Wayne County Community College District

Practical Nursing Student Handbook

2025-2026

WAYNE COUNTY COMMUNITY COLLEGE DISTRICT
Practical Nursing Program
Student Handbook 2025-2026

Welcome to the Practical Nursing Program at Wayne County Community College District (WCCCD). Nursing administrators, faculty and staff are pleased you have chosen WCCCD to pursue your practical nursing education. We are committed to assist you in accomplishing your career goals. ***The Practical Nursing Program is rigorous, academically challenging, highly demanding and time consuming.*** However, you can be successful!

Essential to your success is ongoing communication between students and faculty. Faculty will provide didactic, lab, and clinical course instruction and integrate real-world examples to expand your experiences. As adult learners, you must actively participate by arriving to each scheduled class session prepared and assuming responsibility for your learning from the initial day of orientation, to the first day of class through to the completion of the program.

We expect you will have questions during the next twelve months. It is important to seek answers from a credible source to avoid unnecessary anxiety caused by second-hand information, misinterpretation of facts and rumors. If you have a question, seek clarification by speaking to your instructor, a Nursing Department Administrator, Associate Dean or Campus Dean of Nursing **in that order.**

The Practical Nursing Student Handbook provides valuable information about the WCCCD Practical Nursing Program. This includes its mission, vision and values, curriculum, policies, and other valuable information essential for retention, progression, and completion of the program. The Handbook is arranged by chapters for easy location and retrieval of information. The Handbook is reviewed and revised annually by the Practical Nursing Faculty and Nursing Administration.

It is essential that all practical nursing students read this Handbook, refer to it throughout their studies, and comply with the policies it sets forth. It contains rules governing the appropriate conduct for students and their participation in the **classroom, skills lab, clinical** and related activities, as well as the policies and procedures of the Practical Nursing Program. The Handbook along with each course syllabus serve as a reference and students are expected to review often.

All students are responsible for compliance with current rules, policies, and procedures contained in the Handbook. All such rules, policies, and procedures are subject to change at any time at the discretion of the District, Practical Nursing Program Administrators and Faculty. As revisions are made, students must comply with the updated rules, policies and procedures as they proceed toward completion of the program.

Additionally, practical nursing students are required to comply and conduct themselves within the published rules, policies and procedures of the District, including, without limitation, the WCCCD Student Handbook, which is available at: http://www.wcccd.edu/students/pdfs/studenthandbook/pdf.

We look forward to preparing you for entry into the nursing profession.

Practical Nursing Administration
Faculty and Staff

Information in this Handbook describes the WCCCD Practical Nursing Program at the time of publication. However, changes may occur in policies and procedures. Such changes will be disseminated prior to implementation.

TABLE OF CONTENTS

Exam and Quiz Make-Up
Exam and Quiz Review
Math/Medication Exam
Policy

CHAPTER ONE: PRACTICAL NURSING PROGRAM MISSION, VISION, AND PHILOSOPHY

This section describes the mission, vision and values which guide Wayne County Community College District (WCCCD) and the Practical Nursing Program.

College Mission Statement
WCCCD's mission is to empower individuals, businesses and communities to achieve their higher education and career advancement goals through excellent, accessible services, culturally diverse experiences and globally competitive career advancement programs and services.

College Vision Statement
Wayne County Community College District will be known as a premier community college and innovator in the areas of high quality academic and career education, talent development in support of regional economic growth, diversity and inclusion, and technological advancement.

College Values
1. **Supporting Excellence in Teaching and Learning**: We value and support effective teaching and learning. We are committed to quality and excellence in teaching and learning as defined by high standards for student learning outcomes. We are committed to providing a supportive, caring, safe and responsive learning environment for students that will maximize their opportunities for academic and career success. We value our faculty and staff as productive contributors to the future of the college and its students.

2. **Honoring Diversity**: We honor the worth of individuals of all racial, gender, ethnic, and national origins, and we value persons from all socioeconomic, educational, and experiential backgrounds. We value our role as "Democracy's college," providing an open door of educational opportunity to all who can benefit from our services. We help our students live responsibly in a global society by nurturing in them an increased appreciation and understanding of diverse cultures and ideas.

3. **Serving the Common Good**: We value being an integral part of the communities we serve, providing community services that improve the economic, social, cultural, and educational life of these communities.

4. **Being Accountable**: We are accountable to the students who depend on us to provide them with a quality education, to the citizens who support us with their tax dollars and to the businesses that depend on us to provide them with highly trained employees. We commit to being good stewards of the resources that are provided to us to carry out our mission.

5. **Operating with Integrity**: We exemplify the values of honesty, trust, fairness, reliability and mutual respect in every aspect of our work.

The Practical Nursing Program at WCCCD offers a Certificate of Completion in Practical Nursing. Program requirements include specific courses in the practical nursing major and general education. The Practical Nursing Program is designed to prepare graduates to provide nursing care as staff practical nurses in a variety of health care settings, within the scope of practice as a Licensed Practical Nurse. Graduates of the Practical Nursing Program are eligible to complete the National Council Licensure Examination for Practical Nurses (NCLEX-PN).
The Practical Nursing Program's mission and vision statements are aligned with the core values, strategic goals and objectives of the College. The Practical Nursing Program embraces the same values as the College. Additionally, Practical Nursing Program faculty affirms these statements:

Practical Nursing Program Mission
The mission of the WCCCD practical nursing program is to educate, prepare and empower student practical nurses to become competent health professionals; and to promote the health and wellness to individuals, families, groups, and communities in a culturally diverse society.

Practical Nursing Program Goal
The goal of the Practical Nursing Program is to produce accountable, adaptable generalist who are prepared to successfully complete the NCLEX-PN exam and function as Licensed Practical Nurses in diverse care settings.

Practical Nursing Program Concepts
1. Professional nursing practice
2. Best practice
3. Caring and diversity
4. Excellence

End of Program Student Learning Outcomes
1. Apply professional accountability congruent with the roles, responsibilities, and values associated within the scope of nursing practice as Licensed Practical Nurses.
2. Integrate evidence-based principles as a foundation for nursing practice.
3. Demonstrate effective patient centered care to diverse populations in a variety of care environments.
4. Examine care standards with continuous scrutiny for the betterment of individuals, families, groups, and communities

Practical Nursing Program Standards
Professional standards and competencies for the practical nursing program are derived from the American Nurses Association (ANA) Standards of Practice and Professional Performance (https://www.nursingcenter.com/journalarticle?Article_ID=3882547&Journal_ID=54029&Issue_ID=3882392NLN Core Values (http://www.nln.org/about/core-values), the Michigan Board of Nursing (https://www.michigan.gov/documents/lara/Nursing_Licensing_Guide_511817_7.pdf); the National Council for State Boards of Nursing (NCSBN) four major client needs for NCLEX-Test plan (https://www.ncsbn.org/2019_PN_TestPlan-English.pdf); and the Quality and Safety Education for Nurses (QSEN) initiative were utilized in the development of the curricular directives, to include the program educational outcomes (http://qsen.org/competencies/pre-licensure-ksas/). The curriculum is planned to ensure that graduates develop the essential knowledge, skills, and attitudes to meet professional role expectations to provide safe, quality nursing care within complex healthcare systems, within the scope of practice for a Licensed Practical Nurse. The four major client needs are incorporated into the curriculum as they are utilized within the NCLEX-PN test plan.

Systematic Plan for Evaluation (SPE)
The Systematic Plan for Evaluation assesses every aspect of WCCCD's Practical Nursing Program and consists of the following Accreditation Commission for Education in Nursing (ACEN) standards:
Standard 1 –Administrative Capacity and Resources
Standard 2 – Faculty
Standard 3 – Students
Standard 4 – Curriculum
Standard 5 – Outcomes

Students will have many opportunities to evaluate the Nursing Program and actively participate in the program's systematic plan for evaluation (SPE).

CHAPTER TWO: PRACTICAL NURSING PROGRAM CURRICULUM

The curriculum prepares students to achieve the outcomes of the practical nursing program, including safe practice in relatable contemporary health care environments.

Educational Theory
The practical nursing program offers a curriculum that reflects the educational needs of the adult learner. The curriculum is progressive with new learning supported by content of previous practical nursing courses.

Memorization of content is minimized as the student learns and sharpens psychomotor skills and articulates the "why" behind the skill. Students are taught to "think like a nurse" by using nursing judgment - critical thinking, clinical reasoning, and the integration of best evidence – to guide nursing practice (NLN, 2016).

Self-reflection is encouraged as students discover their strengths and areas for improvement, guided by nursing faculty to achieve goals. Experiential learning occurs through the varied clinical experiences provided in urban and suburban settings with rich exposure to diverse economic, ethnic, and racially different populations. This "real world" exposure prepares practical nursing students for the clients and families they will meet.

Our Nursing faculty factor into our students' educational lives in a multitude of ways, such as: facilitator, evaluator, advisor, mentor, and resource person rather than solely being a lecturer or grader as students gains a deeper learning of the content. Guiding the student to connect didactic content to the clinical setting enhances learning and achievement of the student learning course and graduate outcomes.

Faculty value a learning environment that is supportive, respectful of experiences students bring to the classroom, and emphasizes the importance of life-long learning. The concept of professionalism is threaded throughout the curriculum where the practical nurses' role of a life-long learner is emphasized.

Teaching strategies are varied and designed to meet the needs of adult learners through case study analysis, simulation, student self-reflection, NCLEX-PN styled questions with growing emphasis on application, small and large group discussion, and role play. Strategies offer a four-part approach to learning through didactic, skills lab, clinical, and simulation targeting all types of learners including visual, auditory, tactile, kinesthetic, and social.

The nursing faculty acknowledges the eight core competencies outlined in the document, *The Scope of Practice for Academic Nurse Educators* (NLN, 2022), and endeavor to integrate the competencies in daily teaching and interactions with students.

Length of Nursing Program

The practical nursing program curriculum is intended to be completed in one and a half years, including the pre-requisite courses. Pre-requisite courses must be completed prior to being admitted into the program.

Credit Clock Hours Table

Course number & Title	Number of Academic Credits	Theory/lab/clinical/simulation (contact hours)	Clinical Location Site(s)
*ENG 110/119: English 1	3	Theory - 45 Contact Hours	Classroom
*BIO 155: Intro to Biology	4	Theory/lab - 90 Contact Hours	Classroom/Lab
PNE 110: Anatomy and Physiology for Practical Nursing	2	Theory – 30 Contact Hours	Classroom Lecture
PNE 101: Fundamentals	4	Theory - 30 Contact Hours Skills lab - 85 Contact Hours Simulation - 5 Contact Hours	Classroom Lecture Skills lab Simulation/Virtual Lab
PNE 102: Physical Assessment	3	Theory with embedded lab - 45 contact hours	Classroom Lecture/Skills Lab/Virtual Simulation
PNE 104: Pharmacology	3	Theory - 30 Contact Hours Clinical - 85 Contact Hours Simulation - 5 Contact Hours	Classroom Lecture Skills Lab/Simulation/Virtual Lab
PNE 103: Beginning Medical/Surgical Nursing	4	Theory - 30 Contact Hours Clinical - 85 Contact Hours Simulation - 5 Contact Hours	Classroom Lecture Long Term Care/Rehab/Skilled Community Health Facility Simulation/Virtual Lab
PNE 105: Advanced Medical/Surgical Nursing	4	Theory - 30 Contact Hours Clinical - 85 Contact Hours Simulation - 5 Contact Hours	Classroom Lecture Long Term Care/Rehab/Skilled Community Health Facility Simulation/Virtual lab
PNE 106: Mental Health	3	Theory - 22.5 Contact Hours Skills lab - 67.5 Contact Hours Simulation - 5 Contact Hours	Classroom Lecture Community Psychiatric Facility Community School Simulation/Virtual Lab
PNE 107: Maternal/Infant	3	Theory - 22.5 Contact Hours Skills lab - 67.5 Contact Hours Simulation - 5 Contact Hours	Classroom Lecture Inpatient Psychiatric/Community Health/School Simulation/Virtual Lab
PNE 108: Pediatric Nursing	3	Theory – 22.5 Contact Hours Skills Lab – 67.5 Contact Hours Simulation – 5 Contact Hours	Classroom Lecture Community School Health Facility Simulation/Virtual Lab
PNE 111: Transitions	4	Theory - 30 Contact Hours Clinical – 85 Contact Hours Simulation – 5 Contact Hours	Classroom Lecture Long Term Care/Rehab/Skilled Community Health Facility Simulation/Virtual Lab

7 Gen Ed Course Credit Hours
33 Nursing Credit Hours
Total Practical Nursing Program Credit Hours = 40

Course/Semester Taken	Course Description
PNE 110 Anatomy and Physiology for the Practical Nurse Semester 1	This first semester course focuses on basic normal structure and function of the human body and is designed for entering practical nursing who have not taken anatomy and physiology. Students will be provided with the essential anatomy and physiology of the human body to gain knowledge of the structure and function of the human body, as well as the relationship between anatomy and physiology and the nursing profession. The course begins at the cellular level and concludes with the interactions among all body systems as an integrated whole. This course will also examine the national nutritional requirements as well as the effects of alcohol, illegal drugs and steroids on the body. Basic concepts of medical terminology are also expected in this course, as this information applies to the practical nursing student.
PNE 101 Fundamentals of Practical Nursing Semester 1	This course provides an introduction to the nursing profession including history, standards of practice, legal and ethical issues, nursing process, and foundational nursing skills. An emphasis is placed on the roles and responsibilities of the practical nurse as a caregiver. Students will apply the skills learned a supervised laboratory practicum to develop care for patients in today's changing health care environment, within the scope of practice of the practical nurse.
PNE 102 Physical Assessment Semester 1	This course focuses on the nursing knowledge necessary to perform and document a physical assessment. Common conditions and deviations of physical assessment are identified. Students apply the nursing process and demonstrate assessment skills in a supervised laboratory practicum based on the practical nurse scope of practice.
PNE 104 Pharmacology Semester 1	This course examines the nursing process and concepts required for the pharmacological care of the patient in today's changing health care environment. It explores safe medication administration with a focus on medication drug classification, concepts, and principles. Dosage calculations for safe medication administration are also incorporated. An emphasis is on the practical nursing student as a caregiver and the responsibility involved administration of medications within the scope of the practice or the practical nurse.
PNE 103 Beginning Medical Surgical Nursing Semester 2	This course focuses on the application of the nursing process to the care of the adult patient experiencing medical-surgical health conditions in a variety of health care settings, specifically a long-term care setting. Evidence-based practice is integrated to provide the student with current trends to better facilitate the development of clinical reasoning skills. Content includes cultural and psychosocial influences in the care of diverse patient populations. Emphasis is on the nursing student as a caregiver and the responsibilities this entails. Content includes a focus on cultural and psychosocial influences in the care of diverse patient populations, within the scope of practice of the practical nurse.
PNE 105 Advanced Medical Surgical Nursing Semester 2	This course is a continuation of Beginning Medical-Surgical Nursing with application of the nursing process in the care of the patient experiencing health-illness conditions in a variety of health care settings. Use of evidence-based practice is integrated to provide the student with current trends to apply in clinical reasoning. Emphasis is on the nursing student evolving into the role of professional practical nurse and the responsibilities this entails. The student's application of the nursing process is enhanced in addressing care of the adult patient, within the scope of practice of the practical nurse.
PNE 106 Mental Health Nursing Semester 3	This course introduces the student to the dynamics of human behavior during psychiatric illness. Principles and concepts of mental health, mental health interventions, and therapeutic environments are explored. Use of evidence-based practice is integrated to provide the student with current trends to better facilitate the development of clinical reasoning skills. Student skills in the application of the nursing process are sharpened in addressing care of the diverse psychiatric patient within the scope of practice of the practical nurse.

PNE 107 Obstetrical Nursing Semester 3	This course focuses on the application of the nursing process to the care of obstetric patient, the newborn, and the family unit in a variety of health care settings. The course also explores women's health across the life span. Emphasis is on the practical nursing student as a caregiver and the responsibilities this entails related to women's health. Use of evidence-based practice is integrated to provide the student with current trends to better facilitate the development of clinical reasoning skills. Content includes a focus on cultural and psychosocial influences in the care of diverse populations within the scope of practice of the practical nurse.
PNE 108 Pediatric Nursing Semester 3	This course focuses on the nursing care of the pediatric patient and family unit. The concepts of growth and development related to the pediatric patient will be examined. Use of evidence-based practice is integrated to provide the student with current trends to apply in clinical reasoning. An emphasis is on the practical nursing student evolving into the role of the professional practical nurse and the responsibilities this entails. The student's application of the nursing process is enhanced in addressing care of the pediatric patient and family, within the scope of practice of the practical nurse.
PNE 111 Transitions and Leadership Semester 3	This course focuses on the successful transition of the graduate practical student nurse into safe clinical practice as a professional practical nurse. This course prepares students with the necessary NCLEX-PN preparatory skills. It also highlights management and leadership issues impacting health care today. Emphasis is on the student evolving into the role of professional practical nurse with responsibility for prioritizing nursing actions and judgments related to the delivery of safe and effective patient care. Use of evidence-based practice is integrated to provide the student with current trends to apply in clinical reasoning, within the scope of practice for the practical nurse. Emphasis is on the practical nursing student evolving into the role of professional practical nurse and the responsibilities this entails. The student's application of the nursing process is enhanced in managing care of the adult patient within the scope of practice for the practical nurse.

Essential Functions Related to the Profession of Practical Nursing
Students in the Practical Nursing Program must demonstrate the ability to perform specific cognitive functions and demonstrate psychomotor skills in order to succeed in the profession of nursing. Nursing students must possess the ability to perform all functions (to the level of 100%) that are necessary components of the Nursing Program.

> **Students must be able to perform all functions without restrictions. If a student cannot complete the required functions, it is the student's responsibility to contact Nursing Administration to discuss options.**

This list of Essential Functions is not all inclusive:
- o **Visual** acuity with corrective lenses to identify color changes in skin, respiratory movement in patients; read fine print/writing on physician's orders, monitors, equipment calibrations, measure medications in syringes, administering medications, assessing wound status, reading charts/flow sheets, reading thermometers, IV's, etc.

- o **Hearing** ability with auditory aids to hear monitor alarms, emergency signals, call bells, telephone orders; hear blood pressure, heart, lung and abdominal sounds with a stethoscope. This is in addition to understanding a normal speaking voice without viewing the speaker's face; and conversing with clients, families and staff from various distances with varying audible sounds.

- o **Tactile** ability to feel differences in skin temperature and to perform physical assessment, performing palpation, giving injections, starting IV's, sterile and non-sterile dressing changes, urinary catheterization, skin texture, and assist with patient care activities.

Motor Ability
Physical ability to walk long distances, to walk independently, to stand for prolonged periods, to perform CPR, stooping/squatting/reaching/twisting/bending/pushing/pulling/dragging/climbing, to lift, move, and transfer patients/equipment of 20 lbs. or more, to maneuver in limited space(s), to provide routine and emergency care, to have manual dexterity and feeling ability of hands to insert tubes, prepare medications, and perform technical skills.

Ability to Communicate
Ability to communicate effectively in English in verbal and written form through interaction with clients, family, and healthcare members from a variety of social, emotional, cultural, and intellectual backgrounds; to write clearly and correctly on patient's record for legal documentation, able to communicate the patient's response to therapy to other members of the health care team, follow spontaneous verbal and written instructions, consult with health care team members/workers in a professional manner.

Ability to Problem-Solve
Intellectual and conceptual ability to think critically in order to make decisions, which includes measuring, calculating, reasoning, analyzing, prioritizing and synthesizing data; competent assessment of a client in a timely manner, and correctly interpreting assessment data, readily responding with appropriate nursing/medical interventions and treatment plans, can work independently for positive patient outcome.

Ability to Maintain Emotional Stability
Ability to function safely under highly stressful situations and adapt to changes in clinical and patient situations, able to converse effectively with clients, families, groups and healthcare members in stressful patient care situations such as emergencies.

Ability to Perform if Taking Prescribed Medication
If taking prescribed medication, student must be able to function safely without impairment to physical and mental functions. Nursing Administration will require a statement from the student's health provider indicating student can perform expected functions in the nursing program fully, safely, and without restrictions.

The Campus Dean or designee and Student Services will determine what reasonable accommodations may be provided for students with disabilities and will complete an accommodation letter that will be given to the Campus Dean of Nursing.
Listed below are the Essential Functions of a Practical Nursing Student at WCCCD. Please review carefully.

- It is the student's responsibility to notify the Practical Nursing Program of any disability impacting the ability to perform the essential functions prior to entering the Practical Nursing Program.

- It is the student's responsibility to inform Practical Nursing Administration of any change in health status that impacts the ability to perform the essential functions as the student progresses in the Practical Nursing Program.

<u>Reference</u>

National League for Nursing. (2010). Outcomes and competencies for graduates of practical/vocational, diploma,

associate degree, baccalaureate, and master's, practice doctorate, and research doctorate programs in

nursing. N.Y.: NLN.

CHAPTER THREE: PRACTICAL NURSING PROGRAM
LEARNING ENVIRONMENTS AND REQUIREMENTS

Practical Nursing Program courses are conducted in a variety of educational settings – face-to-face on campus, virtual (Blackboard Collaborate/Google Teams/Zoom) classrooms, clinical, skill labs, simulation lab, and multiple practice sites/settings in the community. This chapter describes the requirements and guidelines for each setting. Review this chapter carefully - especially the attendance guidelines and the dress code - for each educational learning environment. The purpose of a dress code is to provide safety, asepsis and present a professional image to the community we serve.

Practical Nursing learning environment is defined as all areas related to the education of the practical nursing student. This includes, but is not limited to classroom theory, computer lab, simulation lab, and practice skills lab.

Students are expected to follow these guidelines outlined in this chapter and any additional guidelines established by the specific campus or clinical practice setting.

Learning Environment Conduct
- Students are required to sign in and out when entering the Nursing department or Skills Lab.
- Smoking, drinking, eating and gum chewing are not permitted.
- Students are not permitted in any learning environment without a faculty member or administrator present on campus.
- The practice skills lab is a simulated hospital unit and should be treated with the same respect as a hospital.
- Only an officially admitted nursing student is permitted in any learning environment.
- Personal items not directly related to the study of Practical Nursing are not allowed in any learning environments.
- Voices should be kept at a professional and courteous level so as not to disrupt the learning environment of others.

Electronic Devices

Theory Setting

Cell phones, laptops, I-Pads, Kindles, Smart watches, scanner pens, and other electronic devices must be turned off/silenced and put away during class. Anyone who is observed text messaging or using an electronic device during class will be asked to leave the classroom.

Clinical Practice Setting
Electronic devices are NEVER allowed in the **patient care** areas of a community clinical setting. Students are responsible for knowing which areas are designated by the agency as "patient and non-patient", and the agency policies and procedures regarding use of electronic devices. Students are responsible for safeguarding their electronic devices. WCCCD and the community clinical agency are not responsible for loss, theft, or damage to electronic devices. At no time should a student take pictures in the community clinical setting (refer student to the social media/networking policy). **Any activities that violate laws, hospital/long term care facility policies/procedures, and WCCCD Student Handbook policies can lead to dismissal from the**

community clinical setting and the practical nursing program.

Social Media Policy

Although WCCCD cannot ban the use of social networking, students must be aware of the importance of minimizing information that is made available to others. It is important to separate personal lives from professional lives.

- Students are not to have contact or communicate with any patient, clinical staff, or faculty via social media.
- **All electronic communication with faculty must be through WCCCD e-mail.**
- All students are bound by HIPAA laws. No information related to patients or the clinical site may be shared on any social media sites. This includes information that has been de-identified. This is a violation of HIPAA and may result in discharge from the practical nursing program and legal action on behalf of the clinical site or patient.
- Students cannot share information related to the Practical Nursing Program or any course content on any social media sites.
- Students cannot share any information related to other students or faculty. This includes information obtained in any setting such as classroom, lab, clinical, or private conversations. This may be a violation of FERPA and will result in disciplinary action.
- It is also important to remember that future employers may review social media when hiring new staff. You should always be aware of what can be seen by a potential employer.

Students must review WCCCD's policy on Acceptable Use. It can be found at
http://www.wcccd.edu/dept/IT_summary_of_pp.htm

Skills/Simulation Lab

The Practical Nursing Skills/Simulation Lab is a learning center where Practical Nursing students gain real world experience in a controlled clinical setting. The Nursing Skills/Simulation Lab is equipped with an array of mid to high fidelity patient simulators, an electronic medical record system, and realistic medical equipment to support student learning. The psychomotor skills classroom and the health assessment classrooms are fully equipped for safe, realistic, and repeated practice of nursing skills like IV insertion, medication administration, dressing changes, and physical assessment.

The skills/simulation labs are equipped with fully functioning patient rooms, electronic patient monitors, and medication dispensing system, crash carts, a patient call system, and a nurse's station to simulate a real hospital setting. Simulation is integrated throughout the Practical Nursing curriculum to complement classroom and community clinical experiences and aid in preparing students for competent practice. Each simulation scenario is designed to provide specific learning opportunities based on student learning needs. During simulation experiences, practical nursing students take charge of patient care and work through scenarios to practice critical thinking, communication, assessment, delegation, and teamwork.

Simulation Process

Simulation provides opportunities for students and other learners to improve their patient care and safety. Wayne County Community College District (WCCCD) nursing adheres to clinical policy. The users of the WCCCD Sim Lab should also respect the rights of privacy, health, and safety of others in the environment.

This option is available at the Northwest Campus and soon to be available at the Ted Scott Campus. PN

students will have opportunities to experience practice in this learning environment and must follow all guidelines listed in this section.

Pre-briefing
Pre-briefing sets the stage of the simulated clinical experience. This provides the opportunity for an orientation to simulation setting, manikin, roles, and specifics of the scenario. Students are given time to ask questions and get clarification on any aspect of the environment or the scenario.

Debriefing
Debriefing allows time for reflection which is the essential component of the simulated clinical experience. All debriefing is conducted by faculty that has observed the simulated clinical experience and is competent in the debriefing process. Debriefing occurs in the simulation room with chairs provided for student comfort so that it is more conducive to learning. The debrief facilitation is guided by the simulation scenario objectives. The debriefing framework used is guided reflection.

The debriefing session is not for lecturing rather it is a time for guided reflection led by faculty. The aim is to reflect on and make sense of the experience, improve understanding and clinical reasoning, and relate the learning to future experiences (Driefuerst, 2015).

The program utilizes the Debriefing for Meaningful Learning (DML) model as the debriefing method (Driefuerst, 2015). DML is an evidence-based debriefing method for use in both the simulation setting and in the clinical setting. DML is rooted in Socratic questioning and guided reflection. Socratic questioning is a method of asking questions so students may reveal answers to problems. The phases of DML include engage, explore, explain, elaborate, evaluate, and extend (Driefuerst, 2015).

Evaluation
All simulated clinical experiences are evaluated by the learner. This evaluation is used for quality improvement and curricular changes as needed. In addition, formative evaluation is done for all simulated clinical experiences using the Simulation Rubric based on the program learning outcomes.

WCCCD Practical Nursing Skill/ Simulation Lab Guidelines
Skills Lab Responsibilities Guidelines

- The Practical Nursing Skills Lab is an extension of the clinical and didactic Practical Nursing program. Therefore, all the same requirements for maintaining professional behaviors in both Clinical and Academic settings apply (i.e. dress and behavior, attendance, etc.).
- NO FOOD OR DRINK – may cause damage to equipment
- NO CHILDREN - risk of injury from equipment
- NO CELL PHONES during testing or in student work areas (turn phones off)
- Students are always required to wear student ID while in the lab and follow the dress code of WCCCD.
- While in lab for skills practice or clinical learning, students must always wear full clinical attire.
- Respect lab equipment at all times.
- Review all Skills Lab Policies and Procedures
    a. Scheduling
    b. No Call No Show
    c. Skills Testing (Checkoffs)
    d. Remediation Policy

- o   Competency Testing: Returning Students
- Review and check lab schedules for open and closed times (Posted outside of lab area)
- Always sign in and out of the lab for both practice and testing.
  - o   Book is located inside nursing department on the sign-in table.
- Leave coats, phones and valuables in your locked vehicle. DO NOT put in practice or testing areas.

Equipment Use in the Skills/Simulation Lab
The equipment in the Practical Nursing Skills/Simulation Labs have been selected to increase student learning so care of equipment is expected.

General Care & Maintenance
To maintain proper function of the manikins and equipment there are certain procedures to follow:
- Do not mark on manikins with writing instruments (ex. Sharpie, pen, pencil, etc.).
- Do not poke manikins with sharp objects to prevent marking or tears of the skin. The manikins have designated areas that can be used for injections if needed.
- If staining occurs, use mild soap, warm water, and a soft cloth to gently rub areas.
- Before insertion of chest tubes, urinary catheters and, airway tubes be sure to lubricate that path of the tubes.
- If simulation manikin is in the bed, no individuals are to be in the bed.
- Use safe body mechanics good judgement when moving the manikins – they can be heavy!
- Manikins are not to be moved unless done so by trained personnel.
- Cleaning of the manikin is based on the usage.
- Do not use betadine on the manikins or task trainers.

Supplies & Inventory
The WCCCD SKILL/SIM LAB Administrator/Faculty is responsible for ordering supplies & equipment that will be needed. There are designated areas of storage for those items. All equipment and supply requests should be sent to scollin1@wcccd.edu, bdade1@wcccd.edu or mvellar1@wcccd.edu, who will communicate availability and/or confirmation.

It is up to all faculty/staff and students to make sure the equipment is properly taken care of. All unused supplies and equipment should be returned to the proper storage area when not in use. All used supplies should be disposed in the proper waste containers. Storage areas are to only be accessed by staff, faculty, and course instructors unless permission is granted.
All simulated medications are labeled for simulation use only and not for human use.

Standard Precautions
All Faculty and students must adhere to all Health Guidelines and Precautions related to COVID-19.

All students should follow Standard Precautions against infectious disease while participating in clinical activities in the lab.
- All sharps must be disposed in an appropriately labeled sharps container.
- Under no circumstances may sharps be removed from the Practical Nursing Skills/Simulation Lab.
- All injuries, including "clean" needle sticks, should be reported to the faculty and Nursing Skills/Simulation Lab staff. A WCCCD Non-Employee Accident Report form should be completed.

Skills/Simulation Days Attendance
- Students will adhere to current Practical Nursing attendance policies.
- Students are to adhere to the dress code policy at all times while in the skills labs.
- Students will be notified at the beginning of the semester of their scheduled skills/simulation day.
- Students are to report to the Practical Nursing Skills/Simulation Lab 15 minutes prior to the scheduled start time.

Conduct
- Professional conduct and communication are always expected in the Practical Nursing Skills/Simulation Labs. Students will be participating in and observing others during skills/simulation experiences. It is expected that all participants maintain a respectful learning environment.
- The Nursing Skills/Simulation should always be treated as a real clinical setting. We recognize the manikins are not real. However, all manikins and actors should be treated as if they are actual patients.
- Cellular phones are not to be used during your skills/simulation day and should be off or silenced.
- Skills/Simulations and/or debriefings may be recorded or viewed for quality assurance, quality improvement, instructional purposes, or research purposes.

Confidentiality
- All skills/simulation day information is considered confidential and is not to be discussed outside of the Practical Nursing Skills/Simulation Lab.
- All participants in skills/simulation scenarios are to be treated in a professional manner. No student performance information may be discussed outside of the Practical Nursing Skills/Simulation Lab.

Student Evaluations
Students may be sent a link to an online, anonymous survey after some skills/simulation day activities which all students are expected to complete. Student feedback is used to identify areas of opportunity and potential improvement in our skills/simulation program.

Photography and Video Recording Use Policy
In the WCCCD SKILLS/SIM LAB some simulation and competency rooms are equipped with motion activated video recorders and microphones along with signs indicating there is video monitoring in use. Photography and digital recordings outside of faculty and staff are PROHIBITED during any simulation experience without proper consent of the Campus Dean of Nursing or designee.

Classroom Learning Environment
The classroom offers faculty and students ample opportunities to review and dissect course content. Faculty will use various instructional strategies to present the content and students should expect the strategy and techniques to vary among the faculty. The faculty will not review content word-by-word as provided in course readings instead, faculty will **highlight key content** and use clinical examples to do so. It is expected as adult learners, students will complete assigned readings prior to class and arrive ready to discuss the content. The focus is critical thinking and sharpening skills to comprehend, analyze and apply course content.

Theory/ Face-to-Face or Virtual Classroom Dress Code
WCCCD Practical Nursing Program has a responsibility to create a learning environment where all members of the community are comfortable and not offended by inappropriate dress. The dress code is designed to provide guidelines for appropriate dress in the classroom so that all students dress in a manner that is respectful of themselves and the community. Students clothing and personal appearance should be neat, clean, well-groomed and free of offensive body odors-including cigarette smoke, perfumes, and or scented body lotions. Babies, toddlers and /or children are not allowed in face-to-face or virtual classroom settings.

Inappropriate/Prohibited Attire:
- Sheer or provocative garments without proper undergarments to obscure their transparency; halter tops; midriff blouses.
- Clothing with derogatory, profane language, offensive and or lewd messages either in words or pictures.
- Any visual display of underwear and or private parts.
- Baseball caps, stocking caps, skullcaps, hoods, sun-visors, do-rags and bandannas except for religious or cultural dress.
- No tank tops
- Pajamas, hair rollers, and/or bedroom slippers.
- Bare feet

No dress code can cover all contingencies, so students must use a certain amount of judgement in their clothing choices. Any student, who comes to the face-to-face or virtual classroom inappropriately dressed will be either sent home or asked to log out and will be responsible for any make-up or re-enrollment.

Faculty, program administrators, and staff have the right to address policy violators and/or deny admission to students dressed in any of the prohibited attire. Students who fail to abide by the dress code, when advised by a College Official, shall be considered in violation of the dress code and code of conduct policies, will be asked to leave, marked absent for that session, and subject to additional disciplinary action.

Community Clinical Practice Learning Environment
Face-to-face or virtual clinical experience is a significant learning component within the Practical Nursing curriculum. It provides Practical Nursing students with rich opportunities to use the theory and skills learned in the classroom and lab settings. It is also the place in which Practical Nursing students see the art and science of Practical Nursing applied and begin to develop their unique style. The clinical placement experience is the synthesizer for Practical Nursing education, affording students the opportunity to develop clinical reasoning skills, Practical Nursing skills, time management skills and become socialized into the role of the professional practical nurse.

As a result of completing the Practical Nursing program, students will work with children, adults, and older adults with various diagnoses and conditions, in acute care inpatient settings, long-term care facilities, rehabilitation facilities and community mental health settings. In all settings the goal remains the same, the student will provide safe, competent nursing care, based on evidence and best practice. Each setting has agency-specific rules and guidelines and practical nursing students are expected to follow.

Practical Nursing students are **guests at the community clinical sites**. Safety is of the upmost importance and no student shall engage in conduct detrimental to the WCCCD, Community or Clinical agency. The conduct of every student should reflect well on WCCCD and in no case should that conduct include behavior prohibited by policy, regulation or law. Conduct shall be deemed detrimental if:

- It results in injury, damage, or loss to students, faculty, or administrative personnel of the District, or to buildings, structures, or other property under College control, *or*
- It hinders the District in the discharge of its basic responsibilities to maintain an orderly educational atmosphere and to function without interruption as an institution of higher learning, *or*
- It consists of any act or acts prohibited under Municipal, State, or Federal regulations and law, committed on the premises controlled or owned by the District, *or*
- It results in injury, damage, or loss to students, faculty, staff, or clients of the clinical agency, or to buildings, structures, or other property under the clinical agency's control.

> *WCCCD community clinical partners have the authority to refuse or dismiss any WCCCD Practical Nursing student for any action deemed detrimental to the community clinical placement.*

Clinical/Simulation/Skills Lab Dress Code for Face-to-Face or Virtual Clinical/Lab Experiences

The Skills Lab environment reflects the community clinical practice setting. Consequently, students will follow these guidelines:
- WCCCD Practical Nursing Program **approved** scrubs, clean and neat in appearance. The school insignia patch is to be **sewn** on the left upper sleeve of the scrub top and must be readable. Other than the WCCCD practical nursing insignia patch, the scrubs should not have any jewelry adornments or other items attached.
- Short scrub jackets should be *__teal colored only__*. The school insignia patch is to be **sewn** on the left upper sleeve of the scrub jacket and be readable.
- Socks are to be clean, plain white and **cover the ankle, students must where socks at all times**.
- White or teal undershirts, long sleeved undershirts only are approved colors to wear under scrub top.
- Shoes are to be plain white, leather with closed toe and heel. No high tops permitted. Shoes and laces must be clean and in good repair.
- Religious based or professional head covering (white or teal cornette or hijab) is permitted. No other type of head covering is allowed.
- Avoid use of perfumed spray/lotion, aftershave or scented hygiene products. Students are to be clean, well-groomed and free of offensive body odors-including smoke.
- Nails are to be clean and trimmed to be no longer than **1/8"** beyond the tip of the finger. Nails are to be in natural state only. **Artificial/acrylic nails or polish of any type (including wraps or shellac) are strictly prohibited.**
- Makeup is to be conservative and neutral in color. **No false eyelashes**. **No visible tattoos at any time.**
- A watch with a second hand is required. If using a digital watch, it MUST be on the analog clock setting AT ALL TIMES (this is during lab and clinical). Otherwise, refer to the policy on **Electronic Devices** during Theory Setting.
- Wedding band and/or engagement ring are the only acceptable rings to be worn. Earrings should be small (studs) and inconspicuous-one earring per earlobe. **No visible piercings,**

such as facial jewelry, tongue piercings, or earring gauges.
- Hair is to be clean, natural color, well-groomed and neat. Long hair must be **pulled back off face and above shoulders prior to entering the learning environment. No decorative hair pieces permitted**. **Beards, mustaches, and sideburns must be clean, short and neatly trimmed.**
- Undergarments (underwear) are to be worn. They should be conservative, supportive, neutral color and not visible.
- WCCCD student ID must always be worn and visible in face-to-face and virtual classroom/ clinical settings. The ID is to be displayed in plain plastic holder on a clip **(**NO LANYARDS**).** ID holders are available for purchase in the college bookstore.

> *A practical nursing student who comes to clinical, skills lab, or simulation inappropriately dressed, will be sent home and will be responsible for any make-up or re-enrollment.*

Student Employment Parameters
Practical Nursing Students must work within the practical nursing student role under the direction of the clinical faculty. Students who are currently employed in a healthcare setting may not use skills performed in their work role while in the WCCCD Practical Nursing clinical setting unless those skills fall under the student practical nurse role.

The WCCCD Practical Nursing Department recommends students select clinical sites that are not affiliated with their current employer. However, if a student has a clinical course that is within the healthcare system where they are employed, the student is **NOT** to use any access codes assigned for their employment. *Doing so, is a violation of clinical agency policy and WCCCD Practical Nursing Program policies and may result in dismissal from the program. Nursing faculty will follow agency policy regarding obtaining student access.*

> **Performing Practical Nurse duties without a License is an illegal violation of the Michigan Public Health Code. However, as a student Practical Nurse, students may practice under the direction of nursing faculty.**

Clinical Attendance/Tardiness Policy
It is the expectation of the Practical Nursing Department that students attend all regularly scheduled clinical, skills lab, virtual lab and theory sessions.
1. If a student is absent from any of the clinical or lab sessions, this is an occurrence.
    a. An occurrence is defined as any reason the student is not present or is absent from any scheduled clinical or lab session. Illness related absence are not excused and are not excluded from this guideline.
    b. An occurrence can be 1 or 2 consecutive days (With no days in between)
    c. Students who are scheduled for jury duty must inform faculty immediately after receiving notice from the court system. The student should contact the court immediately to ask for a reschedule date due to attending a health care class or clinical that requires no absences. If the student cannot be released from jury duty the options for program progression will be evaluated individually.
    d. **The student will receive a mandatory 3% theory grade reduction for the absence**. Any missed time must be made up. Failure to do so will result in clinical failure, thus, a course failure.
    e. More than one clinical occurrence will result in the student not returning to clinical, resulting in a clinical as well as a course failure.

  f. The student must notify the faculty by email if they cannot attend clinical or lab. Faculty can have student call or text them as well however sending an email is required. Ideally this should be done before the start of clinical, *however it is mandatory that faculty receive the email communication the same day.*

2. Students are expected to be prompt for all scheduled activities and are expected to arrive 15 minutes prior to the start of lab or clinical or as otherwise directed by their faculty.

3. A tardy is defined as arriving 1-5 minutes after the scheduled start time for lab or clinical. You are considered tardy after 1 minute. *Any tardy that exceeds 5 minutes is considered an absence.* The student **will not** be permitted to stay in lab or clinical.

4. **Being tardy twice is considered an absence** after the second tardy the student will be sent home and will be written up as absent. At that point the student will not be allowed to stay in lab or clinical. Any missed time must be made up. Failure to do so will result in clinical failure, thus, a course failure.

5. A third tardy will result in course failure. **No exceptions.**

6. Coming unprepared for lab or clinical will be considered an absence. The student will not be allowed to stay on-site and will be written up as absent.

It is the student's responsibility to obtain any missed assignments or course content that they may have missed.

Absence Due to Jury Duty
Students who are scheduled for jury duty must inform the theory, skills lab, and clinical faculty and the Nursing Department immediately after receiving notice from the court system. Written documentation from the court must be submitted. Students who attend jury duty will still be considered absent from theory, lab, and/or clinical components of the course. Therefore, students should contact the court immediately to ask for a reschedule date due to attending a health care class or clinical that requires no absences. If the student cannot be released from jury duty, the number of missed days will be assessed, and Nursing Administration will discuss options for making up the time.

Orientation to Clinical Site
Students are required to attend a mandatory orientation to each assigned clinical course and agency. The orientation will be arranged by the clinical faculty. Orientation will include but, not limited to policy and procedures that relate to the student's role in providing safe patient care and the physical layout of the facility and the assigned area(s).

*PLEASE NOTE: Students are required to attend all clinical agency mandatory trainings when scheduled; failure to attend may result in student being dropped by the clinical agency and subsequently the course. Students dropped by the clinical agency for failure to meet any required trainings/orientation will be removed from the course and must sit out until the start of next of next semester pending space availability.

Where to Report
Students are to report to the clinical agency lobby 15 minutes prior to the start of clinical unless otherwise stated by the clinical faculty.

Transportation to Assigned Clinical Placement Site
Healthcare settings used for clinical experiences are in various locations. Transportation to and from the clinical facilities is the student's responsibility. Students need reliable transportation to avoid missed clinical days and/or late arrivals. Students must review the attendance policy in this Handbook.

Clinical Responsibilities
The following general guidelines are offered, with the recognition that such guidelines are not exhaustive and cannot cover all possible situations or clinical sites. **Follow the direction of your clinical faculty:**

- Students will park in designated areas as directed by the community clinical agency, enter the agency using the designated entrance, and report to instructor at the specified clinical time (at the designated reporting area) *** Failure to do so may result in clinical agency removal from the clinical rotation; which will result removal from the course.**
- Students will not participate in patient care activities without WCCCD faculty presence on the unit and with the approval of the clinical instructor.
- Students must follow the directions of the clinical instructor in all matters.
- Students are NEVER allowed to photocopy or print any patient record.
- Students will not use the agency online system to search records of hospitalized individuals not assigned to them.
- Confidentiality and respect for client privacy will always be maintained and safe guarded.
- Documentation in the patient records must be accurate and truthful.
- Students will always interact professionally and cooperatively with clients, staff, visitors, other students, and clinical faculty while in clinical setting - on client unit, in conference room or any area of the agency.
- Any display of student behavior deemed "unprofessional" or "uncooperative" will result in student being dismissed from the clinical site.
- Students will report any safety concerns, errors, or unexpected occurrences to the clinical faculty promptly for guidance and resolution.
- Students do not leave the assigned area without the permission of the clinical faculty.
- Students will leave promptly when dismissed by the clinical faculty, and do not return for unsupervised patient care activities.
- Students will not remove any documents from a client's medical record.

All enrolled students must read and sign the WCCCD Ted Scott Campus Clinical Student Expectations

Patient Safety
Patient safety is a major concern in health care organizations. The Joint Commission 2025 National Patient Safety Goals (NPSG) identifies elements of performance for the following critical aspects of care:

- Patient Identification

- Improve communication

- Medication Safety

- Use of clinical alarms safely

- Healthcare associated infections

- Identify patient safety risks

- Health care equity

- Prevent surgical risk

Each clinical performance evaluation tool identifies patient safety goals and expected performance competencies specific to your clinical agency and experience. Clinical faculty will hold discussion with students throughout the course. Students are expected to be familiar with the NPSG's as they apply to the setting and assigned clients. ***For in-depth information about the National Patient Safety Goals and the Joint Commission, refer to http://www.jointcommission.org

Latex Allergy and Sensitivity
Latex allergy and sensitivity have grown as a health care concern in recent years. Since several products used in health care are made of latex, (gloves, syringes, tubing, etc.), it is imperative that all applicants to a health care program are aware of this concern. WCCCD's Practical Nursing Program cannot guarantee a 100% latex-free environment in lab or clinical settings. Individuals with latex allergy and sensitivity may not be able to meet the student learning outcomes required to complete WCCCD's Practical Nursing Program or successfully find employment in health care. Researchers suggest that early recognition and diagnosis of latex sensitivity may prevent the evolution of the sensitivity to more severe symptoms. It is the student's responsibility to notify each nursing faculty on the first day of each Practical Nursing course (including nursing clinical skills lab and simulation lab faculty) that the student has a latex allergy or sensitivity.

Alliance for Clinical Experience Matching and Placement (ACEMAPP) Program Requirements
ACEMAPP, the online education tool developed by the ACEMAPP System is designed to:
- Track compliance with health care standards in three key subjects: HIPAA, OSHA, Bloodborne Pathogens
- Record of immunizations and their completion dates
- ACEMAPP Education provides a secure online platform for schools to manage student clinical experiences.
- ACEMAPP placement is a confidential, collaborative, web-based system that allows member healthcare and educational institutions a database for student clinical placements. The ACEMAPP system maintains the necessary medical health information that is required for a student to work in a healthcare facility.
- ACEMAPP consist of online courses and assessments in areas required for healthcare professions.

Online Education
The ACEMAPP program is comprised of online courses and assessments, which include but are not limited to: OSHA standards, HIPAA requirements, and Bloodborne Pathogens. Online education is a requirement to begin all clinical rotations in acute care settings, and the use of the ACEMAPP system will fulfill this requirement for a one-year period.

You will have the ability to take the courses and assessments at your convenience and view the status of your coursework and clinical requirements at any time. However, they must be completed by the beginning of the semester in which you start your acute care clinical practicum in PNE 103.

The clinical site will not allow students to begin clinical at a site or continue in a site if ACEMAPP online courses and assessments are not completed or have expired. It is the student's responsibility to maintain compliance. All ACEMAPP requirements must be completed by the designated date, or the student will be removed from the clinical group for the entire semester and considered a failure. Your return to the clinical/program will be based on space availability.

ACEMAPP and Practical Nursing Program Health Requirements

This section provides a checklist of necessary clinical and program rotation requirements that include:

WCCCD Practical Nursing Program Health Requirements:

1. Students must provide a current health history and physical examination form when starting the Nursing Program. The physical examination must be signed by a Physician, Nurse Practitioner, or Physician's Assistant. The original copy is maintained in the Nursing Office.
   - Physical examinations are **valid for one year**, provided there is no change in the student's health status. Nursing Administration will require further written documentation from student's health provider regarding positive findings. It is the student's responsibility to obtain the written documentation upon request by Nursing Administration.
   - A student who suspects they are pregnant:
     - 1) Must notify clinical faculty and submit written documentation to administration.
     - 2) Must submit a written statement from healthcare provider verifying the student can continue in nursing courses (clinical, lab, theory) **without restrictions.**
     - Following delivery, the student must submit a written statement from healthcare provider verifying the student can return to nursing courses (clinical, lab, theory) **without restrictions**. Both statements must be received by the Nursing Administration prior to return to course(s). Nursing Administration will review and request additional information, if needed.
   - Students who experience illness or injury that causes absence must provide written documentation from their health provider verifying the student can continue in nursing courses (clinical, lab, theory) **without restrictions.** This statement must be received by Nursing Administration prior to returning to course(s).
   - Latex allergies are to be documented by a physician and submitted to the Nursing office.

   2. Immunizations: Evidence of absence of or immunity to infectious diseases is required. Specific immunization information or evidence of antibodies must be provided and updated for:
   - Measles, Mumps, and Rubella (MMR immunization). **(Two (2) documented valid doses.**
   - Chicken Pox (Varicella)
   - DTP/DTaP/DT/Td/Tdap (must be within 10 years)
   - Tuberculosis clearance must be submitted annually in the form of a negative Purified Protein Derivative (PPD) test (for those students who have had a positive test, verification by chest x-ray with written report every 2 years that there is not active disease).
   - Hepatitis B immunization series (signed declination must be on file if series is not yet complete), or evidence of immunity to Hepatitis B, or a signed declination to the nursing office and clinical instructor.
   - Annual season influenza immunization
   - COVID vaccines, including booster.

1. Basic Life Support (BLS): BLS training evidence must be kept current during the time the student is in the Practical Nursing Program. A photocopy of a current BLS training card must be submitted to Nursing Administration for each semester rotation. The acceptable BLS course is the Health Care Provider Course through the **American Heart Association** only. *No other forms or courses of BLS are accepted. No Exceptions.*

2. **Criminal Background Check**: Students must submit to and pass a Criminal Background Check and be cleared per the Nursing Program Policy, appropriate State Board of Nursing Rules and Regulations, and Clinical Site Requirements. Background checks are performed before admission and annually. Students must provide criminal background check information from information from castlebranch.com. **The School Code for the website is: ay20.**

The cost associated with this background check will be the sole responsibility of the student. Following graduation, all practical nursing license applicants in the State of Michigan are required by the Bureau of Health Professions to complete an updated criminal background fingerprint check before taking the NCLEX-PN Exam.

The following link provides information on the State of Michigan exclusions for criminal history. Please review the information if you have a criminal record to determine your eligibility for clinical placement as a practical nursing student.

Felonies typically have restricted admissions until after a 10-15-year period of time from the completion of a sentence and all probation time has been served. Misdemeanors vary in the severity of the crime and the time frame a student would be excluded from placement in a health care setting. Misdemeanor guidelines do not probation time completion in the exclusion period.
Michigan Health Code (http://legislature.mi.gov/doc.aspx?mcl-20173a)
Public Health Code Act (http://legislature.mi.gov/doc.aspx?mcl-333-16174)

Once admitted to the program, students subsequently convicted of crimes identified at the State and federal level as exclusionary will be dismissed from the nursing program.

Michigan Public Acts 27, 28 and 29 of 2006 requires that a health facility or agency that is a: Psychiatric facility, hospital that provides swing bed services, ICF/MR Home for the Aged, Nursing Home, Home Health Agency, County Medical Facility, Adult Foster Care Facility, Hospice, shall not employ, independently contract with, or grant clinical privileges to an individual who regularly has direct access to, or provides direct services to patients or residents, in the health or adult foster care facility, or agency until the health facility, or agency conducts a criminal background check. Students doing clinical training for more than 120 hours in a facility requiring a criminal background check must also undergo a criminal background check.

Additionally, many clinical sites affiliated with the college for educational purposes have adopted this requirement. WCCCD's Practical Nursing Program requires students to participate in caring for patients in various healthcare settings. Therefore, students in the WCCCD Practical Nursing Program are subject to this legislature. Students must maintain a clear criminal background while enrolled in the Practical Nursing Program. Students must report to the Dean of Nursing in writing, any change in their criminal background or current status within 72 hours of occurrence (includes new citations or charges regardless of the pending or final adjudication).

Failure to do so, or to comply with any other aspect of this policy, will result in immediate dismissal from the program. Students must be aware that many clinical sites list conviction of any felony as grounds not to accept a student for clinical training. WCCCD's Practical Nursing Program does not

accept responsibility for any student eligibility for: Admission, and or continued progression to clinical training; and or for licensure as a health care professional after failure to pass a criminal background check.

3. **Urine Drug Screen:** Students must provide a urine drug screen every year. A positive urine drug screen will result in dismissal from the Practical Nursing Program. Nursing Administration will require further written documentation from student's health provider regarding positive findings. It is the student's responsibility to obtain the written documentation upon request of Nursing Administration. All particles listed below must be tested.

   Urine drug screen includes the following. All listed items must have numerical values/results:

Adulterants Creatinine	Cannabinoids (Marijuana/THC)	Cocaine	Opiates	Methadone	Methaqualone	Methamphetamines
Adulterants Specific Gravity	Benzodiazepine	Alcohol	Phencyclidine (PCP)	Propoxyphene	Barbiturates	Amphetamines

- Falsification of any health records will result in dismissal from the Practical Nursing Program.
- The Practical Nursing Program Health Requirements are also a part of program compliance requirements.
- **Students are expected to complete ACEMAPP requirements and update as prompted. It is the student's responsibility to track when their health care requirements expire.**
- **Failure to do so may result in dismissal from clinical placement which will be considered as a clinical failure.** Your return to clinical will be based on available space.
  https://www.acesystem.org/index.php
- In addition to the WCCCD Practical Nursing Program Clinical Health Requirements, individual community clinical partners will require students to comply with orientation and health requirements specific to the community clinical site. A student's compliance is expected, and failure to comply will result in clinical failure. The student's ability to return to clinical will be based on available space.

Reference: Dreifuerst, K. T. (2015). Getting started with Debriefing for Meaningful Learning. Clinical Simulation in Nursing, 11(5), 268-275. doi:10.1016/j.ecns.2015.01.005

CHAPTER FOUR: STUDENT PROGRESSION IN THE
PRACTICAL NURSING PROGRAM

Your progression in the Practical Nursing Program is dependent upon several factors. Review these items carefully throughout the program.

Profile of the Successful Practical Nursing Student
Interviews with our students reveal that those who are successful on NCLEX- PN Examinations have these characteristics:

- Prepare prior to class periods, including all assigned readings.
- Establish regular hours of study (study 2-3 hours per credit per week).
- Review all course material throughout the program transferring knowledge from one course to the next.
- Follow the course objectives and performance behaviors to guide their study.
- Seek out challenging clinical/simulation/virtual experiences.
- Participate in study groups and/or have a study partner.
- Take the standardized competency tests and utilize the resources provided.
- Establish frequent visits to Practical Nursing Skills Lab to practice and sharpen psychomotor skills. Maintain this schedule throughout the Practical Nursing Program.
- Maintain ongoing interactions with course faculty to discuss progress in Practical Nursing Program.
- Balance work, home, and academic schedules as you move through the Practical Nursing Program.

It is important that the student assumes full responsibility for his/her own learning and demonstrates it through:

- Frequent conferences with the instructor at his/her announced office hours.
- Prompt attendance at all planned learning experiences.
- Frequent self-evaluation to determine progress toward goals.
- Early and continuous use of the College's Multi-Learning Lab and the Practical Nursing Skill Lab.
- Meeting with assigned faculty for assistance in course planning and progression. Students can further enhance learning by:
    - Using NCLEX-PN review materials including text and online resources to prep
    - Practicing technical skills in the clinical skills lab on your own time.
- Using online tools such as:
    - OWL – Purdue Online writing lab
      http://owl.english.purdue.edu/owl/resource/670/05/
    - WCCCD Learning Resource Centers
      http://wcccd.edu/dept/learning_resource_center.htm
    - Course textbooks offer several links to online case studies, practice exams, study guides, and many resources to facilitate and enhance your learning of course content.

Evaluation of Progress
Evaluation of student performance is recorded by the instructor in theory, clinical and laboratory settings. Written and computerized test results, clinical performance notes, and laboratory practice sessions are utilized by the instructor to document evidence of a student's progress and learning needs.

Clinical evaluations are maintained for each clinical student to document the extent of achievement of expected behaviors (clinical competencies). Students should expect the clinical faculty to provide ongoing evaluation through the course with a focus on a midterm (formative) and final evaluation (summative).

Grading Scale
The following grading scale applies to the Practical Nursing Program. Students must achieve a **minimum of 75%** in theory courses:

A	93% - 100%
B	84% - 92.9%
C	75% - 83.9%
D	70% - 74.9%
E	≤ 69.9%

- Numerical grades are based on the theory component of the course and will be consistently recorded to the hundredth place but will never be rounded up. For example, **69.9% will not be rounded up to 70%. 74.9% will not be rounded up to 75%.**
- **"Extra credit" assignments and "extra points" on an assignment(s) are not allowed** in either theory, lab, or clinical courses.
- For courses with a clinical component, **students must achieve a "Satisfactory" grade in clinical/lab AND at least 75% in the theory component to successfully complete the course.** Unsuccessful performance in clinical/lab or theory will mean unsuccessful performance in the course. This is a course failure and the student cannot progress in the Practical Nursing Program if this occurs.

Successful passing of a course and remediation in the Practical Nursing Program requires a minimum of a cumulative score of 75% for each course and any remediation.

The HESI Exam is a computerized nursing test given online. It provides the nursing student and faculty information on how well the student understands the content in a specific nursing course, relative to other students nationally, and in their cohort. The HESI exam also helps familiarize students with NCLEX-PN style questions and standardized exam practices.

Additionally, research demonstrated that a 850 or higher score on the HESI Comprehensive Exit exam is highly predictive of a student passing the NCLEX-PN Exam. This, it is also important that students aim to achieve a score of 850 or higher on each exam. The benchmark for the HESI exam is >.850. Students who do not achieve the required benchmarks on the HESI Exam (850) MUST complete a remediation plan. Students will utilize their HESI score and resources to direct their remediation and further learning.

Questions about Exam and Assignment Grades
Faculty will schedule time after an exam to review within one week after the exam is given. Students

should use this time to review their exam and ask questions about exam items. It is the faculty's decision to complete the review in a group session and/or meeting with individual students. Students must inquire to their course faculty for time to meet and review quizzes and exams. This must be done prior to the next scheduled quiz or exam. Student's lose their opportunity to review an exam once the next exam is given.

Students must submit their own work. Work submitted from another student or individual other than the student will result in a grade "Zero" and may result in dismissal from the program.

Requesting Final Course Grade Changes

Students are encouraged to establish a relationship with their instructors and to discuss their progress regularly. If you feel you have received a final course grade that has been calculated incorrectly, contact the course faculty **immediately** to discuss how the grade was calculated. If unable to reach the faculty or faculty has not responded, contact Nursing Administration. If after meeting the faculty you continue to believe the grade was awarded unfairly or incorrectly, please follow the grade appeal *Official Procedure for Grade Appeal* outlined in the WCCCD Student Handbook.

Academic Progression

All students must achieve a minimum of a **"C" or 75%** in all nursing courses in order to progress in the practical nursing program. **Receiving a final course grade of a "D" or "E" will not allow a student to progress.** In courses with both theory and clinical components, failure to achieve a passing grade in **either** theory or a **"Satisfactory"** in clinical component results in failure of the course. Clinical evaluations are graded as "Satisfactory" or "Unsatisfactory". Students must successfully meet all the clinical objectives/learning outcomes to receive a "Satisfactory" clinical evaluation.

Classroom Assignments

Students must achieve an overall <u>*cumulative*</u> *75% on all exams and quizzes, to qualify for Course Point percentage, and other classroom assignments, case studies, concept maps, care plans, group projects. Quiz and exam score average must be 75% before the additional coursework is calculated into the final grade.*

The Practical Nursing Program is designed to be completed in one year. Current semester courses must be successfully completed before progression to the next course or next semester is permitted.

WCCCD Practical Nursing Program (PNE) Student Re-Entry Process

Students are allowed to retake a course or re-enter the WCCCD PN Program one time. The PN Program is a 12 - month program and courses are only offered at specified times as they rotate throughout the curriculum.

The Core Practical Nursing Program Curriculum is designed to be completed in one year. Current semester courses must be successfully completed before progression to the next course or semester.

Lapse in Enrollment

A one-year lapse since last enrolled in a Practical Nursing (PNE) course renders a student ineligible to resume practical nursing courses. If such occurs, a student **can reapply** to the Practical Nursing Program with the upcoming application date, providing the student meets the admission requirements in effect at the time of reapplication.

The student understands that if readmission occurs after 1 year, he/she will start the Practical Nursing Program with the first semester courses regardless of the semester he/she departed from the Practical Nursing Program.

Exceptions to this policy are students who are military reservists who are called to active duty.   Written, active duty orders must be submitted, upon receipt, to the Campus Dean of Nursing. Upon return from active duty, the student will be accommodated, provided: **1)** contact with the Practical Nursing Office occurs within 30 days of release from active duty and **2)** resumption of course work occurs at the next available semester in the academic cycle, providing a comprehensive assessment of knowledge and skills retention is completed. Students will be required to demonstrate competence and skill retention by scheduling an appointment with an available faculty member for demonstration of written and clinical skills. Students will have time for practice and review prior to the required demonstration. If student is unable to successfully perform the selected skills or successfully pass the written component to reflect knowledge retention, the student will be required to return to the first semester courses.

Leave of Absence
Students may seek approval for a temporary leave of absence from the Practical Nursing Program not to exceed 12 months since their last practical nursing course. Circumstances regarding a leave of absence need to be discussed with and approved by the Campus Dean of Nursing and must be submitted in writing. The request must be accompanied by supporting documentation, (i.e.,) statement from healthcare provider, etc. The Campus Dean of Nursing will review and respond to the request in writing.

Returning from Leave of Absence
Students will enter a remediation workshop/process and be required to:
- Design a remediation plan with days and times to be on campus and to submit assignments.
- Attend/participate in any workshops as planned and designed to address the academic issues that impacted a student's performance.
- Complete the workshop assignments, quizzes/exams with a minimum cumulative average of 75%
- Meet with their assigned Nursing Faculty Mentor

Academic Caution
If a student earns a grade below 75%, they will be placed on Early Alert/Academic Caution. These identified students must meet with their course faculty weekly. Meeting with course faculty Is an option for all students, but required for those students who have received early and Often Referrals.

Withdrawal from PNE Nursing (PNE) Course(s)
College withdrawal procedures, as explained in the college's schedule of classes, are followed related to deadlines, signatures required, refunds, and grades issued relative to the timing of the withdrawal for full semester courses. For 7.5-week courses, deadlines are proportionately adjusted. **A student should be aware a withdrawal from a nursing course is considered a course failure.**

First Practical Nursing (PN)E Course Failure or Withdrawal from Practical Nursing (PNE) Course and Re-Entry Process
Upon a **first PNE** course failure or withdrawal the student will be placed on probation and will be allowed to repeat the course according to the following guidelines:

- Students are required to attend a Re-Entry meeting which will explain the requirements for re-entry into the Practical Nursing Program. The meeting is scheduled within one week after the end of the failed course semester. The Practical Nursing Office will contact the student to coordinate the date, time, and location of the meeting. Attendance at the Re-Entry Meeting is mandatory. If a student does not attend the meeting, it will be considered a missed opportunity, and the student will be dismissed from the Practical Nursing Program.
- Students are required to successfully complete all aspects of the Re-Entry Process in order to return to Practical Nursing courses. Students who successfully complete all requirements are placed in courses based on space availability. The student will continue on probation until the student successfully completes the repeated course.
- If a student does not complete the Re-Entry Process requirements, it will be considered a **second course failure**, which will result in automatic dismissal from the Practical Nursing Program.

Second Practical Nurse (PNE) Course Failure or Withdrawal from the Practical Nursing (PNE) Course
Students with **a second PNE** course failure or withdrawal will be dismissed from the program and must re-apply with the upcoming next application date.

- A student cannot continue in the Practical Nursing Program with a second course failure, or with two course failures or withdrawals.
- College policy on student re-entry and retention in career programs states: ***"Two (2) failures in core courses of any career program will result in automatic dismissal from that program."***
- ***If a second course failure occurs, the student must reapply, starting with beginning courses, for re-acceptance into the program.***
- ***After re-entering following two (2) course failures, if a THIRD course failure occurs, the student will be dismissed from the program for a period of two years before being eligible to reapply.***

Third Practical Nurse (PNE) Course failure or Withdrawal from the Practical Nursing Course
If a third course failure occurs, the student will be dismissed from the program and **required to wait a period of two years** before eligible to re-apply. Student will be required to reapply and start with semester one courses.

Re-Entry Role and Student Responsibilities
The student who has experienced a Practical Nursing course failure and desires to re-enter to repeat a course for **one-time only,** must initiate the re-entry process **within one week** of the course failure or **withdrawal.** The process is initiated by the student writing a letter to the Campus Dean of Nursing requesting an opportunity to "Re-Enter". The letter of request to the Campus Dean of Nursing must include:

1. Explanation of contributing factors related to course failure or withdrawal
2. Explanation of planned or executed resolution of causative factors
3. Supporting documentation that outlines a plan for success

The request will be reviewed and placed in the student's file. The student will be allowed to re-enter for one time for one course failure. If a second course failure occurs, the student will be required to reapply and start from first semester courses. *(If a student reapplies and is accepted after two course failures, and a THIRD course failure occurs in any PN course, the student will be dismissed and required to wait a period of two years before being eligible to re-apply).* If a **third** course failure occurs, the student will be ineligible to return to the Practical Nurse Program for a period of two years (2). There is no **"wiping the**

slate clean", if a third failure occurs, the student will be dismissed from the PN Program and must wait a two-year period of time before being eligible to reapply.

Departure from Practical Nursing Program
A student who elects to depart from the Practical Nursing Program must compile a letter to the Campus Dean of Nursing requesting to depart and submit to the Practical Nursing Office. The letter will be placed in the student's file. Once submitted, the student will be removed from further Practical Nursing courses.
- A student can reapply to the Practical Nursing Program, providing the student meets admission requirements at the time of reapplication.
- The student understands that if readmission occurs after one year, he/she will start the Practical Nursing Program with the first semester courses, regardless of the semester he/she departed the Practical Nursing Program.

> **The student is encouraged to meet with Nursing Administration <u>prior</u> to departure or withdrawing from courses to discuss their decision to leave the program.**

WCCCD PN Program Student Success Plan (Remediation)
Student success is a major goal for the WCCCD Practical Nursing (PNE) Program. Students who are currently enrolled in a course and do not meet course requirements, are to schedule time to meet with the faculty of the course. This process will occur for the following events:
- Not meeting quiz or exam requirements
- Absent from skills lab or clinical time

Students will meet with the faculty of the course to discuss options for progressing forward. Students must complete an "Action Plan" outlining how they plan to be successful, identify barriers to success and how those identified barriers can be removed for forward progress. Students will continue weekly meetings with faculty members until the end of the course.
Students who are re-entering the Practical Nursing (PNE) Program after a course failure or Leave of Absence, (where there is a semester lapse prior to their return), will be required to spend 40 hours in the skills lab for strengthening and remediation during the semester prior to their return (This will most likely be a 6.5 or 7.5-week period of time, prior to the student re-entering the course, to complete the 40 hours). Students will be required to sign into the skills lab each session to practice skills, review videos, and practice medication calculation worksheets to prepare students for re-entering the Practical Nursing (PNE) courses.
Students will also be required to successfully pass a Medication Proficiency Exam prior to placement in returning or repeating courses.
All health requirements must be current prior to student being placed into any Practical Nursing (PNE) courses.

CHAPTER FIVE: EXAM AND QUIZ GUIDELINES

Exams and quizzes are used in the theory (didactic) courses to measure a student's achievement of student learning outcomes. Specific information related to the number of exam/quizzes, number of exam items, and percentage of knowledge versus application/analysis type questions, date scheduled, content the exam will address, and percentage of final course grade is contained in the course syllabus. Students are expected to take exams as scheduled. Students must follow the make-up exam policy, in the event of an emergency.

Exam and Quiz Guidelines (Face-to-Face or Virtual Exams)
- The student must present their WCCCD - ID.
- Students must complete the following information on all Scantron tests: booklet number, test version, and name.
- Faculty will provide students directions for exam seating. The process and procedure for dissemination of the exam/quiz is determined by the faculty.
- All testing materials MUST be left in the room with the instructor following the exam. Any papers given to students by faculty during testing must be returned with the exam/quiz.
- No backpacks or personal items should be in the classroom during the test.
- No verbal or nonverbal communication is allowed among students.
- Multiple exam forms will be used.
- **Cheating/sharing of answers is prohibited and will result in immediate expulsion.**
- Students will remain in the testing area until dismissed by the instructor following completion of the exam or quiz.
- NO ELECTRONIC DEVICES OF ANY KIND ARE ALLOWED IN THE EXAM ROOM (including smart watches). NO EXCEPTIONS. THIS WILL RESULT IN A GRADE OF "ZERO"
- The student can only have a blank paper, the exam/quiz, pencil/eraser, and one Scantron on their desk. If the exam contains a math question(s) then, a simple calculator is also allowed on desk. **No other written information is permitted in the vicinity of the student.**
- **No pre-written information of any kind will be permitting in the student area, on the desk or anywhere in the testing area prior to the start of the quiz/exam.**
- All students are to remain seated during the exam/quiz.
- Students must raise their hand if there is a need to communicate with the faculty. Only questions pertaining to typos, miss-numbering, missing pages, and other exam mechanics will be answered.
- All students will start the exam/quiz at the same time. All tests are timed and must be submitted/handed in within the designated time limit.
- No hats shall be worn during an exam (religious head attire is an exception).
- **Students are responsible for avoiding behaviors that raise suspicion of cheating, such as talking, signaling, looking at another exam, wondering eyes, body gestures, not covering one's own answer sheet, etc.**
- No food or drink are permitted in the classroom.
- **If you leave the exam once the quiz/exam begins at any time, your exam is complete and graded as is. NO EXCEPTIONS**

- Upon completion of the exam, students should not discuss the exam or congregate outside the exam room.
- At no time will student photograph exam/quiz or Scantron, write content from exam/quiz onto other paper, or remove exam/quiz or Scantron from classroom. If such occurs, student will receive a "0" for the exam/quiz, the "0" score is calculated with final course grade, and student is referred to the Campus Dean of Nursing for further action.
- **Students are prohibited from using pre-written study notes or information on quizzes/exams, at no time will the study notes/information be allowed in the testing area. If found, this will be considered cheating and grounds for dismissal. Student will receive a grade of zero.**

Exam and Quiz Make-Up
Make-up exams/quizzes are not anticipated. In the event a student is not able to take an exam or quiz FOR ANY REASON (including lack of ID), **the student will receive a 5% reduction on exam /quiz.** Make-up exams/quizzes must be taken before the next scheduled quiz/exam.

Exam and Quiz Review
Only WCCCD Practical Nursing students are permitted to attend an exam/quiz review. The review will be scheduled by faculty for the purpose of enhancing the student's learning. The process and procedure for exam review is determined by the faculty. The student will be given his/her exam/quiz and Scantron to review. The exam/quiz and Scantron are returned to the faculty. If the Scantron and exam/quiz is not returned, a grade of zero ("0") will be recorded and is calculated in the final course grade. The student is referred to the Campus Dean of Nursing for further action. Students have a period of one week following the scheduled quiz/exam to request a review with faculty.

> **It is the responsibility of the student to review their Scantron during the scheduled time for errors in scoring. There will be no further opportunity to make grade/score changes once the review is completed.**

At no time will student:
- Take notes during the exam/quiz review.
- Photograph exam/quiz or Scantron during the exam/quiz review.
- Electronically record faculty's oral review of exam/quiz.
- **Write content from exam/quiz onto other paper.**
- Remove exam/quiz or Scantron from review room/area.
- Discuss quiz/exam questions outside of testing area.
- Have phones, iPads, and electronic devices on desk during time when any exam material is being used.
- **Use prewritten information during the quiz/exam.**

If any of the above items occur, regardless of student's original exam/quiz score, the student will receive a zero ("0") for the exam/quiz, the "0" score is calculated with final course grade, and student will be referred to Campus Dean of Nursing for further action.

Math/Medication Exam Policy
All students will take a math/medication exam at regular intervals during the practical nursing program curriculum.

CHAPTER SIX: ACADEMIC SUPPORT

The District and the Practical Nursing Program offer the student programs and services for program and academic success.

Early and Often and Documentation of Unsafe Practice
This serves as an early academic alert process for identifying students at risk and/or for identifying unsafe practices. The program provides a supportive intervention process for addressing the need to improve academic performance, impact student attrition and retention, and improve student and program outcomes. It also serves as an avenue to quickly identify factors that restrict or block academic achievement and develop a plan in conjunction with the student to immediately address concerns.

The target group are Practical Nursing students who are experiencing difficulty meeting academic requirements, students experiencing attendance and tardiness issues, students working too many hours to allot for adequate study, or students that become involved in situations that serve as a barrier to program progression. These students should be immediately identified to allow initiation of appropriate interventions and guidance to take place.

When a Nursing faculty identifies a student at risk, the faculty can initiate the early and often process or make the initial contact with the student.

Any of the following behaviors require early and often intervention:
- Exam or quiz scores below the expected level of achievement (ELA) of 75%.
- Late submission of scheduled assignments.
- Clinical assignments/competencies receiving an "Unsatisfactory".
- Attendance (Missing or tardiness in clinical)
- Violation of any component of the code of conduct outlined in the Student Handbook.
- Violation of any documented policy.
- Any pattern of unacceptable behavior or any behavior that is disruptive to the learning environment.
- Unsafe clinical practices, including medication errors.

Students must do the following:
- Schedule a meeting and meet with the initiating faculty and mentor within 48 hours.
- Discuss and clarify behaviors and/or situation of concern with faculty member or mentor.
- Design, collaborate, sign an acceptable Plan of Action with the identifying faculty member.
- Complete the requirements/requirements of the Plan of Action.
- Maintain a record of events including meetings that may occur, study sessions, meeting discussion content, etc.

Standardized Testing: Self-Directed Coaching and Enhancement Program
WCCCD's Practical Nursing Program has partnered with HESI™ (Health Education Systems, Inc.) to provide students with a complete diagnostic testing and coaching program. This educational program assists students during the Practical Nursing Program and helps students prepare for the NCLEX-PN. This program will help assess and identify weaknesses in the mastery of Practical Nursing content and provide a means of addressing concerns as students' progress

through the Practical Nursing Program.
- The Practical Nursing Program began using the HESI™ - A2 Entrance Exam Spring 2019.
- Graduating Practical Nursing students will continue to complete the HESI™ Exit exam as a predictability exam prior to the NCLEX-PN.

Other standardized testing may occur as practical nursing students' moves through the program.

Multi-Learning Lab (MLL)
The MLL assists students with regularly scheduled tutoring appointments. Many other students are assisted on a drop-in basis. The MLL will give presentations to classes upon requests and welcomes instructors to walk students to the lab to familiarize them with the location. Tutoring is offered for all courses subject to the availability of a tutor.

Learning Resource Center (LRC)
Students can reach out to the LRC email address for any questions regarding college resources at: LRChelp@wcccd.edu

The LRCs offer 24/7 online access to the Library catalog, research guides, article databases (including full text), and a variety of other resources. The library facilitates audiovisual equipment and material delivery to classrooms for instruction. Audiovisual equipment and materials are also made available to students within the library.

Other features include:
- Students have access to learning tools, which are all electronic resources including credible websites, tutorials, and applications.
- Mobile applications have been added to increase the access to valuable, credible information "on the go" including the online shared catalog and databases.
- Ask-a-Librarian is a 24/7 virtual chat service that may be accessed on or off WCCCD campuses.
- Students have access to computers, with availability of computer workstations per campus. Group study rooms, access to predesigned study spaces have been established at the campuses.

Students are encouraged to contact the LRC for any additions to nursing program resources.

ACCESS
The ACCESS program provides supportive services and academic assistance to students enrolled in vocational, technical and occupational programs and who are handicapped, academically or economically disadvantaged or who have limited English proficiency.

Services include educational, career and personal counseling, interpreters, note takers, readers, tutors, mobility assistance and referral services. Special equipment such as tape recorders, computers, and telecommunication devices for the deaf and closed-circuit televisions are available to support students with special needs.

ACCESS Contact Numbers by Campus	
Downriver	734-374-3211
Downtown	313-496-2685
Eastern	313-579-6839
Northwest	313-943-4063
Ted Scott	734-697-5190

CHAPTER SEVEN: COMMUNICATION

Communication

Communication is crucial as students' progress through the Practical Nursing Program. In order to promote effective communication, all students receive a free WCCCD student email account upon enrollment. This account provides students with instant access to important student and District-wide information. It is a safe and secure method by which to communicate with WCCCD faculty, staff, and students. Information may include class selection dates, grades, scholarship information, schedule changes, and job opportunities. Below are the practical nursing department policies all students are expected to follow:

- Practical Nursing program or school information will be communicated **only** on college email, never through personal email accounts.
- Students must open their college email daily for any student communication; including junk/spam mail.
- The Practical Nursing Department expectation is that any communication to the student is answered promptly.
- It is the expectation that any electronic media (HESI, EVOLVE, PREP U, PASSPOINT, BLACKBOARD etc.) used during your tenure in the Practical Nursing Program be attached to your college email and not your personal. If you unintentionally create an account with your personal email it will be the student's responsibility to correct this issue immediately.

- Students must alert Nursing Administration of any concerns related to theory, skills lab or clinical, to allow for a resolution. Students can meet with the Deans during Dialect with a Dean time, or call or come to Nursing Administration and request to meet with one of the Deans.

- Students can also place concerns anomalously in the communication box located on the lower level near the Nursing Department.

Information on File in the Nursing Administrative Office

Each student has a file located within the Nursing Administrative Office. The file contains all material related to students' program status. For example, initial application and supporting documents, ongoing health information, course grades, evaluation documents, and corrective action plans, any written correspondence to or from the student, as well as address and contact information. It is recommended students make copies for their own records of any material submitted to the Nursing Administrative Office.

- It is the Practical Nursing Department's expectation that all addresses and communicative information be kept current in the Nursing Administrative office. Students are expected to update changes in information every semester.

Surveys and Questionnaires

Students will have many opportunities to evaluate all areas of the Practical Nursing Program through surveys and surveys disseminated by the District Office for Institutional Effectiveness. Timely completion of the surveys is expected, as the feedback helps with quality improvement.

CHAPTER EIGHT: GUIDELINES AND POLICIES

Medication Administration

Clinical experience in Practical Nursing requires safe administration of medication. All Practical Nursing students must demonstrate proficiency by passing a medication exam in order to administer medications during a clinical rotation. The student Practical Nurse is required to adhere to the following guidelines in accordance with agency policies and procedures, WCCCD's medication administration policy, and the community clinical facility.

PROCEDURE for ALL Practical Nursing Students:
1. Demonstrate competency in calculating medications prior to administering the medication.
2. Administer medications with the **direct supervision of the clinical faculty**.
3. Adhere to WCCCD Practical Nursing program medication administration policy.
4. All medication errors must be reported immediately per agency policy.

Students will not be allowed to administer items listed below
   a. Blood products
   b. IV push medication
   c. IV narcotic medications

Students **are not allowed to accept verbal or telephone orders** from any healthcare provider.

 The student must:

1. Identify key information regarding the medication to be administered:
   1. Mechanism of action
   2. Major side effects and incompatibilities
   3. Rationale for medication use
   4. Correct medication dosage/IV rate calculation completed
   5. Available assessment considerations (i.e. BP, HR, drug levels, blood sugar)
   6. Selection of proper needle/syringe size, site (for IM/SQ administration), and volume capacity for site chosen
   7. Saline flush guidelines

2. Identify/verify patient's allergies *prior* to medication administration.

3. Identify the **eight rights** of medication administration as follows:
   1. Right Patient
   2. Right Medication
   3. Right Dose
   4. Right Route
   5. Right Time

6.   Right Documentation
7.   Right of Patient to Refuse
8.   Right Patient Education

4.   Students must prepare medications for ***only one patient at a time to ensure safety***. Prior to entering the patient's room, students must perform "**three checks" of the "rights**" to ensure the correct medication is being administered to the right patient.
    1.   **First Check:** After collecting the medication from the stocked location(s), return to the EMR and compare the medication label against the MAR. Check the generic name and expiration date.
    2.   **Second Check:** Double check the medication label against the MAR, preparing as necessary. Show calculations.
    3.   **Third Check:** A final check of the medication label against the MAR is done prior to administration of the medication and before entering the patient's room or vicinity.
    4.   Maintain standards of patient safety, including proper hand washing and clean or sterile techniques, and disposal of sharps as appropriate during the entire medication administration process.
    5.   Use two patient identifiers prior to medication administration to ensure safety.
    6.   If the Clinical Partner's policy allows, document with the clinical faculty in the patient's medication administration record (MAR) providing correct medication, dose, and administration time according to the agency procedures along with the clinical faculty signature/initial.

Violation of Policy

Violations of this policy will result in disciplinary actions including course failure and/or dismissal from the nursing program.

Drug and Alcohol Testing Policy and Use
Wayne County Community College District's (WCCCD) Practical Nursing Program has a responsibility to maintain a safe environment for its students as well as maintain safe conditions for patients. To fulfill this responsibility, Practical Nursing students must be free of chemical impairment. Practical Nursing students are expected to comply with the American Nurses Association Code of Ethics for Practical Nurses, Standards of Nursing Practice, and the personnel policies of contracted affiliating clinical agencies.

To protect student and public welfare, the illegal use, possession, or distribution alcohol, controlled substances, drugs and/or drug paraphernalia on campus premises and off-campus in clinical settings is prohibited. No student shall come to class, laboratory, or clinical settings under the influence of alcohol, marijuana, controlled substances, or other drugs that can impair cognition and function. Evidence of usage or reasonable suspicion will result in immediate dismissal of the student from the setting, and additional follow-up.

Marijuana, for recreational or medicinal use, is illegal under the federal law. Any college or university that receives federal funds must prohibit the unlawful possession and use of illegal drugs, including marijuana. Even where otherwise permitted under local or state law, recreational or medicinal marijuana use, possession or influence on College premises or at College events is prohibited. Testing positive for marijuana, including medical marijuana, may result in disciplinary action and/or criminal prosecution.

Any nurse who is aware that another person has violated the State of Michigan Nursing Code and

legislative rules is obligated to report the person to the Michigan Licensing Board for consideration of Disciplinary action. Therefore, WCCCD faculty, students, and agency nurses are required to report any suspicious behavior and arrange drug and alcohol testing.

All students are subject to random drug screens at their own cost. In addition, students will be tested for the use of alcohol and drugs upon "reasonable suspicion." Reasonable suspicion is defined to mean that the student's instructor/faculty believes that the behavior, speech, body odor, or appearance of a student is indicative of the use of alcohol or drugs. Reasonably suspicious behavior could include conduct that prevents the student from performing the essential functions of his or her role in the classroom, lab, and the community clinical setting.

Reasonable suspicion of substance abuse is considered when any student demonstrates unusual, unexplained behavior in the classroom, lab, or during clinical experiences. Observable signs might include, ***but are not limited,*** to:

a. Odor of drug and alcohol on breath or person
b. Alertness (change in alertness, sleepy, confused).
c. Demeanor (change in personality, fighting, excited, combative, aggressive, violent, argumentative, indifferent, threatening, antagonistic
d. Excessive sick days, excessive tardiness when reporting for clinical or class
e. Missed deadlines, careless mistakes, taking longer than customary to complete work
f. Unsteady or staggering gait
g. Rapid or slurred speech
h. Pinpoint or dilated pupils
i. Unresponsiveness
j. Bloodshot eyes
k. Fine motor tremors
l. Difficulty participating in activities
m. Nausea, vomiting, & sweating
n. Erratic behavior
o. Incoherent speech
p. Verbal or physical outbursts
q. Self-report of drug use or alcohol abuse
r. Sloppy, inappropriate clothing and/or appearance
s. Unsafe behavior
t. Performance (unsafe practices, unsatisfactory work)
u. Unsatisfactory care for others, and threats to harm self or others
v. Other clinical observations consistent with impairment

Procedure:
1. If the clinical agency, faculty, or fellow students form a reasonable suspicion that a student has used, is using, possessing, transferring, or selling alcohol or illegal drugs, the faculty will notify the Campus Dean of Nursing and/or Campus Administration.
2. The student may be tested according to WCCCD drug and alcohol policy and the clinical agency's drug and alcohol testing policy. ***The student will be responsible for the fees associated with the testing.***
3. Informed consent will be obtained prior to testing.

4. Faculty reserve the right to request drug and alcohol testing if there is reasonable suspicion in a class, laboratory, or clinical setting.
5. Noncompliance with requests for drug and alcohol screening from a student who demonstrates suspicion of substance abuse impairment will be viewed as a violation.
6. The collection site will be in a standard collection area laboratory or emergency department as per the agency protocol.
7. Non-acceptance and acceptance values for lab results will be determined according to the agency policy. Collection procedures will adhere to the required "chain of custody" protocol as indicated by the assigned clinical agency.
     a. Some community clinical site guidelines may be more stringent than industry standards and require 12 panel drug screening tests.
     b. The student must fully comply with the testing facility's methods and procedures for collecting samples.

8. Refusal to provide a specimen for drug testing will be considered a positive drug test and subject to the established procedures for positive tests.
9. The test shall screen for the use of the controlled substances or any other controlled substances that are suspected of being abused or used by the student.
10. Urine, serum, hair, and saliva analysis or a combination of these may be tested.
11. The following may be screened for including *but not limited to* amphetamines, barbiturates, benzodiazepines, cocaine, fentanyl, hydrocodone, marijuana, methadone, methaqualone, opiates, oxycodone, phencyclidine (PCP), propoxyphene and tramadol.
12. The student will disclose any prescribed or over-the-counter medications, as well as any dietary habits that could modify testing results.
13. If the test is inconclusive, the screening will be treated as positive until definitive analysis by alternate testing is accomplished. During this time the student *will be not permitted* to have any contact with patients but *may not* be allowed to attend classes, pending the approval of the Campus Dean of.
14. The testing facility will make a final report of the test results (positive, negative, or inconclusive) to the Campus Dean of Nursing.
15. A student who is required to and submits to drug and alcohol screening will be expected to authorize the release of the results to the College.
16. Following an incident that requires drug or alcohol testing, the student will be sent home by cab or responsible individual. *Under no circumstances will the student be allowed to drive home.*

The requirement that a student be tested, as well as the test results, will remain confidential and disclosed only to those individuals within the College, the Campus Dean of Nursing, Campus Administration or an affiliated clinical site with a need to know or as required by law.

The test results will be communicated only to the student, the Campus Dean of Nursing and the physician reviewing the results with the student. Upon written request, students will be provided a copy of test results. Records will be maintained in a separate file by the College in a secured area. Requests for information will require a court order or may be released by the student's signed written consent.

While it is not the intent of the College to monitor students' behavior outside of the Program, students' use or suspected use of drugs and alcohol outside of the Program may affect their behavior during Program Clinical Activities and lead to a reasonable suspicion drug or alcohol test.

Any student arrested or convicted of violating any federal, state, or local law pertaining to the manufacture, possession, sale, use, or distribution of a drug or alcohol or misuse of prescribed medications must report this event to the Campus Dean of Nursing *within three days of the event and prior to any clinical contact with patients.*

This policy applies to all students admitted to the Practical Nursing program and is effective immediately. It is the policy of WCCCD's Practical Nursing Program to comply with federal and state laws and regulations dealing with the usage and detection of drugs and alcohol. In the clinical setting, this policy enhances patient safety.

Any violation of this policy by a student will result in disciplinary action including dismissal from the Practical Nursing Program.

CHAPTER NINE: ETHICS, CIVILITY, AND BEHAVIOR STANDARDS

Practical Nursing students are expected to comply with WCCCD student handbook policies as detailed in the *Scholastic Ethics Code* on pages 39-40. This includes the Guidelines for Scholastic Code of Ethics; Scholastic code of Ethics Violation; Cheating; Plagiarism; Collusion; and Compromising Instructional and Test Materials/Misrepresentation/Fraud.

The Practical Nursing Program will also follow the WCCCD student handbook regarding Complaint Procedures for Code of Ethics Violations and Disciplinary Action for violations.

In addition, practical nursing students must comply with HIPAA rules and regulations, and cooperating community clinical agency guidelines for training. Students and faculty are required to follow agency policies regarding use of and access to electronic medical records. Cooperating agency compliance modules must be completed as per cooperating clinical agency protocols. Patients' Protected Heath Information (PHI) must be de-identified. PHI includes sufficient information about a patient such that the patient could be identified.

Student Code of Conduct Violations
Inappropriate and/or illegal student conduct that represents grounds for disciplinary action includes, but is not limited to the following:
- Dishonesty, such as knowingly furnishing false information to WCCCD.
- Forgery, alteration or misuse of College/District documents, records, identification, e-mail or other electronic information.
- Obstruction or disruption of teaching, administration of the College/District, disciplinary procedures or other College/ District activities, community service functions or other authorized College /District-sponsored activities on or off College premises.
- Physical actions against any person on District-owned or controlled property or at a College/District sponsored or supervised function, or any conduct that threatens or endangers the health or safety of any person. A physical action is an action that results in contact with another or which places a person in reasonable apprehension of harmful contact.
- Harassment or discrimination of anyone based on race, religion, color, sex, age, height, weight, marital status, national origin, disability, sexual orientation or status as a veteran.

- Psychological actions against any person on College District-owned property or controlled property or at College District-sponsored or supervised activity. A psychological action is any action that terrifies, intimidates, threatens or harasses another, or which places a person in reasonable apprehension of such action. Psychological actions include, but are not limited to threats, stalking, harassment and discrimination, including the use of e-mail or telephone systems to carry out such action.
- Theft or damage to property of the College/ District or of a member of the College community or of a visitor to the College.
- Possession or use of firearms, explosives, dangerous chemicals, substances, instruments or other weapons that can be used to inflict bodily harm to any individual or damage to a building or grounds of College/ District-owned or controlled property.
- Failure to comply with directions of College/District officials or law enforcement officers acting in performance of their duties, and/or failure to identify oneself to these persons when requested to do so.
- Use of tobacco and tobacco products (smoking) in unauthorized areas.
- Verbal abuse and/or abusive behavior, includes excessive profanity, threats, intimidation, harassment, coercion, and/or other conduct which threatens or endangers the health or safety of any person or which places them in fear of being physically abused.
- Loud, arguing, or confrontational behaviors.

- Unlawful possession, use, sale, or distribution or being under the influence of any narcotics or other controlled substances or drug paraphernalia, except as may be expressly permitted by law.
- Engaging in lotteries or other forms of gambling on College/ District-owned or controlled property.
- Leaving unattended minor children on College-owned or controlled property or at College/ District- sponsored or supervised functions without making provisions for them to be cared for or supervised.
- Use of computers for unauthorized purposes and engaging in any activity aimed at compromising computer systems or network security.
- Inappropriate use of electronic devices such as beepers, cellular telephones or any other instrument that might be disruptive in an academic setting.
- Failure to obtain approval from the Campus President or designee, or appropriate administrator for solicitation of any type which involves the College student body, College employees or visitors; posting or distributing information of any kind within the premises of the College; selling of merchandise on College property by a student or a student organization.
- Any form of sexual misconduct.

The above violations are illustrative of the type of conduct that will not be permitted but are not intended to be all-inclusive and will result in discipline up to and including expulsion.

Practical Nursing students should refer to the District Student Handbook for complete scholastic code of ethics including ethics violation disciplinary actions. The Handbook is available at www.wcccd.edu.

CHAPTER TEN: GRADUATION PROCEDURES AND REQUIREMENTS

The pinning ceremony along with commencement signals your successful completion of the Practical Nursing Program.

Practical Nursing Pinning Ceremony
The pinning ceremony is a momentous occasion for nursing students. The distinctive pin they receive from their school of Practical Nursing Program symbolizes program completion

The pinning ceremony for eligible graduate Practical Nursing students is held biannually (May and December) in conjunction with the Allied Health Programs Recognition Ceremony. Practical Nursing students are encouraged to attend the formal commencement ceremony for WCCCD held annually in June.

<u>**Special Note:**</u>
> *Prior to the start of third semester of the Practical Nursing Program, students must review with Nursing Administration to review program completion form and transcript.*

Application for Certificate
Third semester students in the Practical Nursing Program must follow WCCCD procedures and timelines to apply for certificate of completion. Eligibility to participate in commencement exercises hinges upon satisfying program completion requirements. Please refer to and follow the district graduation process at http://www.wcccd.edu/students/cs_graduation.htm

Graduation with Honors
Students who complete program requirements with exceptionally high scholastic averages are eligible to receive certificate of completion with honors. Those who have earned a grade point average of 3.75-4.00 are eligible to be graduated Summa Cum Laude; a grade point average of 3.50-3.74, Magna Cum Laude; a grade point average of 3.25-3.49 Cum Laude. In computing the grade point average, all courses taken at Wayne County Community College District are considered.

CHAPTER ELEVEN: PRACTICAL NURSE LICENSURE PROCESS

Successful completion of the National Council of Licensing Examination-Practical Nurse (NCLEX-PN) for State licensure allows WCCCD Practical Nursing Program graduates to practice as a Licensed Practical Nurse (LPN). The following information will assist you.

Application for Practical Nurse Licensure
Students receive information about application for licensure during the third semester of the Practical Nursing Program, during the PNE 111 Course. The Campus Dean of the Nursing certifies each applicant as having met:

   a. Practical Nursing Program course requirements following completion of the third semester and determination of grades.
   b. All course assignments and clinical hours must be intact to meet program completion requirements.
   c. Completion of required NCLEX-PN review programs.
   d. Completion at the required level of performance on the standardized exit exam scheduled by the Practical Nursing Program.
   e. Students who do not achieve the **850 Benchmark Score**, will be required to complete 15 hours of additional remediation which must be validated in order to meet all program requirements.

The Campus Dean of Nursing will forward to the Michigan Board of Nursing a Certificate of Completion confirming student has completed all of the above requirements.

Request for Testing Modification on Licensure Examination
Students who require accommodations during testing situations are able to request testing modifications when submitting application to take the National Council of Licensing Examination-Practical Nurse (NCLEX-PN) (https://www.ncsbn.org/index.htm).