I</td>
<td>4</td>
</tr>
<tr>
<td>SOC 1000</td>
<td>Introduction to Sociology</td>
<td>3</td>
</tr>
</tbody>
</table>

## Spring, Year 2

<table>
<thead>
<tr>
<th>Course</th>
<th>Title</th>
<th>Units</th>
</tr>
</thead>
<tbody>
<tr>
<td>ENG 1002</td>
<td>Issues in Professional Nursing</td>
<td>3</td>
</tr>
<tr>
<td>NUR 2210</td>
<td>Holistic Nursing III</td>
<td>5</td>
</tr>
<tr>
<td>NUR 2211</td>
<td>Holistic Nursing IV</td>
<td>5</td>
</tr>
</tbody>
</table>

Total Units in Sequence: 71

For additional information please consult any counselor at 815-224-0360 or bonnie_campbell@ivcc.edu, 815-224-0485

**MINIMUM IVCC GRADUATION REQUIREMENTS:**

___Application for Graduation

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 which are held 1x per month, 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.

Successful completion of a Certified Nursing Assistant (C.N.A.) Program is required for admission into the Nursing Program. SPC 1000(Strategies for College) and ALH 1001(Medical Terminology) are strongly recommended. All nursing and non-nursing courses must be completed with a "C" or better.

Most nursing courses (NUR) are 8 weeks in length, 4 days a week. We do not have an evening or part-time program.

**PLEASE NOTE:** The above excerpts have been taken from the ‘IVCC Nursing Handbook’. 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 healthcare profession.

Reviewed: 7/15
Practical Nursing (LPN) Certificate

* Placement test results may require additional course work.

_________ English                             __________ Reading                             __________ Mathematics

* Prerequisites for specific courses are noted in the IVCC Catalog. See bottom of page for Program Pre-Admission information.

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 "O" are designed to transfer. Students planning to transfer should consult a Counselor to verify the transferability of individual courses.

### Fall, Year 1

<table>
<thead>
<tr>
<th>Course Code</th>
<th>Course Title</th>
<th>Units</th>
</tr>
</thead>
<tbody>
<tr>
<td>ALH 1002</td>
<td>Human Growth &amp; Development for Health Workers</td>
<td>3</td>
</tr>
<tr>
<td>BIO 1007</td>
<td>Anatomy &amp; Physiology I</td>
<td>4</td>
</tr>
<tr>
<td>BIO 1009</td>
<td>Microbiology</td>
<td>4</td>
</tr>
<tr>
<td>NUR 1201</td>
<td>Fundamentals of Nursing I</td>
<td>4</td>
</tr>
<tr>
<td>NUR 1202</td>
<td>Fundamentals of Nursing II</td>
<td>4</td>
</tr>
<tr>
<td>NUR 1205</td>
<td>Pharmacology I for the Nursing Student</td>
<td>1.5</td>
</tr>
</tbody>
</table>

Total Units in Sequence: 20.5

### Spring, Year 1

<table>
<thead>
<tr>
<th>Course Code</th>
<th>Course Title</th>
<th>Units</th>
</tr>
</thead>
<tbody>
<tr>
<td>ALH 1000</td>
<td>Introduction to Nutrition</td>
<td>3</td>
</tr>
<tr>
<td>ENG 1001</td>
<td>English Composition I</td>
<td>3</td>
</tr>
<tr>
<td>BIO 1008</td>
<td>Anatomy &amp; Physiology II</td>
<td>4</td>
</tr>
<tr>
<td>NUR 1206</td>
<td>Pharmacology II for the Nursing Student</td>
<td>1.5</td>
</tr>
<tr>
<td>NUR 1210</td>
<td>Mental Health Nursing</td>
<td>3</td>
</tr>
<tr>
<td>NUR 1211</td>
<td>Holistic Nursing I</td>
<td>5</td>
</tr>
<tr>
<td>PSY 1000</td>
<td>General Psychology</td>
<td>3</td>
</tr>
</tbody>
</table>

Total Units in Sequence: 22.5

### Summer, Year 1

<table>
<thead>
<tr>
<th>Course Code</th>
<th>Course Title</th>
<th>Units</th>
</tr>
</thead>
<tbody>
<tr>
<td>NUR 1220</td>
<td>Role of The Licensed Practical Nurse</td>
<td>1</td>
</tr>
<tr>
<td>NUR 1221</td>
<td>Holistic Medical/Surgical Nursing for the Practical Nurse</td>
<td>5</td>
</tr>
</tbody>
</table>

Total Units in Sequence: 49

For additional information please consult any counselor at 815-224-0360 or bonnie_campbell@ivcc.edu, 815-224-0485.

MINIMUM IVCC GRADUATION REQUIREMENTS:

___Application for Graduation

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 which are held 1x per month, 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 educations 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.

Successful completion of a Certified Nursing Assistant (C.N.A.) Program is required for admission into the Nursing Program. SFC 1000, Strategies for College and ALH 1001 Medical Terminology are strongly recommended for the Nursing Program. All nursing and non-nursing courses must be completed with a "C" or better.

Most nursing courses (NUR) are 8 weeks in length, 4 days a week. We do not have an evening or part-time program.

PLEASE NOTE: The above excerpts have been taken from the "IVCC Nursing Handbook". 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 profession.

Reviewed 7/15
Certified Nursing Assistant (CNA) Certificate

* Placement test results may require additional course work.

_____ English   _____ Reading   _____ Mathematics

* Prerequisites for specific courses are noted in the IVCC Catalog. See bottom of page for Program Pre-Admission information.

**Effective Spring of 2015 Reading placement is required to enroll in IVCC’s ALH1214 (Certified Nursing Assistant). An ACT Reading sub score of 18 or higher will waive this requirement.

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 “O” are designed to transfer. Students planning to transfer should consult a Counselor to verify the transferability of individual courses.

Any Semester

ALH 1214 Certified Nursing Assistant (C.N.A.) 8

MINIMUM IVCC GRADUATION REQUIREMENTS:

_____Application for Graduation

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. A grade of “C” or above in this course is required in order to receive state certification. Admission to the C.N.A. does not always follow the usual college schedule. Starting dates are announced in the school class schedule and via letter to the registered students. The program can be completed in 8 weeks or over 16 weeks on nights and weekends. The two step T-B test is required for admission to the clinical component of the program. C.N.A. status is required for admission to the RN and/or Practical Nursing Program. Successful completion of this course allows the individual to take the state exam to become certified in the State of Illinois. Students must be able to demonstrate these abilities to succeed in this program.

1. Lift 50 pounds with no restriction
2. 8th grade reading level
3. 16 years of age or older
4. Adhere to strict attendance policies for theory class and clinical (you cannot miss a class)
5. Essential emotional coping skills to demonstrate mental health necessary to safely engage in care for patient/residents.
6. Demonstrate other behaviors consistent with safe practices without demonstration to addiction, abuse or dependence on alcohol or drugs.

PLEASE NOTE: The above excerpts have been taken from the "IVCC Certified Nursing Assistant Handbook". Please refer to that document for all application, admission, and retention information. All students will be required to have a criminal background check prior to starting this class. A felony conviction may prevent you from becoming certified and/or working in a healthcare setting. Please visit www.idhp.state.il.us/nar/home.htm for a list of disqualifying convictions and waiver information.

Reviewed 7/15

For additional information please consult any counselor at 815-224-0360 or bonnie_campbell@ivcc.edu, 815-224-0485.
NURSING ADMISSION WORKSHEET

The IVCC Counseling staff strongly recommends that students interested in Nursing see a Counselor each semester to plan coursework 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: www.ivcc.edu/admissions/aspx?id=1960.

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)
BIO1008 (spring only)
BIO1009
ALH1100
ALH1102

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

RN
ENG1001
ENG1002
ALH1202 (Recommended, not required)
SOC1100

LPN
ENG1001
ALH1202 (Recommended, not required)
PSY1000

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

(CNA) CERTIFIED NURSES AIDE (Reading Placement Required to Enroll in CNA at IVCC effective Spring 2015. See section 1.3E of Nursing Admission Handbook for more information)

___ 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 and costs approximately $834.16 in 2012 plus textbooks.

___ 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 INTENT (Applying to the Program - 2016)

___ Complete the letter of intent form in Admissions between November 13 2015 – February 16, 2016 (Fall 2016 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 Intent 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 www.ivcc.edu/nursingcalculator to assist in estimating admissions scores.
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.aspx?id=1960.

ADVANCED PLACEMENT (ADP)
ACCELERATED ADVANCED PLACEMENT

Information regarding application, selection and admission for the above programs can be found on the Nursing page located on the IVCC website.
https://www.ivcc.edu/nursing.aspx?id=24232
Appendix A

SAMPLE

NURSING FORMS
Learning Contract
IVCC Nursing Program

Name: ____________________________________
Course: __________________________________

I understand that I have been unsuccessful for exam _____ in Nursing _____, and that I am responsible for my own learning.

Attached is my specific plan of action to maintain a “C” average in the nursing course. I will initiate this program prior to the next exam.

I have discussed this plan with the Instructor and assume responsibility for the action plan.

_________ I fully understand this action may improve my academic performance, but I choose not to follow the plan.

__________________________________________  ________________________________
Student Signature                          Instructor

__________________________________________  ________________________________
Printed Name                                Date

Learning Contract Plan of Action

Directions: After reflecting back on preparation for this exam, develop a plan of action to improve performance and outcome for subsequent exams.

Reviewed 7/2015
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: _____________________

☐ Program of Improvement Plan Developed

Reviewed 7/2015
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:

Signatures:

Student:_____________________________ Date:_______________

Instructor:_____________________________ Date:_______________

Director of Nursing:________________________ Date:_______________

Reviewed 7/2015
Student Name: ___________________________ Date: ____________________

Course: ________________________________

Reason for Need for Professional Development:

☐ Attendance: ____________________________________________________________

☐ Class Preparation: ______________________________________________________

☐ Late Assignments: _______________________________________________________

☐ Other: ________________________________________________________________

Student's Assessment:

Signatures:

Student: ___________________________ Date: ________________

Instructor: ___________________________ Date: ________________
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:________________________

☐ Program of Improvement Plan Developed

Reviewed 7/2015
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

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

<table>
<thead>
<tr>
<th>Identified by Student</th>
<th>Identified by Instructor</th>
</tr>
</thead>
<tbody>
<tr>
<td></td>
<td></td>
</tr>
<tr>
<td></td>
<td></td>
</tr>
<tr>
<td></td>
<td></td>
</tr>
<tr>
<td></td>
<td></td>
</tr>
<tr>
<td></td>
<td></td>
</tr>
<tr>
<td></td>
<td></td>
</tr>
<tr>
<td></td>
<td></td>
</tr>
<tr>
<td></td>
<td></td>
</tr>
</tbody>
</table>
2. The following are methods that will be used to make improvements.

<table>
<thead>
<tr>
<th>Methods</th>
<th>Date &amp; Signature of Nursing Faculty</th>
</tr>
</thead>
<tbody>
<tr>
<td></td>
<td></td>
</tr>
<tr>
<td></td>
<td></td>
</tr>
<tr>
<td></td>
<td></td>
</tr>
<tr>
<td></td>
<td></td>
</tr>
<tr>
<td></td>
<td></td>
</tr>
</tbody>
</table>

☐ 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:_________________________

☐ Program of Improvement satisfactorily completed

Instructor:_________________________ Date:_________________________

Reviewed 7/2015
1. Using your course outcomes (found in course syllabus), evaluate your strengths and weaknesses.

<table>
<thead>
<tr>
<th>STRENGTHS</th>
<th>WEAKNESSES</th>
</tr>
</thead>
<tbody>
<tr>
<td></td>
<td></td>
</tr>
<tr>
<td></td>
<td></td>
</tr>
<tr>
<td></td>
<td></td>
</tr>
<tr>
<td></td>
<td></td>
</tr>
<tr>
<td></td>
<td></td>
</tr>
<tr>
<td></td>
<td></td>
</tr>
</tbody>
</table>
2. Reviewing the Core Concepts of Critical Thinking, Therapeutic Nursing, Communication, Care Management and Community the 3 that I have accomplished in this course are:

<table>
<thead>
<tr>
<th>Core Concepts:</th>
<th>Rationale:</th>
</tr>
</thead>
<tbody>
<tr>
<td></td>
<td></td>
</tr>
<tr>
<td></td>
<td></td>
</tr>
<tr>
<td></td>
<td></td>
</tr>
<tr>
<td></td>
<td></td>
</tr>
<tr>
<td></td>
<td></td>
</tr>
</tbody>
</table>

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

Students Signature: ______________________ Date: ______________________

Instructors Signature: ______________________ Date: ______________________

*Make a copy of this before turning it into your clinical instructor

Reviewed 7/2015
<table>
<thead>
<tr>
<th>Topic</th>
<th>Page</th>
</tr>
</thead>
<tbody>
<tr>
<td>ACEN Accreditation/Approval</td>
<td>41</td>
</tr>
<tr>
<td>Agreement of Responsibility</td>
<td>62</td>
</tr>
<tr>
<td>Appeals Process</td>
<td>40</td>
</tr>
<tr>
<td>Appearance</td>
<td>35</td>
</tr>
<tr>
<td>Appointments with Director of Nursing</td>
<td>39</td>
</tr>
<tr>
<td>Attendance Policies</td>
<td>25</td>
</tr>
<tr>
<td>Clinical Facilities Guidelines</td>
<td>32</td>
</tr>
<tr>
<td>Clinical Requirements</td>
<td>31</td>
</tr>
<tr>
<td>Concepts and Threads of ADN Program</td>
<td>5</td>
</tr>
<tr>
<td>Critical Incident</td>
<td>36</td>
</tr>
<tr>
<td>Declared Program Track</td>
<td>29</td>
</tr>
<tr>
<td>Disability Policy</td>
<td>25</td>
</tr>
<tr>
<td>Drug Screening Policy and Procedure</td>
<td>17</td>
</tr>
<tr>
<td>Ethical Behavior</td>
<td>24</td>
</tr>
<tr>
<td>Extracurricular Activities</td>
<td>38</td>
</tr>
<tr>
<td>Grading</td>
<td>21</td>
</tr>
<tr>
<td>Graduation Requirements</td>
<td>11</td>
</tr>
<tr>
<td>Health Requirements</td>
<td>15</td>
</tr>
<tr>
<td>IVCC Core Values</td>
<td>Inside front cover</td>
</tr>
<tr>
<td>IVCC General Education Goals</td>
<td>Inside back cover</td>
</tr>
<tr>
<td>IVCC Mission/Vision</td>
<td>3</td>
</tr>
<tr>
<td>Math Requirements</td>
<td>22</td>
</tr>
<tr>
<td>Nursing Admission Worksheet</td>
<td>48</td>
</tr>
<tr>
<td>Nursing Career Ladder</td>
<td>44</td>
</tr>
<tr>
<td>Nursing Advanced Placement</td>
<td>49</td>
</tr>
<tr>
<td>Program Outcomes</td>
<td></td>
</tr>
<tr>
<td>ADN Program</td>
<td>10</td>
</tr>
<tr>
<td>LPN Program</td>
<td>11</td>
</tr>
<tr>
<td>Philosophy of Nursing Program</td>
<td>4</td>
</tr>
<tr>
<td>Portfolio Guidelines</td>
<td>23</td>
</tr>
<tr>
<td>Program Outcomes Measurements of ADN Program</td>
<td>10</td>
</tr>
<tr>
<td>Program Guide Sheets</td>
<td></td>
</tr>
<tr>
<td>ADN</td>
<td>45</td>
</tr>
<tr>
<td>LPN</td>
<td>46</td>
</tr>
<tr>
<td>CNA</td>
<td>47</td>
</tr>
<tr>
<td>Retention, Readmission &amp; Promotion</td>
<td>29</td>
</tr>
<tr>
<td>Social Media Policy</td>
<td>33</td>
</tr>
<tr>
<td>Student Criminal Background Check</td>
<td>19</td>
</tr>
<tr>
<td>Table of Contents</td>
<td>1</td>
</tr>
<tr>
<td>Testing Guidelines</td>
<td>23</td>
</tr>
<tr>
<td>Uniform Code</td>
<td>34</td>
</tr>
<tr>
<td>Workshop Attendance</td>
<td>39</td>
</tr>
</tbody>
</table>
AGREEMENT OF RESPONSIBILITY

(REMOVE THIS FORM FROM HANDBOOK & RETURN TO A-214)

ILLINOIS VALLEY COMMUNITY COLLEGE
NURSING DEPARTMENT
815 NORTH ORLANDO SMITH AVENUE
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 __________