



2024-2025

**NURSING STUDENT HANDBOOK**  
**Associate Degree in Nursing**



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## Introduction

This Nursing Program Student Handbook supplements the Northwest College Student Handbook policies, rules, and regulations. Differences exist between the Northwest College Student Handbook and the Nursing Student Handbook regarding National and State Standards of Practice, hospital/facility policies, and public safety. The provisions outlined in this handbook shall supersede previous versions of the Northwest College Nursing Student Handbook.

Northwest College and the Nursing Department reserve the right to change without notice any material, information, requirements, regulations, or costs published in this handbook. If revisions or additions to the Nursing Handbook are required, they become effective immediately, and students are promptly notified in written form through the LMS.

The student must carefully read the entire Nursing Handbook and comply with all policies and handbook procedures. Students must sign a statement acknowledging receipt and awareness of the information in this Handbook. Students are responsible for accessing their Nursing Handbook on the nursing website for the most up-to-date information.

Students completing the RN program are eligible to sit for the NCLEX-RN exam. Upon passing, graduates are issued an RN license to practice in Wyoming. Once licensed in Wyoming, students may apply for licensure by endorsement in other states and be eligible for a compact nursing license to practice in different states. Please see the licensure disclosure statement on our website and the appropriate state regulatory agency for RN licensure by examination in other states. Similarly, students completing the LPN certificate program are eligible to sit for the NCLEX-PN exam. Upon passing, graduates are issued a PN license to practice in Wyoming. Once licensed in Wyoming, students may apply for licensure by endorsement in other states. Please see the licensure disclosure statement on our website and the appropriate state regulatory agency for PN licensure by examination in different states.

The Northwest College Associate Degree in Nursing Program is approved by:



### **Wyoming State Board of Nursing**

130 Hobbs Ave., Suite B  
Cheyenne, WY 82002  
307-777-7601  
<https://wsbn.wyo.gov/>

The Associate Degree in Nursing Program is also accredited by:



### **Accreditation Commission for Education in Nursing (ACEN)**

3390 Peachtree Road NE, Suite 1400

*Northwest College does not discriminate based on race, color, national origin, sex, disability, age, religion, sexual orientation, gender identity, genetic information, or veteran status in its programs and activities. We are an Equal Opportunity Employer and Institution (EOE/EOI). Student inquiries concerning disability services shall be directed to the Disability Support Services Coordinator, Student Success Center, 231 W 6th ST BLDG 4, Powell, WY 82435-1860; 307.754.6227. All other compliance inquiries shall be directed to the Compliance Officer, Orndorff Building, 231 W 6th ST BLDG 1, Powell, WY 82435-1895; 307.754.6098, or the Office of Civil Rights, U.S. Department of Education, Cesar E. Chavez Memorial Building, 1244 Speer Blvd. #310, Denver, CO 80204-3582; 303.844.5695; FAX: 303.844.4303; TDD: 800.877.8339; OCR.Denver@ed.gov. Title IX inquiries: Title IX Coordinator, Orndorff Building, 231 W 6th ST BLDG 1, Powell, WY 82435-1895; 307.754.6102; Title9@Northwest College.edu.*

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## I. Nursing Program Mission & Vision Statement

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### **Mission:**

The Northwest College Nursing Program recognizes the values, worth, and uniqueness of students preparing to practice in Wyoming. It intends to prepare students as entry-level nurses who provide quality nursing care within the healthcare system.

### **Vision:**

The Northwest College Nursing Program is focused on enhancing critical thinking and skill development and fostering professional behavior that reflects evidence-based practice while providing a seamless pathway for education and career mobility.

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## II. Nursing Program Philosophy

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We believe in the intrinsic value and worth of every person.

We believe that health is a state of homeostasis influenced by forces impacting the person.

Nursing is a practice-oriented discipline using evidence-based knowledge derived from the biological, physical, and behavioral sciences to provide safe and humanistic care to persons, families, groups, and communities.

The art and science of nursing are the nucleus of the interdisciplinary healthcare system.

We believe the goal of nursing is to use the nursing process and clinical judgment to promote and maintain health, prevent disease and disability, care for and rehabilitate the sick, and support the dying. Nursing education must have a strong clinical focus and allow the opportunity to apply the theoretical component of nursing.

Learning is a dynamic, lifelong process that occurs in the cognitive, psychomotor, and affective domains. It is the joint responsibility of the educator and the learner, with each assuming the responsibility for learning and continued self-development.

The role of the educator is to facilitate learning and leadership by providing an environment where students can establish goals, examine various means of attaining them, and evaluate the course of action selected. Nursing practitioners have a responsibility for professionalism and mentoring others.

The nurse is a role model for clients, families, and communities in practicing appropriate health behaviors.

To best facilitate a seamless pathway for students to enter nursing and continue their education, the Northwest College nursing faculty members have been active in creating and implementing a statewide nursing curriculum: Revolutionizing Nursing Education in Wyoming (ReNEW).

The Northwest College ADN Program has adopted the ReNEW curriculum and supports the ReNEW Mission and Vision:

Renew Mission: To enhance the quality of nursing and health care in Wyoming by revolutionizing nursing education.

Renew Vision: Shared, concept-based, statewide curriculum where students can earn an associate degree or continue seamlessly to the BSN degree (or higher) starting at any of the Wyoming community colleges or the University of Wyoming (UW). The courses/clinical experiences needed to complete the Bachelor of Science degree through UW will be available through distance delivery.

The ReNEW curriculum is a co-created concept-based clinical education model focusing on enhancing clinical judgment, skill development, and professional nursing practice designed to reflect evidence-based practice, meet the needs of the future of nursing, optimize the use of clinical facilities and faculty throughout Wyoming, and share educational and clinical resources.

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### **III. Nursing Program Conceptual Framework**

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The curriculum is guided by professional standards in the National League for Nursing's Core Competencies for Graduates of Associate Degree Nursing Programs, Quality and Education for Nursing (QSEN), NCSBN NCLEX-RN & PN test plan, Accreditation Commission on Education in Nursing (ACEN) Standards and Criteria, and the Standards for Nursing Education Programs, including the scope and standards of practice for the RN and LPN as directed by the Wyoming State Board of Nursing.

The curriculum is organized with six (6) core concepts that are defined and threaded through each course to provide the foundation to prepare students as entry-level nurses. The progressive simple to complex development of these concepts leads to the achievement of leveled student learning outcomes. Each ADN Course Student Learning Outcome (SLO), which identifies the expectations of each ADN student each semester, is linked to the appropriate core curriculum concept and the end-

of-program student learning outcomes. The ADN end-of-program student learning outcome links seamlessly to the University of Wyoming bachelor's degree program student learning outcomes.

Students are evaluated each semester on their progress to their end-of-program student learning outcomes, as indicated in the table below. The final course evaluation process examines benchmarks, considering the students' performance. Then, the students and the instructor discuss the student's performance in each leveled course outcome. Based on this end-of-semester discussion, students are assigned remediation in areas needing improvement. Students progressively work throughout the program to meet expected levels of achievement each semester and to the expected levels of achievement for the six end-of-program student learning outcomes listed below.

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#### IV. NORTHWEST COLLEGE Nursing Curriculum Core Concepts & Outcomes

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<b>Core Concept Definition</b>	<b>Safety:</b> Minimize the risk of harm to patients and providers through system effectiveness and individual performance.			
<b>ADN End of Program Student Learning Outcome</b>	<b>1. Provide safe nursing care within the healthcare system.</b>			
<b>Leveled Course Outcomes</b>	<b>NURS 1100 – Health Promotion</b>	<b>NURS 1200 - Chronic</b>	<b>NURS 2300 - Acute</b>	<b>NURS 2400 - Complex</b>
	Adhere to safety standards when providing nursing care.	Apply strategies to reduce the risk of harm to patients and providers with consideration for professional standards.	Identify organizational responsibilities in providing a culture of safety.	Participate in guiding safety and care management within the healthcare system.
	Explain the role of the nurse in supporting patient safety.	Demonstrate the role of the nurse in supporting patient safety.	Analyze the role of the nurse in promoting safe practice.	Model the role of the beginning nurse in the provision of safe, quality nursing care.
<b>Core Concept Definition</b>	<b>Clinical Judgment:</b> The educated conclusion at which a nurse arrives guided by the nursing process and evidence of best practice.			

<b>ADN End of Program Student Learning Outcome</b>	<b>2. Incorporate prior knowledge, current research, and clinical expertise in decision-making.</b>			
<b>Leveled Course Outcomes</b>	<b>NURS 1100 – Health Promotion</b>	<b>NURS 1200 - Chronic</b>	<b>NURS 2300 - Acute</b>	<b>NURS 2400 - Complex</b>
	Begin to use the steps of the nursing process to provide care and promote health.	Apply the nursing process for plans of care.	Utilize evidence-based practice and clinical findings to care for patients.	Prioritize care of multiple patients with increasing independence using evidence and clinical judgment.
	Identify the role of evidence and appropriate sources in guiding decision-making.	Begin to incorporate evidence when planning nursing care.		

<b>Core Concept Definition</b>	<b>Leadership:</b> Heightened self-awareness to empower others toward the attainment of a specific objective through the practice of nursing excellence. Leadership is exemplified through interprofessional collaboration in the management of care in a diverse and complex healthcare system.			
<b>ADN End of Program Student Learning Outcome</b>	<b>3. Demonstrate leadership skills as part of an interprofessional team to promote desired outcomes.</b>			
<b>Leveled Course Outcomes</b>	<b>NURS 1100 – Health Promotion</b>	<b>NURS 1200 - Chronic</b>	<b>NURS 2300 - Acute</b>	<b>NURS 2400 - Complex</b>
	Identify the leadership role of the nurse in the healthcare system.	Develop beginning leadership attributes, such as prioritizing, delegating, and managing resources.	Demonstrate leadership attributes when prioritizing, delegating, and managing care.	Evaluate leadership effectiveness within a variety of healthcare settings.
	Recognize the role of the nurse in healthcare delivery.	Participate as a member of the interprofessional team.	Contribute as a member of the interprofessional team.	Coordinate healthcare delivery with the interprofessional team.



<b>Core Concept Definition</b>	<b>Patient-centeredness:</b> An orientation to care that incorporates and reflects the uniqueness of an individual’s background, personal preferences, culture, values, traditions, and family. A patient-centered approach supports optimal health outcomes by involving patients and those close to them in decisions about their clinical care. Patient-centeredness supports respectful, efficient, safe, and well-coordinated transition through all levels of care.			
<b>ADN End of Program Student Learning Outcome</b>	<b>4. Use effective communication and advocacy to provide individualized care.</b>			
<b>Leveled Course Outcomes</b>	<b>NURS 1100 – Health Promotion</b>	<b>NURS 1200 - Chronic</b>	<b>NURS 2300 - Acute</b>	<b>NURS 2400 - Complex</b>
	Identify the influence of patient needs, values, and choices when individualizing care.	Provide basic, safe, and effective individualized care.	Modify care to meet individual patient needs.	Coordinate individualized care for diverse patients.
	Recognize effective communication techniques used in establishing therapeutic relationships.	Use effective communication techniques to establish therapeutic relationships.	Incorporate effective communication techniques to maintain therapeutic relationships	Adapt communication techniques to strengthen relationships.
	Explore the nurse’s role in advocacy.	Identify the need for advocacy in patient care.	Practice basic advocacy when participating in patient care.	Model advocacy in nursing practice.
<b>Core Concept Definition</b>	<b>Professionalism:</b> The consistent demonstration of core values evidenced by nurses working with others to achieve optimal health and wellness outcomes in patients, families, and communities by wisely applying principles of altruism, excellence, caring, ethics, respect, communication, professional engagement, lifelong learning, and accountability.			

<b>ADN End of Program Student Learning Outcome</b>	<b>5. Practice within the core values, principles, and standards of the nursing profession.</b>			
<b>Leveled Course Outcomes</b>	<b>NURS 1100 – Health Promotion</b>	<b>NURS 1200 - Chronic</b>	<b>NURS 2300 - Acute</b>	<b>NURS 2400 - Complex</b>
	Identify the core values of professional nursing.	Articulate core values and principles of the nursing profession.	Demonstrate adherence to the core values and principles of the nursing profession.	Exemplify the core values and principles of the nursing profession.
	Identify the legal and ethical basis of nursing practice, including the scope of practice.	Relate legal and ethical standards to the scope of practice.	Apply legal and ethical standards to the scope of practice.	Maintain the legal and ethical standards of professional nursing practice.
<b>Core Concept Definition</b>	<b>Health Promotion:</b> The provision of education to patients to encourage healthy behaviors and choices, prevent disease, and protect from preventable illness and disastrous emergencies, all of which make a positive contribution to immediate and long-term health status.			
<b>ADN End of Program Student Learning Outcome</b>	<b>6. Utilize the nursing process and a broad knowledge base to maximize health.</b>			
<b>Leveled Course Outcomes</b>	<b>NURS 1100 – Health Promotion</b>	<b>NURS 1200 - Chronic</b>	<b>NURS 2300 - Acute</b>	<b>NURS 2400 - Complex</b>
	Utilize concepts of health promotion to educate patients across the lifespan.	Develop evidence-based teaching plans to manage health and promote quality of life.	Adapt evidence-based teaching plans to manage changes in health status.	Prioritize educational needs and evidence-based strategies to optimize outcomes.

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## V. Measures of Program Effectiveness

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The Northwest College ADN Nursing Program uses the following criteria as measures of the effectiveness of the program:

### **Meets the Standards of the College, Regulatory, and Accrediting Agencies**

The Associate Degree in Nursing program will continue to meet the standards of

- 1) Northwest College and the Higher Learning Commission
- 2) Wyoming State Board of Nursing
- 3) Accreditation Commission for Education in Nursing (ACEN)

### **End of Program Outcomes**

#### **Program Completion Rates**

##### Associate Degree Nursing Program:

Eighty percent (80%) of the students who enter the first semester of the Associate Degree in Nursing will satisfactorily complete the program within four semesters with a 'C' or better.

##### Advanced Placement Students:

Eighty percent (80%) of the students who enter the third semester of the Associate Degree in Nursing Program will satisfactorily complete the program within two semesters with a 'C' or better.

#### **Licensure Rates of Graduates**

ACEN & WBON licensure pass rate standard: The most recent annual NCLEX-RN pass rate or the mean pass rate for the three most recent years must meet at least one of the following based on the number of test-takers:

- 80% or greater for all first-time test takers or
- 80% or greater for all first-time test takers and repeaters or
- At or above the national/territorial mean based on the nursing program type

#### **Employment of Graduates**

Ninety percent (90%) of Associate Degree in Nursing Program graduates seeking employment as a nurse will obtain employment within 6 months of graduation.

### **End of Program Student Learning Outcome Benchmarks:**

#### **Safety**

1. Provide safe nursing care within the healthcare system as evidenced by:
  - ATI Group Score will place 80% of the student group above the program mean in the NCLEX Pharmacological/Parenteral Therapies category.
  - ATI Group score will place 70% of the student group above the program mean in the NCLEX Safety & Infection Control category.

## **Clinical Judgement**

2. Incorporate prior knowledge, current, research, and clinical expertise in decision-making as evidenced by:
  - ATI Group score will be at or above 80% on the NCLEX Clinical Judgement category.
    1. Recognizing Cues scores will be at or above 85%
    2. Analyzing Cues scores will be at or above 75%
    3. Prioritizing Hypothesis scores will be at or above 80%
    4. Generation Solutions scores will be at or above 85%
    5. Take Action scores will be at or above 80%
    6. Evaluate Outcomes scores will be at or above 85%

## **Leadership**

3. Demonstrate leadership skills as part of an interprofessional team to promote desired outcomes as evidenced by:
  - ATI Group score will be at or above 85% on the ATI Clinical Areas category: Leadership category.
  - ATI Group Score will place 85% of the student group above the program mean in the NCLEX Management of Care category.

## **Patient-Centered Care**

4. Use effective communication and advocacy to provide individualized care as evidenced by:
  - ATI Group Score will place 85% of the student group above the program mean in the NCLEX Psychosocial Integrity category.
  - ATI Group Score will place 80% of the student group above the program mean in the NCLEX Physiological Adaptation category.

## **Professionalism**

5. Practice within the core values, principles, and standards of the nursing profession as evidenced by:
  - ATI Group score will be at or above 85% on the NLN category: Professional Identity.
  - ATI Group score will be at or above 75% on the QSEN category: Evidence-based Practice.

## **Health Promotion**

6. Utilize the nursing process and a broad knowledge base to maximize health as evidenced by:
  - ATI Group Score will place 75% of the student group above the program mean in the NCLEX Health Promotion and Maintenance category.
  - ATI Group score will place 70% of the student group above the program mean in the NCLEX Reduction of Risk Potential category.

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## V. ANA Code of Ethics for Nurses

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### Provisions

1. The nurse practices with compassion and respect for the inherent dignity, worth, and unique attributes of every person.
  2. The nurse's primary commitment is to the patient, whether an individual, family, group, community, or population.
  3. The nurse promotes, advocates for, and protects the rights, health, and safety of the patient.
  4. The nurse has authority, accountability, and responsibility for nursing practice; makes decisions; and acts consistent with the obligation to provide optimal patient care.
  5. The nurse owes the same duties to self as to others, including the responsibility to promote health and safety, preserve wholeness of character and integrity, maintain competence, and continue personal and professional growth.
  6. The nurse, through individual and collective effort, establishes, maintains, and improves the ethical environment of the work setting and conditions of employment that are conducive to safe, quality health care.
  7. The nurse, in all roles and settings, advances the profession through research and scholarly inquiry, professional standards development, and the generation of both nursing and health policy.
  8. The nurse collaborates with other health professionals and the public to protect human rights, promote health diplomacy, and reduce health disparities.
1. The profession of nursing, collectively, through its professional organizations, must articulate nursing values, maintain the integrity of the profession, and integrate principles of social justice into nursing and health policy.

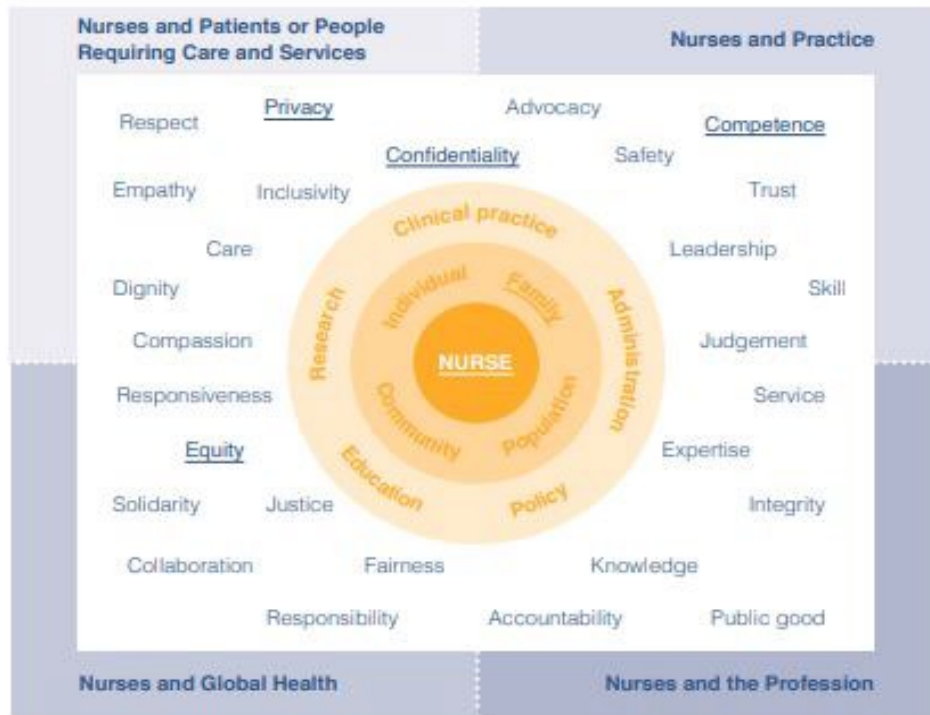
2022 American Nurses Association Code of Ethics  
[www.nursingworld.org/ethics](http://www.nursingworld.org/ethics)

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## V. International Code of Ethics for Nurses

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### ICN Code of Ethics for Nurses Professional Values




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## V. Human Needs Prioritization Model



## Maslow's hierarchy of needs

## VIII. Program of Study

Courses in the ADN plan of study are sequential, and students must successfully complete all nursing and general education requirements with an ‘S,’ ‘Satisfactory,’ ‘C’ or ‘74%’ or higher within each semester to progress to the next semester. All courses required for graduation from the Nursing Program must be completed with a 2.0 or better. For course descriptions, visit the ‘[College Catalog](#)’ link on the Northwest College website. Visit the [Nursing Department website](#) for articulation agreements.

### Semester One

Course	Type	Title	Credits
ZOO-2020	PNW	Human Anatomy & Physiology II	4
NURS-1100	MR	Prof Nursing in Health Promo	9
NURS-1150		Nurse Pharm I	1
<b>Total Credits:</b>			<b>14</b>

### Semester Two

Course	Type	Title	Credits
NURS-1200	MR	Prof Nursing Patient W/Chronic	9
PSYC-1000	HC	General Psychology	3
NURS-2150		Nurse Pharm II	2
<b>Total Credits:</b>			<b>14</b>

### Semester Three

Course	Type	Title	Credits
NURS-2300		Prof Nursing Acute Illness	9
ENGL-2005		Technical Writing	3
or ENGL-2030		Critical Reading and Writing	3
NURS-2250		Nurse Pharm III	1
<b>Total Credits:</b>			<b>13</b>

### Semester Four

Course	Type	Title	Credits
NURS-2400	MR	Prof Nursing Complex Illness	9
POLS-1000	GOV	American & Wyoming Government	3
or HIST-1221	GOV	The United States from 1865	3
or HIST-1251	GOV	Wyoming History	3
NURS-2420		NCLEX Content Review	1
<b>Total Credits:</b>			<b>13</b>

### Pre-requisites

Course	Type	Title	Credits
ZOO-2010		Human Anatomy & Physiology I	4
ENGL-1010		English I: Intro to Comp	3
NURS-1101		Nursing First Year Seminar	2

Course	Type	Title	Credits
MATH-1000		Problem Solving	3
BIOL-1010		General Biology I	4

## IX. Nursing Program Approximated Costs-

Approximate Pre-Entrance Costs: \$ 265.00 (Background check, drug test, physical exam, and immunizations)

FIRST YEAR		SECOND YEAR	
<b>Uniforms/Equipment</b>			
2 Uniforms	\$ 160.00		
Black Lab Coat (opt)	\$ 65.00		
White or Black Shoes	\$ 65.00		
Bandage Scissors	\$ 6.00		
Safety Glasses	\$ 10.00		
Watch	\$ 25.00		
<b>TOTAL</b>	<b>\$ 331.00</b>		
<b>Tuition/Fees/Books</b>		<b>Tuition/Fees/Books</b>	
Course Fees (includes ATI)	\$ 764.00	Course Fees (Includes ATI)	\$ 671.00
College Tuition (In-State Resident) for 15.0 credits	\$ 2,442.00	College Tuition (In-State Resident) for 15.0 credits	\$ 2,442.00
Learning Resources (Textbooks & Products)	\$ 1,950.00	Learning Resources (Textbooks and Products)	\$1500.00
<b>TOTAL</b>	<b>\$5,156.00</b>	<b>TOTAL</b>	<b>\$ 4613.00</b>
<b>Misc. Costs</b>		<b>Misc. Costs</b>	
Travel/Lodging (To/from clinical for 2 semesters)	\$ 1000.00*	Travel/Lodging (To/from clinical for 2 semesters)	\$ 1000.00*
<b>TOTAL</b>	<b>\$ 1000.00</b>	<b>TOTAL</b>	<b>\$ 1000.00</b>
<b>Room/Board</b>	<b>\$ 3,370.00**</b>	<b>Room/Board</b>	<b>\$ 3,370.00**</b>
<b>APPROXIMATE COST 1<sup>ST</sup> YEAR</b>		<b>APPROXIMATE COST 2<sup>ND</sup> YEAR</b>	
<b>Without Room/Board</b>	<b>\$ 6,487.00</b>	<b>Without Room/Board</b>	<b>\$ 5613.00</b>
<b>With Room/Board</b>	<b>\$ 9,857.00</b>	<b>With Room/Board</b>	<b>\$ 8,983.00</b>

APPROXIMATE COST BOTH YEARS	
<b>Without Room/Board</b>	<b>\$12,100.00</b>
<b>With Room/Board</b>	<b>\$ 18,840.00</b>

*\*Students must be willing and able to be physically present on NWC Powell campus and in the NWC service area to participate in the required clinical assignments. Students must provide own transportation to the NWC campus in Powell for labs and simulation and between the clinical facilities including, but not limited to: Powell, Worland, Lovell, Basin, Cody, and Greybull.*

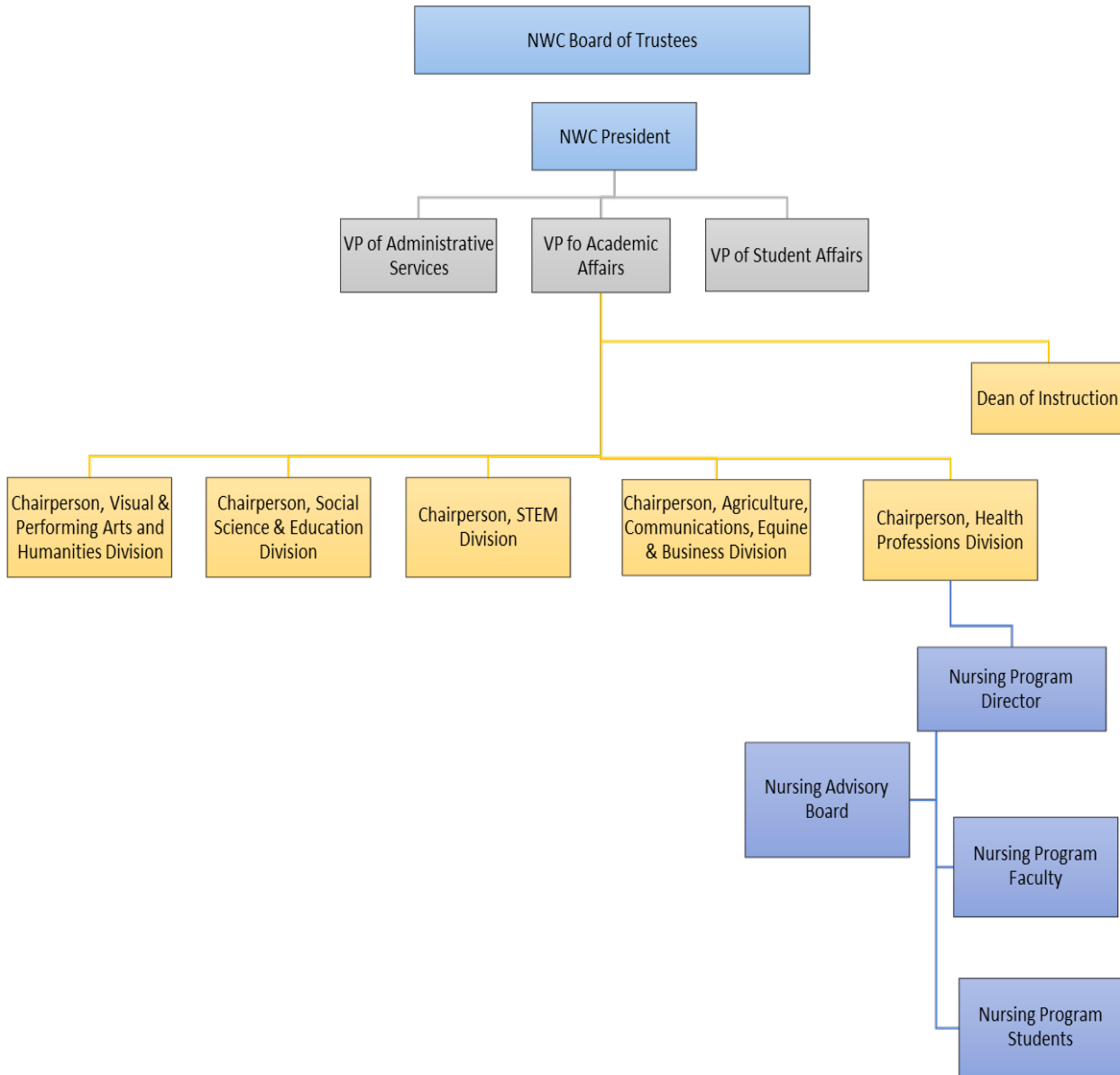
*\*\* Room & Board cost varies depending on room selection and meal plan. The amount shown is for a Double Room with a Trapper Meal Plan.*



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## X. Northwest College Administrative Organization Chart with Nursing Department

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## POLICIES AND PROCEDURES

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### I. Admission Process

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Northwest College has two nursing programs: Hybrid and Traditional. After completing each program, students earn their Associate Degree in Nursing and are eligible to sit for the NCLEX-RN exam in Wyoming. Upon licensure, the graduate can practice as an RN in Wyoming. For exams by licensure in other states, please see our [website](#) and the appropriate state regulatory agency website for more information.

The Northwest College Hybrid RN Program consists of online coursework, face-to-face labs on the NWC campus in Powell, and face-to-face clinical experiences in the NWC service area (Park County, Big Horn County, and Washakie County). Students admitted to the hybrid program must be willing and able to drive to the NWC Nursing lab and simulation in Powell, WY, and clinical locations within the NWC service area to physically participate as the clinical schedule directs for the duration of the program. Students applying to the Hybrid RN Program must also attest to the online learning experience and acknowledge access/availability of a computer for the duration of the program as part of the application to assess readiness for online learning.

The Northwest College Traditional RN Program is an entirely face-to-face program. The lecture and lab take place on the NWC Campus in Powell. Clinical experiences take place in the NWC service area (Park County, Big Horn County, and Washakie County). Students are expected to be physically present on the Northwest College campus in Powell or in outlying clinical facilities within the NWC service area as directed by the course and clinical schedule for the duration of the program.

Students who are interested in becoming an RN may apply each spring for admission to the Traditional ADN program that begins each fall or apply each fall to the Hybrid ADN program that begins each spring. The application process and details for the student selection process are outlined in the application information available online at [www.NorthwestCollege.edu/nursing](http://www.NorthwestCollege.edu/nursing) or in the Nursing Department. Scores on the TEAS test and the student's cumulative GPA (grade point average) from the prerequisite courses in the program of study are used to rank complete applications for acceptance into the Northwest College ADN Nursing Program.

All applications are reviewed by the Director and faculty of the Nursing Program after the submission deadline. Any incomplete or submitted applications past the deadline will not be considered. All students, regardless of entry point, are required to have a background check, entrance drug screen, and meet technical and physical requirements as part of a two-tiered admission process. All students will be required to submit to for-cause and random drug screening while in the program. Any student who fails the entrance drug screen or has a criminal history that would prevent them from participating in clinical experiences or becoming licensed as an RN will not be permitted to enter the program.

Regardless of the program delivery method, the Northwest College Nursing Program uses a variety of technology to support student learning. Computers are used extensively, and students need to be aware that computer literacy is imperative. Northwest College nursing faculty members lead an orientation to the online learning platform (Moodle), eBook/digital student learning resources, and subscription products during orientation and the first few days of class each semester as needed. Technological requirements and technological support are available through Northwest College nursing faculty and Computing Services.

Please see the application information on the nursing website for the most up-to-date application information and a portal for online applications and connect with a nursing advisor if you have any questions.

### **Associate Degree in Nursing Program**

There are two entry points to the Associate Degree Nursing program:

- (1) at the beginning of each cohort (Fall for Traditional and Spring for Hybrid) or
- (2) at mid-point between the 2<sup>nd</sup> and 3<sup>rd</sup> semesters (Spring for Hybrid and Fall for Traditional).

### **Beginning program entry point:**

One point of entry is at the beginning of the RN program for new students, re-entry students who have not completed their first and second semesters of Northwest College or other Wyoming community college nursing programs, or transfer students whose curriculum does not align with the Northwest College concept-based curriculum design. Entry for the Traditional program is each Fall and entry for the Hybrid program is each Spring.

To be considered for admission to the nursing program, a completed application must be submitted online by the first Friday in March for the Traditional Program or the first Friday in November for the Hybrid Program.

### **Student Selection Process**

1. Current Lab Science within the last 5 years.
2. Current MATH 1000, MATH 1400, or higher level of math course (except MATH 1510) completion with a 'C' or greater within the last 5 years. If a math course is older than five years, a math placement score that is no older than one year from the date of the test result to the application deadline date indicating placement/ready to enroll in MATH 1000: Accuplacer "Elementary Algebra" 55-84, Compass, "Algebra Domain" 40-65, or Aleks cut score of 30-45.
3. Students have completed all the pre-requisite courses with a 'C' or above.
4. Students have completed the TEAS test within one year and met the National Programmatic Mean score minimum (although this may be adjusted nationally each year, it is typically above 67.1)
5. Students have met the cumulative GPA requirement of 2.7 on pre-requisite courses within the program of study.
6. Students have submitted a complete online application by the application deadline.

Students who have satisfactorily completed all the numbered items above will be ranked for consideration towards admission into the program. Students who wish to apply but are currently enrolled in a pre-requisite course will be placed on a waitlist. If selected for entry into the program, students must show successful completion of the course(s) to the Nursing Department, as indicated by a 'C' or above.

Once the application deadline has passed, the applicants are ranked by the nursing faculty and Nursing Program Director using GPA and TEAS/HESI exam results. Top-ranking students will be sent a letter indicating final steps for entry that require a clear drug screen, successful background check, clinical tracking documents uploaded to Castle Branch, and signed technical/physical requirement documents.

Once entrance steps are completed satisfactorily within the deadlines outlined by the nursing program, students will be given a formal letter notifying them of their official entrance into the nursing program. At that point, enrollment in the appropriate courses corresponding with their course of study will be initiated.

### **Midpoint program entry:**

The second point of entry for the RN program is at the midpoint (between the 2<sup>nd</sup> and 3<sup>rd</sup> semesters) for Advanced Placement (LPNs who want to be RN) students, re-entering nursing students who have successfully completed the first and second semesters of the Northwest College nursing program or other Wyoming community college nursing program or transfer students whose curriculum align with the Northwest College Nursing program's concept-based curriculum.

A completed application must be submitted online by the first Friday in March for the traditional program, or the first Friday in November for the hybrid program to be considered for midpoint admission to the nursing program.

Application, selection, and mid-point entrance is a step-by-step process that begins by meeting all the criteria outlined below:

1. Current Lab science within the last 5 years.
2. Current MATH 1000, MATH 1400, or higher-level math course (except MATH 1510) within the last 5 years or appropriate math placement scores as stated above. Math placement scores are only valid for one year from the point taken and must be within one year of the application deadline to be acceptable for entrance criteria.
3. A minimum grade of a 'C' or better is required in all program-related course work and a minimum 2.7 cumulative GPA on a nursing program of study pre-requisite courses must be reflected in official transcripts.
4. Clinical Skills Check-off scheduled prior to entry: Graded "Satisfactory"/ "Unsatisfactory." If "Unsatisfactory," the process for re-testing will follow the handbook describing "Skill Demonstration." If a student is unable to pass the clinical skills check off satisfactorily after the third attempt, the student will no longer be eligible to progress as an advanced placement student with mid-point entry admission. The unsuccessful student will be referred to the admission process for entry at the beginning of the program.

5. Completion of all courses equal to 3<sup>rd</sup> semester ADN students, with a 'C' or above ENGL 1010, ZOO 2010, ZOO 2020, BIOL 1010, PSYC 1000, MATH 1000 or MATH 1400, or higher level of MATH (except MATH 1510).
6. An applicant must be in good standing with Northwest College and the nursing department or transfer institution to be considered for admission at the mid-point in the RN program.
7. Students have submitted official transcripts from all schools attended to Northwest College Registrar's office.

Once the application deadline has passed, the applicants are ranked by the nursing faculty and Nursing Program Director using GPA and TEAS/HESI exam results. Based on seat availability, top-ranked students will be sent a letter indicating final steps for entry that require a clear drug screen, successful background check, clinical tracking documents uploaded to Castle Branch, and signed technical/physical requirement documents. Once entrance steps are completed satisfactorily within the deadlines outlined by the nursing program, students will be given a formal letter notifying them of their official entrance into the nursing program. At that point, enrollment in the appropriate courses corresponding with their course of study will be initiated.

### **Advanced Placement students**

Licensed LPNs interested in becoming an RN are eligible to apply for mid-point entry as Advanced Placement students. In addition to mid-point entry criteria, Advanced Placement students need to have a current, unencumbered LPN license, and a HESI LPN Entrance test. The HESI Composite percentage score must be equal to or better than the National Program Mean (850) within the last year.

### **Transfer Students or Re-entry Students:**

Students who are requesting re-entry from a previous Northwest College ADN cohort or students requesting a transfer who have completed nursing coursework at another college or university will be evaluated for the appropriate entry points for the program. All applicants, regardless of previous status, must contact the Nursing Program Director of their intent to enter or re-enter the program in writing and in some cases, bring official transcripts for evaluation.

Considerations for re-entry or transfer will include:

- Academic good standing at Northwest College and/or transferring institution.
- Seat availability
- A review of relevant behavioral circumstances surrounding dismissal and request to return.
- The time between the applicant's last day in their previously attended nursing program and the first day of the mid-point entry into the third semester must be less than or equal to one year. Should the time elapsed be greater than one year, the applicant will not be considered for mid-program admission but will be required to apply for the entire program.

Each transfer or re-entry student will be evaluated to determine the student's best option for success between the two entry points.

If it is determined that the most appropriate point of entry is the beginning, students will be required to meet the beginning point admission requirements, including background checks and drug screening, and ranked alongside the applicant pool of potential incoming freshman students. If the Nursing Program Director determines that the student is appropriate for mid-point entry, students will need to meet mid-point admission requirements, including drug screening and background check.

Re-entry following dismissal may be considered if evidence is presented that indicates the problem or problems related to the dismissal have been or are being resolved. Re-entry may be denied based on past academic performance, behavioral concerns, past clinical performance, and/or the nature of the reason for dismissal. The decision to readmit a student to the Nursing Program will be made by the Nursing Program Director in collaboration with evidence presented by the Nursing Program Faculty or other relevant entities relating to the Nursing Program and Northwest College.

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## **II. Evaluation, Progression, Dismissal & Readmission**

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### **Regular On-going Evaluation for Progression**

Students are evaluated regularly and in an ongoing manner throughout their nursing education program. This occurs through a process of formal examination and quizzes, assignments, observation in the clinical laboratory, simulation, and classroom areas, and clinical evaluations completed by the student and the clinical instructor in relation to their progress toward meeting end-of-program student learning outcomes.

**Clinical learning experiences:** The nursing faculty will be responsible for evaluating whether the student is meeting the learning outcomes and adhering to the policies and procedures of the Nursing Student Handbook. The faculty, in conjunction with the Nursing Program Director, shall do so by the following:

1. Direct interaction with and supervision of the students in the clinical area related to clinical activities, including simulation, and clinical pre and post-conference.
2. Participation in collaborative conversations with other faculty to support student success.
3. Ensuring that each student in the clinical section completes a self-evaluation/Clinical Evaluation Tool and other clinical assignments as required by an instructor.
4. Conduct periodic meetings as needed with students to discuss evaluations, and clinical assignment feedback, and collaboratively develop a plan for needed changes.
5. Review Nurse Preceptor and Ancillary Staff feedback.
6. Midterm and End-of-Semester Evaluations.
7. Providing feedback to students regarding student skill performance or need for remediation.

**Classroom and laboratory learning experiences:** The nursing faculty will be responsible for evaluating whether the student is meeting the learning outcomes and adhering to the policies and procedures of the Nursing Student Handbook. The faculty, in conjunction with the Director of Nursing, shall do so by the following:

1. Direct interaction with and supervision of the students in the classroom areas related to activities, assignments, quizzes, assessments, etc.
2. Attendance at faculty meetings to communicate or receive information relating to concerns about student progress toward course student learning outcomes.
3. Ensuring that each student is provided timely feedback on activities, assignments, quizzes, assessments, etc.
4. Conduct periodic meetings as needed with students to discuss evaluations, and progress toward student learning outcomes, and develop a plan for improvement if needed.
5. Keep copies of student and faculty assessments and communications to help the program and students document student progress and areas for needed growth.
6. Midterm and End-of-Semester Evaluations.
7. Skill lab check-off evaluation.
8. Dosage Calculation exam.

### **Semester Evaluation**

Students are required to achieve a 74% overall final course average in each nursing course and in all the other courses in the plan of study to progress to the next semester. Each student each semester will be evaluated on their current progress toward the 74% overall course average, their required 74% clinical grade average, **and** CET grades of ‘S’ Satisfactory in their nursing courses. Progress will also be evaluated toward each student learning outcome on a midterm and end of semester basis by the Northwest College Nursing Program faculty.

Students will be informed in writing of their status and are required to sign the evaluations after reviewing them. Copies of evaluations are maintained in the student’s file. At the midterm and final exam timeframe, students are informed of their status in relation to meeting their student learning outcomes each semester. If the student is near or below 74% at midterm, instructors meet individually with each student to discuss their expected achievement level and their performance toward that goal.

Students who do not meet **each** of these criteria by the end of the semester will be dismissed from the program:

1. 74% overall course grade average and
2. 74% overall clinical grade and
3. CET grades of ‘S’ Satisfactory by the end of the semester

Students who have achieved the final passing course grade and the final passing clinical grade & CET average yet have unmet student learning outcomes will discuss plans for improvement with their instructor and bring documentation relating to the outlined plan to the next semester's instructors for further discussion. Unmet student learning outcomes may involve conversations with the Nursing Program Faculty and/or the Nursing Director.

Students who pass their nursing courses (all courses with a NURS designator), yet do not pass their non-nursing concurrent Northwest College courses in the nursing plan of study will be suspended until a determination is made by the Nursing Program Director regarding dismissal from the program or continued progression in the program.

## **As Needed Evaluation**

Faculty will meet with students with identified concerns to address areas of unmet learning outcomes or unmet expectations of behaviors as outlined in the Nursing Student Handbook on an as-needed basis. The student and faculty collaboratively develop a plan for improvement that addresses the areas needing improvement to support student success.

The Northwest College Nursing Program faculty and Nursing Program Director will follow the protocol outlined below:

- 1. Problematic/disciplinary behavior documented.** Problematic behavior will be documented in writing by faculty, discussed with students, and placed in the student's academic file. The student and Nursing Program Director will receive a copy of this written documentation.
- 2. Problematic/disciplinary behavior resulting in a Warning Letter and possible contract with probation.** If a pattern of problematic behavior or a single, serious lapse in meeting the expectations outlined in the Nursing Student Handbook becomes evident, the steps below will be followed:
  - a. Student is given a Warning Letter:**  
The Program Director, in collaboration with the nursing faculty, will prepare an individual student contract identifying what needs to be demonstrated to meet the learning outcomes and/or expectations outlined in the Nursing Student Handbook and a time frame. The student and Nursing Program Director will review and discuss the Warning Letter. After the student reads and/or comments and signs the Warning Letter, a copy is placed in the student's academic file.
  - b. Probationary Status & Contract:**  
Upon collaboration with the Northwest College Nursing Program faculty, the Nursing Program Director may determine that the behavior of the student warrants placement on probation. If placed on probation, the student will be notified of their probationary status and will remain on probation throughout the duration of the program. Students may petition the faculty for removal from probation one semester from the point of the initial probation. For example, if the student were put on probation in the 4<sup>th</sup> week of the Spring semester, the student could petition for removal of probation after the 4<sup>th</sup> week of the subsequent Fall semester. If successful, the probationary status will be removed. If the petition is unsuccessful, the probation status will remain active. While on probation, if the student has further unmet learner outcomes or fails to meet the expectations outlined in the Nursing Student Handbook, a meeting with the Nursing Program Director will be scheduled to discuss progression or dismissal from the program.
  - c. Monthly Progress:** The Nursing Program Director will collaborate with nursing faculty to determine the student's performance/progress toward the goals outlined in the contract. Students will meet monthly with the Program Director to receive verbal feedback and written documentation of their progress toward meeting the written plan outlined in the contract. If the student does not uphold the expectations within the contract, a meeting with the Nursing Program Director will be scheduled to discuss progression or dismissal from the program.

**Please note:** This policy does not apply to students who are unsuccessful on the third attempt of a skill check-off or dosage calculation exam. In the case of students who are



unsuccessful after the third attempt, the “progression” and “dismissal” policies will be followed.

### **Student Suspension**

Students who fail to comply with Northwest College Nursing Program standards, policies, and procedures will be contacted by faculty and/or the Nursing Program Director to meet formally to address issues of non-compliance. If the student fails to respond to requests to meet with the faculty and/or Nursing Program Director, the student will be placed on suspension from nursing program coursework, including clinical experiences and lab, until the student has taken the proper and necessary steps to meet with the faculty and/or Nursing Program Director to discuss all issues of concern. Students placed on suspension will not be allowed to attend nursing classes, clinical learning experiences, or other nursing program activities until the issues are discussed and decisions regarding the status of progression or dismissal are determined. Examples of behaviors that can result in suspension and possible dismissal include but are not limited to:

- Failure to comply with the Northwest College and/or Nursing Student Handbook policies and procedures.
- Students who present an immediate health and safety danger to themselves, clinical clients/facility staff, or other students while in the classroom, clinical, or lab setting.
- Giving medications outside the parameters outlined by the nursing student handbook results in suspension pending an investigation. If it is determined that the medication policy was violated, the student will be subject to the dismissal policy.

### **Withdrawal**

If the student needs to withdraw from the program at any point, the withdrawal procedures below must be completed.

- The student will be administratively withdrawn from the nursing program and NURS courses by the nursing program faculty or Nursing Director. However, students will need to go through withdrawing from courses outside of nursing (if they choose) and take care of financial aid/business office obligations.
- If a student chooses to withdraw from any courses (nursing or other coursework) outside the Northwest College scheduled withdrawal timeframe, students will need to follow the late withdrawal procedure.
- Students will be required to reapply for admission to the Nursing Program following the re-entry process outlined in the Nursing Student Handbook.
- If a student withdraws from any course in the ADN plan of study, they must notify their advisor. Consequences of withdrawal may affect progression in the program as outlined in the progression policy in the Nursing Student Handbook.

### **PROGRESSION**

All courses in the ADN program of study are sequential. **Students must successfully complete all nursing courses (all NURS course designators) with a final course average of 74% and a 74% average clinical grade, successful completion of all lab check-offs and dosage calculation exams, and an average CET grade of ‘S’ Satisfactory or higher. Failure to do so results in dismissal.**

Each semester's non-nursing courses in the ADN plan of study must be sequentially completed according to the academic plan to progress to the next semester. Students who fail (C or below) a non-nursing course, thus falling out of sequence with their academic plan, must immediately contact their advisor. The advisor must immediately discuss this with the Director of Nursing. The Nursing Program Director will determine if the student can remain in the program or be dismissed. The exception to this rule is Anatomy and Physiology II. If this course is not completed with a 'C' or greater by the end of the first semester of the nursing program, the student will be dismissed.

An "S" (Satisfactory) is required for clinical skill checkoffs. Each student is given three hands-on opportunities with three different instructors to perform the required clinical skills successfully. If the student is unable to satisfactorily complete a required skill check-off after the third attempt, a meeting will be scheduled with the Nursing Program Director and/or relevant faculty member and the student to discuss the unsuccessful attempts. The student may continue in current coursework until the Nursing Program Director confers with nursing faculty members and reviews documents. The Nursing Program Director will make the final decision regarding the student's option to remain in the program or be dismissed from the program.

Each semester each student is required to successfully complete a dosage calculation exam with a 74% or higher. If unsuccessful, the student will have the opportunity to remediate and take the exam again, a total of three times. If after the third attempt, the student is unsuccessful in achieving the 74% benchmark, the student may continue participation in the current coursework until the exams can be reviewed by other nursing faculty members and the Nursing Program Director. If the final grade is below 74% after the review, the student will be dismissed from the nursing program regardless of their nursing course grade average at the time.

Clinical experiences are integrated into each of the core nursing courses. Students are required to successfully obtain grades of 'S' on the CET and an overall average of 74% or above in the clinical portions of the NURS 1100, NURS 1200, NURS 2300, and NURS 2400 courses by the end of each semester to progress to the next semester and remain in the program. If a student earns a "U" or "Unsatisfactory" for a clinical day, the student must make up the clinical day. If a student is unable to successfully meet the clinical outcomes as evidenced by a clinical homework grade average of below 74% or 'U' Unsatisfactory average clinical grade on CETs within their current core nursing course, the student will be ineligible to progress to the next semester's nursing coursework, regardless of the didactic coursework grade, and will be dismissed from the program.

## **DISMISSAL**

Students exhibiting behaviors/actions outside the expectations outlined in the Northwest College Nursing Student Handbook will result in the initiation of the 'As Needed Evaluation' protocol. If it is determined during the investigation that the breach is severe in nature or that multiple dismissible offenses have occurred, the Nursing Program Director may choose to dismiss the student from the program immediately without continuing the 'As Needed Evaluation' protocol.

Dismissible offenses include but are not limited to the following:

1. Unprofessional attitude, conduct, and/or behavior as outlined in the Nursing Student Handbook.

2. Violation of Northwest College Student Handbook policies and procedures.
3. Violation of state or national standards of practice or actions outside the legal or ethical framework outlined by the ANA Code of Ethics for Nurses.
4. Violation of facility or Nursing Student Handbook policies that jeopardize facility relationships and/or penalize the Northwest College Nursing Program from future facility experiences and opportunities.
5. Positive drug screening results of illegal substances such as, but not limited to, marijuana, and its forms and derivatives.
6. Positive drug screening results without legitimate explanation to the Medical Review Officer.
7. Switching or altering a urine sample for drug screening to avoid positive drug screening.
8. Inability to meet clinical outcomes due to clinical facility refusal of students, or any other situation in which clinical outcomes cannot be met.
9. Federal HIPAA Violations
  - a. Tier one: unintentional violations will result in verbal and written reprimands with probation for the remainder of the program.
  - b. Tier two: intentional violations will result in dismissal from the Nursing Program without a readmission option.
10. Failing to meet leveled student learning outcomes, including clinical outcomes, in all nursing courses indicated by a final course average of 'C,' 74% or 'S', Satisfactory.
11. Failure to achieve a 74% or greater clinical grade, including CET grades of 'S' or Satisfactory, by the end of the semester is grounds for dismissal, regardless of the didactic course grade.
12. Failing to complete incomplete coursework within the designated deadline will result in the conversion of an 'I' Incomplete grade to an 'F' for final grade.
13. Failing to satisfactorily complete any of the required clinical skills check-off after three attempts regardless of the current grade in the nursing course.
14. Failure to pass (74% or higher) any of the dosage calculation exams after the third attempt results in dismissal, regardless of the current grade in the nursing course.
15. Failure to complete non-nursing courses with a 'C' or above within the sequence as outlined in the ADN Plan of Study.
16. Failure to complete non-nursing courses with a 'C' or above within three attempts.
17. Behavior or action outside safe nursing practice as noted in the clinical and professional directives that jeopardize the safety of patients, staff, or classmates. The unsafe behavior may be from isolated, related, or unrelated incidents, intentional or unintentional, resulting in harm or no harm to the client, facility/ Northwest College staff, classmate, or faculty member.
18. Violation(s) of Academic dishonesty policy or plagiarism as defined by Northwest College.
19. Consistent failure to comply with the policies and procedures set forth by Northwest College and/or the Nursing Department or additional violations while in probationary status.
20. Administration of medication without the presence of an instructor or a current Northwest College nursing program-approved nurse preceptor who has been assigned to the student.
21. Violation of the "New Criminal or Abuse Activity Policy" in the Nursing Student Handbook.

If a student is dismissed twice from the nursing program, there is no option to re-apply or re-enter the Northwest College Nursing Program for a third time. If a student commits a tier two HIPAA violation, the result is dismissal without the option of readmission or re-entry.

Dismissal from the Northwest College Nursing Program does not impact classes outside of the nursing curriculum unless there has been a breach of Northwest College Student Handbook policy.

### **Student Due Process**

The Northwest College Nursing Department ensures student due process by adhering to the Northwest College [grievance and appeals process](#) outlined in the Northwest College Student Handbook. To initiate a grievance or appeal, students are expected to follow the following chain of command to resolve all concerns and issues:

1. The student will first go to the instructor(s) directly involved with the concern.
2. If the issue is not resolved, the student can choose to discuss the issue with the Director of Nursing.
3. If the issue is not resolved with the Director of Nursing, the student can choose to discuss the issue with the Chair of the Health Professions Division.
4. If the issue is not resolved, the student can choose to discuss the issue with the Dean of Student Learning.
5. If the issue is unresolved, follow the formal Northwest College appeals process outlined in the Northwest College Student Handbook.

### **Completion Requirements/Graduation**

Students at Northwest College Nursing Program are eligible for graduation upon successful completion of the program as evidenced by receiving a “C” or above in all academic courses and by completing any additional requirements requested by Northwest College.

Completing Northwest College-specific degree requirements (in good standing) permits a student to graduate from Northwest College and receive the appropriate degree/certificate conforming to Wyoming State Board of Nursing and Wyoming Community College Commission requirements.

Upon receipt of their degree, students will be eligible to take the National Council Licensure Examination for Registered Nurses (NCLEX-RN) in Wyoming. A passing score on the examination allows them to use the title of Registered Nurse in Wyoming. Once licensed in Wyoming, graduates may seek employment in other states through the process of licensure endorsement or obtaining a compact licensure. For specific information on endorsement or compact licensure, please see the appropriate state regulatory agency.

For students seeking licensure by exam in another state, please see the regulatory agency of the state where licensure is being sought to determine requirements and process.

Students successfully completing the second semester of the NWC ADN nursing program may be granted an LPN certificate, upon request from the Registrar. Students interested in taking the NCLEX-PN must work with the Nursing Program Director to prepare and sit for the exam. A passing score on the NCLEX-PN examination allows the LPN certificate holder to use the title of LPN in the state of Wyoming. Once licensed in Wyoming, LPNs may seek employment in most

other states through the process of endorsement. For specific information on endorsement, please see the state's regulatory agency website. Students interested in taking the LPN licensure exam in other states must contact the state's regulatory agency website for eligibility requirements.

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### **III. Student Services & General Information**

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#### **STUDENT SERVICES**

Nursing Students are encouraged to access a variety of [Student Services](#), including the tutoring center and TRIO, through the Northwest College website.

#### **Accident and Health Insurance**

Students are encouraged to purchase and carry their own personal health insurance.

#### **Library and Reference**

Students are urged to use the Northwest College Hinckley Library facilities and online databases. Click on the [Hinckley Library](#) on the Northwest College website to find library hours, policies, and instructions for access to library resources. Librarians are linked to each nursing course for easy student access. Transcripts will not be sent if there are outstanding library fines/fees.

#### **Nursing Computer Lab**

The Nursing Department in Powell houses computers explicitly for nursing student use donated through the generosity of local donor, Dr. Haberland. Students are expected to respect the 'no food and drinks without lids' policy to keep the computer lab neat and orderly. Nursing students may use the computer lab during any of the times when students are not testing or when there are no classroom/lab/clinical activities planned. Students may also use laptops through [TriO](#).

No children are allowed in the nursing computer lab during or after regular working hours. Students are expected to be courteous and wear their own headphones if listening to audio material.

For computer problems encountered in the computer lab during the regular workday, contact Northwest College Nursing Program faculty if available. If unavailable, follow the protocol outlined on the [Computing Services](#) website.

#### **Student Activities and Organizations**

Northwest College provides extensive opportunities for participation in activities and student organizations. Students are encouraged to become involved with at least one organization or activity on campus. Visit the Northwest College '[Student Life](#)' website for more information.

#### **Student Participation:**

Each semester, the Nursing Program Director will meet with each cohort to facilitate communication. The Nursing Program Director will follow the SBAR format to obtain feedback from students, respond to students' comments, and use the information to inform program

decisions, problem-solve, and work alongside faculty to foster open communication among all students.

Each student cohort will be asked to select a class representative to attend the Nursing Advisory Board meeting held bi-annually. The role of the representative is to share information about the cohort relating to clinical, lab, and classroom activities and answer questions that any board member has during the meeting.

### **Fund Raising**

Nursing students are not expected to raise funds to attend any part of their clinical experiences or meet other coursework expectations. Students may seek scholarships as individuals but may not solicit donations or funding as a class representative. Students wishing to raise funds for the benefit of students outside learning opportunities are encouraged to contact the faculty mentor for the local Student Nurses' Association for further direction.

### **Student Nurses' Association**

Students interested in nursing or currently in the Northwest College Nursing Program can participate in the local Student Nurses' Association. The Student Nurses Association mentors the professional development of future registered nurses and facilitates their entrance into the profession by providing educational resources, leadership opportunities, and career guidance. Meetings are held monthly during the academic year. For more information, contact the Student Nurse Association faculty mentor.

### **Financial Aid**

Students at Northwest College may obtain scholarships and financial aid according to need and ability as determined by Northwest College or by the guidelines of the granting agency. Forms and inquiries concerning this aid may be obtained from the Director of Financial Aid at Northwest College. Northwest College complies with Higher Education Re-authorization Act Title IV eligibility and certification requirements are maintained. For more information visit ['Financial Aid'](#) on the Northwest College website.

### **Tuition and Fees**

The costs for attending Northwest College are located in the ['Admissions'](#) section of the Northwest College website. Students in the nursing program will incur additional expenses for travel, lodging, equipment, supplies, and course fees. Approximated costs of the Northwest College Nursing Program are outlined in the Nursing Student Handbook section IX and located on the nursing website in the application documents. Students are encouraged to apply for available scholarships and are responsible for making the appropriate financial arrangements with the financial aid and business office.

### **Academic Code of Conduct**

Students are responsible for adhering to the [Northwest College Academic Code of Conduct](#).

### **Academic Advisement**

All nursing students are assigned a nursing faculty member as an advisor and are expected to work with them throughout the course of the Northwest College Nursing Program. Students can

request a change of advisor from the [Academic and Career Advising Center](#). All students are required to connect with their advisor each semester while in the Nursing program to ensure that:

- Students are in sequence with all required courses in the Northwest College Academic map.
- Students are meeting program requirements for progression and continuation in the program.

Although sophomore RN students will not be registering for classes in the final semester of the program, students will still be required to connect with their advisor in the final/spring semester to:

- Review student's program standing and eligibility for graduation.
- Review that students remain in sequence with required courses.
- Review grades for required courses are satisfactory; "S" or "C" 74% or higher.
- Discuss the current plan for preparing to take the NCLEX exam.

Additional advising appointments may be initiated by either the student or the faculty advisor at any time during the semester.

### **Academic Calendar**

The Northwest College [Academic Calendar](#) is available on the college website.

### **Student Health Services**

Student health services are not available on the campus of Northwest College. Please refer to the Student Services area of the NWC website for more information regarding this service.

### **Counseling Services**

The nursing faculty does not provide personal counseling. This service is available through the Student Success Center located in the Orendorff building. The SSC has professionally licensed counselors who can provide personal, career, and crisis intervention counseling in a confidential atmosphere to any student requesting it. To find out how to schedule an appointment or find out more information, visit the Northwest College [Student Success Center](#).

### **Students with Disabilities**

Northwest College is dedicated to removing barriers and opening access for students with disabilities in compliance with ADA and Section 504 of the Rehabilitation Act. It is the student's responsibility to make an appointment with the Disability Support Services (DSS) Coordinator to provide documentation of a disability (whether it is psychiatric, learning, mobility, health-related, or sensory) and to inquire about accommodations for courses each semester. To contact the DSS Coordinator, call 754-6135 or stop by the Student Success Center located in the Orendorff Building. Once the student has established an accommodation request with the Student Success Center, **is it the expectation that the student will discuss the accommodations with the nursing faculty member so that collaborative arrangements to meet the request can be made within the department and the Student Success Center.**

### **Computer Services**

[Computing Services](#) information is available via the website with additional information and links for assistance.

## **GENERAL POLICIES**

**Employment Policy** Work and “being on call” is not considered an excuse for tardiness or absences. Students may not leave clinical, lab, or class to go to work. Students may not accept ‘on-call’ duties while attending any learning experience. The student’s departure to go to work or leave for ‘on-call’ will be considered an ‘unexcused absence’ and will follow policy as such.

Students should not schedule appointments or plan to leave any learning experience early unless prior special permission is obtained from the instructor and/or Nursing Program Director.

For the sake of client safety, a student cannot work a shift or “take a call” just prior to the assigned clinical experience. If the instructor determines that the student is excessively fatigued and cannot perform safely, the student will be sent home and it will be considered an unexcused clinical absence.

Should it become evident that excessive work hours are interfering with classroom and/or clinical performance, the student will be counseled initially by the faculty member(s) who are concerned.

### **Refund Policy**

Students, who leave the program prior to completion, will receive a refund of tuition according to the [refund schedule](#) as shown in the Northwest College Catalog.

### **Student Use of Telephones (calls/texting/cameras)**

Cell phones are to be turned off and put away during all learning activities unless using them to access nursing resources. Students must be prepared to show the instructor that they are using their phones for learning at any point if asked. Cell phones may be used judiciously in clinical experiences to access learning resources or monitor own health condition. Other uses must be expressly permitted by your clinical instructor. Students may not use their phone, for any reason, in the patient room or any areas prohibited by clinical facility policy. If permission is not obtained or the use of the cellular device is not connected to the learning activity, the instructor reserves the right to keep the phone until class, clinical, or learning activities are complete. The student may not leave class, clinical experience, or lab to answer a phone call unless extenuating circumstances necessitate, and the student has made arrangements prior to lab/class with the instructor. Personal calls, texting, and taking pictures with cell phones, tablets, or other camera devices are prohibited during clinical experiences. Pictures or text messages containing any identifying patient information during clinical experience will be subject to the HIPPA Violation policy in the Dismissal section of the Nursing Student Handbook.

### **Tobacco**

Smoking, e-cigarettes (vaping), or any other form of tobacco use is not allowed in any of the Northwest College buildings or at clinical facilities.

### **Change of Name and Address**

The student is responsible for notifying the nursing office ***and*** the records office at the college of any changes in contact information for the duration of the program and immediately after graduation.



### **Computer Requirements**

Because of the blended nature of the Northwest College ADN Nursing Program coursework, it is essential that students have a properly functioning computer that has internet capabilities and the Northwest College recommended minimum hardware requirements. Students are encouraged to access the [“Online Learning”](#) resources to facilitate computer readiness and Moodle LMS platform information. Students have multiple opportunities to utilize computer labs on campus and are provided with information relating to [requesting](#) and gaining access to the computer resources on campus. Students are responsible for maintaining the proper function of their own personal computer and are provided with information to troubleshoot problems through the [Northwest College Computing Services](#). Electronic/computer failure of a personal nature does not exempt students from assignment due dates, coursework requirements, or examination deadlines.

### **Family Members on Campus**

The Nursing Program follows the [Northwest College Student Handbook policy](#) which discourages the extended presence of children or other family members in the learning and working environment on the campus. This includes the nursing labs, simulation labs, computer labs, medication administration area, debriefing area, or classrooms.

### **The Pinning Ceremony**

The NWC ADN Pinning Ceremony is physically held on campus at the conclusion of each cohort’s program of study. Each student in each graduating class is expected to participate in the Northwest College Nursing Program Pinning Ceremony to mark the completion of the program of study in nursing. Questions relating to attendance/participation must be discussed individually by appointment with the Nursing Program Director. Under the direction and approval of the Nursing Program Director or designee, each graduating cohort is responsible for choosing processional and recessional music, the keynote speaker, and planning speakers for each student-led component of the Northwest College Nursing Program Pinning Ceremony. Slideshows are shown prior to the beginning of the pinning ceremony. The slideshow and music must be approved by the Nursing Program Director.

For the pinning ceremony, students are expected to wear clinical uniforms, completely white shoes or completely black shoes, and name badges. Hair may be down, and jewelry may be worn. The student should consider what would look professional and confer with the faculty for approval if there is any question regarding appropriateness.

The graduating class, as a whole, is responsible for collaborating with the Nursing Department to have a digital portrait of all graduating students within the cohort taken for display in Nursing Department. The digital portrait will be printed by the Northwest College Print Services and displayed for one year in the Nursing Department then donated back to students within the cohort.

Representatives from the sophomore class will be chosen from among their members to participate in handing out pinning ceremony programs and assisting family members to the stage for pinning, as necessary.

## IV. Student Health & Safety Responsibilities

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Students must have the cognitive and physical ability to meet course outcomes and to render nursing care with reasonable skill and safety to clients and themselves. It is the student's responsibility to advise the faculty of pregnancy, allergy, any acute or chronic health conditions, infectious diseases, or any such conditions that may influence academic or clinical participation or affect the health and safety of themselves, their clinical education partners, patient, peers, faculty, or staff at Northwest College. The faculty also may restrict or reassign the student's clinical practice experiences when a health-related problem or potential problem exists.

Students are expected to be considerate of the health and safety of others by choosing to stay home when ill and contact the nursing faculty members for alternative methods for receipt of learning experiences and opportunities for achieving the learning outcomes for the classroom, lab, or clinical experience. Students must also adhere to assigned clinical agencies' health and safety rules and regulations, including vaccination policies, masking, and COVID-19 testing if required. Instructors may ask students to leave the clinical facility and forfeit their clinical experience if they do not comply with the clinical facility health and safety processes including vaccination documentation, exemption approval, masking, eye protection, and/or COVID-19 testing. Furthermore, students who are unable to complete their required clinical objectives due to non-compliance with clinical agency health and safety requirements may be dismissed from the program.

In the case of extended interruption of classroom or clinical activities due to hospitalization or health-related circumstances, the student will be required to communicate with the nursing instructor and may be asked to provide a written statement from a qualified healthcare provider regarding any restrictions or required accommodations before being allowed to resume classroom and clinical activities.

### **Clinical Compliance Requirements**

As a provision of the clinical education contract with the clinical facilities, **current** immunization documentation, skill certifications, and documentation of other clinical facility requirements are **mandatory** for the duration of the program. A current list of requirements is maintained in Castle Branch Compliance Tracking. Students must establish an account with Castle Branch as part of the entrance process and can view and update clinical requirements and program requirements through Castle Branch for the duration of the program. Students who allow their immunizations, certifications, or other facility requirement documentation to expire while in the program will be suspended from clinical experiences until they are in compliance with the Castle Branch tracker. Missed clinical days follow the absence policy. These absences will be counted as unexcused and need to be made up.

Waiver forms are available for students who choose not to vaccinate for certain diseases. Students are required to submit a vaccination waiver prior to clinical experiences. Please be advised that all students enrolled in health-related programs must comply with the clinical partner requirements to participate in the required clinical experiences in the program. At this time, we have clinical agencies that honor vaccination waivers within their facility, and we will route students with waivers to those facilities to meet their outcomes. However, the clinical agency requirements may change at any time. **In the case that there are no clinical opportunities for**

**the students using a vaccination waiver to meet clinical outcomes, vaccination compliance will be required to progress in the program.**

### **Impairment-Free Policy**

Nursing students must be free of illegal drugs, alcohol intoxication, or prescribed medication that impacts the health and safety of college employees, peers, clinical institution staff, or patients during participation in any part of the Northwest College Nursing Program including classroom, laboratory, and clinical settings. The use of illicit drugs, alcohol, or other drugs with the potential for impairing clinical judgment and performance by students is prohibited on Northwest College and clinical partner properties. Please note that students are responsible for complying with the Wyoming State law regarding the legality of recreational or prescribed drugs. Therefore, students must comply with this policy and will be required to complete an incoming drug screen and will be subject to random or for reasonable suspicion drug screening throughout the program.

Consequences:

Negative drug/alcohol test result:

Students will continue to participate in nursing program coursework.

Positive drug/alcohol test result:

Students will be suspended from nursing program coursework until review by the Medical Review Officer and appropriate Northwest College staff. As part of the review, documentation may be required from a healthcare provider affirming that the detected drug is a legal, prescribed medication.

If through the review process, it is determined that the legal, prescribed medication alters the student's ability to provide safe patient care, the student will be placed on clinical experience suspension until medication adjustments can be made and a second drug screening test can occur.

If the student is intoxicated and/or tests positive for blood alcohol (above 20 mg/dl 0.02) during clinical experiences, the student will be sent home, placed on suspension, and an investigation conducted. At the conclusion of the investigation, the Nursing Program Director will determine the student's ability to remain in the program or be dismissed.

If the student tests positive for any drug considered illegal by Federal or Wyoming State law, such as Marijuana or its derivatives in any form, the student will be dismissed from the program.

Refuses drug/alcohol test: The test will be considered positive, and the student will be dismissed from the program.

### **Chemical Impairment Policy**

The Northwest College Nursing Program faculty defines the chemically impaired student as a person who, while in an academic or clinical setting, is under the influence of alcohol, illegal

drugs or over-the-counter drugs, prescription medications, inhalants, or synthetic designer drugs, or has abused, either separately or in combination: alcohol, illegal drugs, over-the-counter drugs, inhalants, or synthetic designer drugs. Inappropriate use of the substances includes episodic misuse or use that has produced psychological and/or physical symptoms of impairment. The nursing faculty will intervene with the chemically impaired student in the established procedure.

## **I. Procedure for intervention when chemical impairment is suspected in a student.**

### **A. Assessment**

1. Observation Checklist completed any time student is in the student role and impairment is suspected.

### **B. Intervention**

If one or more of the signs/behaviors on the observation checklist are observed in the student, the faculty member will take the following action:

After obtaining a witness, the faculty member and witness approach the student suspected of impaired behavior follow this procedure:

- 1) Remove the student to a private area to preserve confidentiality. With the witness present, question the student regarding the use of any substances and, if used, what, when, and how much it was used and by what route it was taken. Discuss the sign(s) and/or behavior(s) observed and allow the student to provide a brief verbal explanation.
- 2) If the signs and symptoms on the observation checklist provide probable suspicion of impairment, the student will be asked to immediately submit a urine test at the nearest lab facility. Students will be advised of their right to refuse such testing, including the dismissal policy.
- 3) If a student refuses to immediately submit a urine sample for drug screening, this refusal is considered a positive test for substances. The student will be sent home from clinical and suspended from engaging in clinical, lab, and classroom activities until further notice. The faculty will immediately notify the Nursing Program Director. Consultation with the Division Chair or the Vice President of Academic Affairs regarding the next steps will take place.
- 4) If the student agrees to submit for drug screening, a faculty member will call the Nursing Program Director or designated other faculty member for immediate assistance (considering that the other students cannot be abandoned in the clinical, lab, or classroom setting).
  - a. Testing will take place as soon as possible at the nearest testing facility. The faculty will follow the chain of custody protocol and the program will assume costs of drug screening. If a student requires transportation to the nearest lab facility for testing, student transportation is arranged according to faculty discretion in consultation with the Director of Nursing.
  - b. The student is informed of the faculty's responsibility to excuse a student who appears physically or mentally unable to provide safe, effective supportive client care; the student is relieved of further

classroom, clinical, or laboratory responsibilities for the day. The possibility of a make-up clinical, lab, or classroom activity may be given at the discretion of the faculty in consultation with the Director of Nursing. The student and instructor work together to arrange for the student's safe transportation home.

- c. A report of observed student behaviors indicative of impairment prepared by the involved faculty member is submitted to the Director of the Nursing program. The director will inform appropriate faculty members also involved with the student on a "need to know" basis.
  - d. A copy of this report will be placed in the student file. The Division Chair and Vice President for Academic Affairs will confer on next steps.
- 5) Students with a positive test will have the following options:
- a. Students receiving a positive result from the drug screen for a properly prescribed and utilized medication will follow the "Impairment Free Policy" in the Nursing Student Handbook.
  - b. The student may choose to withdraw from the program.
  - c. The student testing positive for an illegal drug will be dismissed from the program.
- 6) A negative result in any drug screen allows the student to continue in the program but is placed on probation relating to impaired judgment and patient safety concerns.

## **II. Procedure for when a student is randomly selected for a random drug screen.**

- A. Students will be randomly chosen by an outside vendor agency. NWC staff or vendor agency staff will approach students, inform them of their being chosen for random drug screens, and immediately take them to the nearest bathroom facility.
- B. NWC staff or vendor agency staff will inform the student that a urine sample must be obtained and provide them with the items necessary to gather this sample.
- C. NWC staff or vendor agency staff will remain in or near the bathroom facility until a urine sample is obtained. If a student is unable to provide a sample within 2 hours, the student will be considered positive.
- D. Once the urine sample is obtained, the NWC staff or vendor agency will follow the chain of custody protocol outlined by the nearest hospital lab or vendor facility.
- E. Consequences of results will follow the "Impairment Free Policy" in the Nursing Student Handbook.

### **New Criminal or Abuse Activity Policy**

Students enrolled in any Northwest College nursing, allied health, or EMS program are required to disclose all criminal history accurately and completely prior to, and during their enrollment. Even though the student has successfully passed the background check required to enter the program, this policy includes reporting all criminal history (felonies, misdemeanors, serious traffic violations, citations, probation violations, and failures to appear) that occurs following your acceptance, and throughout the duration of your enrollment in the program. If unsure as to whether something falls within the requirements of reporting, students are required to report and check in with the Nursing Program Director. The student must report the

date, location, and outcome for each arrest, charge, or conviction. Upon discovery that the student has failed to report any part of their criminal history, the student may be immediately dismissed from the program and may be denied future enrollment.

### **Procedure**

This procedure applies to all Northwest College nursing, allied health, and EMS students. Should a criminal incident occur, the student shall notify the Nursing Department Program Assistant via email within 2 days of being arrested, charged, convicted of any crime, or being identified as an alleged perpetrator, reported perpetrator, or accused person in an abuse investigation. The Director of Nursing and the appropriate program coordinator will be notified. The Nursing Director or designee will notify students that they are placed on suspension and may not attend clinical experiences following criminal incidents until clearance from the Director has been granted. A new background check through Castle Branch may be required at the student's own expense.

#### **STEP ONE: Reporting Criminal or Abuse Activity**

Responsible Party: Student

Action: Contact the Nursing, Allied Health, and EMS Department Program Assistant via email, [Nursing@nwc.edu](mailto:Nursing@nwc.edu), and report the criminal or abusive activity. If it is after business hours, email the Nursing Program Director, at [marnee.crawford@nwc.edu](mailto:marnee.crawford@nwc.edu). The student is suspended from all clinical activities upon reporting criminal or abuse activity. Missed clinical experiences will need to be made up and will be considered unexcused absences.

#### **STEP TWO: Initiation of Documentation of Reported Criminal or Abuse Activity**

Responsible Party: Program Assistant for Nursing, Allied Health, and EMS Department

Action: Contact the student to provide documents and instructions for completing the Report of New Criminal or Abuse Activity Form. Notify the Director of Nursing and the appropriate program coordinator.

#### **STEP THREE: Completion of the Report of New Criminal or Abuse Activity Form**

Responsible Party: Student

Action: Within 24 hours of receiving the document from the Nursing Program Assistant, Allied Health, and EMS Department, complete and submit the Report of New Criminal or Abuse Activity Form to the Nursing/Allied Health/EMS Program Director.

#### **STEP FOUR: Review of New Criminal or Abuse Activity**

Responsible Party: Director of Nursing/Allied Health/EMS

Action: Notifies appropriate program coordinators of the student's report and placement of the student on suspension from clinical experiences pending review. Review the Report of New Criminal or Abuse Activity Form alongside the appropriate program coordinator. Gathers any additional information needed and may request students submit for a new background check through Castle Branch if deemed necessary. Makes decisions based on information gathered to determine action to be taken. Decisive action will be taken by the Director of Nursing. Notification of the decisive action will be communicated to the student and the appropriate program coordinator by the Director of Nursing.

## **Outcomes**

Review of information will include prior criminal or abuse history, pattern of criminal or abuse activity, legal restrictions relating to attendance in college or clinical experience participation, risk posed to the college, other students, clinical partners, and/or patients. Based on the review of this information, the following outcomes will occur.

**APPROVED:** The student will be approved to continue in their program.

**RESTRICTED APPROVAL:** The student will be given restricted approval to continue in the program on probation. The probationary status will follow the handbook process that includes a contract and regular meetings with the Director of Nursing or designee.

**DISMISSAL:** The student will be dismissed from the program. Examples of dismissible criminal or abuse activity are convictions that are deemed serial in nature, legal restrictions that prevent attendance in college or clinical experience participation, high risks for the college, students, clinical partners, and/or patients, unresolved arrests, probation violations, warrants, sex offender status, false statement about criminal history, or founded/substantiated abuse. Dismissal will also occur if the student does not cooperate with the reporting procedure, misses deadlines for submitting documentation, refuses additional background checks through Castle Branch, provides false/misleading information, or omits information.

## **NORTHWEST COLLEGE TECHNICAL STANDARDS**

The Nursing Program aims to educate students to meet the program outcomes and ensure that no graduate will pose a danger to the patient. Nursing students will receive both classroom and clinical instruction in multiple nursing specialty areas (Medical/Surgical, Maternal/Child, Pediatric, Mental Health, etc.) and will be required to demonstrate competency in each area.

The student must be able to demonstrate, with or without reasonable accommodation, physical, cognitive, and behavioral abilities required for satisfactory completion of all aspects of the program curriculum and clinical agency requirements. Any applicant who has met the necessary academic prerequisites and can, with or without reasonable accommodation, meet and/or perform the Nursing Program Technical Standards will be accepted for admission.

Prior to entrance and for the duration of the program students must be free from communicable diseases, infection, psychological disorders, and other conditions that present a threat to, or negatively impact the safety and well-being of faculty, other students, patients, or would prevent the successful performance of the responsibilities and tasks required in the Northwest College Nursing Program.

Prior to entrance individuals will be asked to verify that they can meet the following Nursing Program Technical Standards with or without accommodation(s) and complete a pre-entrance physical examination form verified by a health care provider.

Please carefully read the Nursing Program Technical Standards.

Functional Ability	Standard	Examples of Required Activities
Gross Motor Skills	Gross motor skills are sufficient to provide the full range of safe and effective patient care activities.	Move within confined spaces such as the treatment room or operating suite. Assist with turning and lifting patients. Administer CPR.
Fine Motor Skills	Fine motor skills sufficient to perform manual psychomotor skills	Pick up and grasp small objects with fingers such as insulin syringes, and pills.
		Perform tracheotomy suctioning, and insert urinary catheter.
Physical Endurance	Physical stamina sufficient to remain continuously on task for up to 12-hour clinical shifts while standing, sitting, moving, lifting, and bending to perform patient care activities	Walk/stand for extended periods of time; turn, position, and transfer patients. Manually resuscitate patients in emergency situations.
Physical Strength	Physical strength sufficient to perform a full range of required patient care activities	Push and pull 50 pounds. Lift/move heavy objects from 35 – 50 pounds.
Mobility	Physical ability sufficient to move from room to room and maneuver in small spaces; full range of motion to twist/bend, stoop/squat, reach above shoulders and below waist and move quickly; manual and finger dexterity; and hand-eye coordination to perform nursing activities	Move around in the work area and treatment areas. Position oneself in the environment to render care without obstructing the position of other team members or equipment
Hearing	Auditory ability is sufficient for physical monitoring and assessment of patient health care needs.	Hear normal speaking level sounds. Hear auscultatory sounds. Hear auditory alarms (monitors, fire alarms, call bells). Hear cries for help.
Visual	Normal or corrected visual ability is sufficient for accurate observation and performance of nursing care.	See objects up to 20 feet away. Visual acuity to read calibrations on 1 ml syringe. Assess skin color (cyanosis, pallor).



Tactile	Tactile ability is sufficient for physical monitoring and assessment of health care needs.	Feel vibrations (pulses). Detect temperature changes. Palpate veins for cannulation.
Smell	Olfactory ability sufficient to detect significant environmental and patient odors	Detect odors from patients (foul-smelling drainage, alcohol breath). Detect smoke.
Communication	Oral communication skills sufficient to communicate in English with accuracy, clarity, and efficiency with patients, their families, and other members of the health care team, including non-verbal communication, such as interpretation of facial	Give verbal directions to or follow verbal directions from other members of the healthcare team and participate in healthcare team discussions of patient care. Elicit and record information about health history, current

	expressions, affect, and body language. Demonstrate the development of mature, sensitive, and effective relationships with patients and their families, supervisors, and coworkers.	health state and responses to treatment from patients or family members. Convey information to patients and others as necessary to teach, direct, and counsel individuals in an accurate, effective, and timely manner. Recognize and report critical patient information to other caregivers.
Conceptual/Spatial Abilities	Conceptual/spatial ability sufficient to comprehend three-dimensional and spatial relationships.	Comprehend spatial relationships to properly administer injections, start intravenous lines, assess wounds of varying depths, and recognize normal/abnormal anatomy.

<p>Emotional/ Behavioral &amp; Professional Attitudes and Interpersonal Skills</p>	<p>Demonstrate honesty, integrity, and ethical behavior including adherence to the professional nursing code of conduct.</p> <p>Present professional appearance and demeanor, compassion, concern for others, and interest in the welfare of others.</p> <p>Demonstrate emotional stability and appropriate behavior sufficient to assume responsibility/ accountability for actions.</p> <p>Emotional health requires them to utilize their intellectual abilities fully, exercise good judgment, and complete all responsibilities attendant to the nursing diagnosis and care of patients promptly, and safely.</p> <p>Must be able to adapt to changing environments, display flexibility, and learn to function in the face of uncertainties inherent in the clinical problems of many patients.</p>	<p>Establish rapport with patients, instructors, and colleagues.</p> <p>Respect and care for persons whose appearance, condition, beliefs, and values may conflict with their own.</p> <p>Deliver nursing care regardless of patient's race, ethnicity, age, gender, religion, sexual orientation, or diagnosis.</p> <p>Conduct themselves in a composed, respectful manner in all situations and with all people.</p> <p>Work with teams and workgroups.</p> <p>Establish and maintain therapeutic boundaries.</p> <p>Demonstrate emotional skills to remain calm and maintain professional decorum in an emergency/stressful situation.</p> <p>Demonstrate prompt and safe completion of all patient care responsibilities.</p> <p>Adapt rapidly to changing environment/stress.</p>
		<p>Exhibit ethical behaviors and exercise good judgment.</p> <p>Self-aware and able to determine when support or assistance is needed to care for the client properly and safely.</p>

Cognitive/ Quantitative Abilities	Reading comprehension skills and mathematical ability sufficient to understand written documents in English and solve problems involving measurement, calculation, reasoning, analysis, and synthesis. Follow instructions and safety protocols.	Calculate appropriate medication dosage given specific patient parameters. Analyze and synthesize data and develop an appropriate plan of care. Collect data, prioritize needs, and anticipate reactions. Transfer knowledge from one situation to another. Accurately process information on medication containers, physicians' orders, monitor and equipment calibrations, printed documents, flow sheets, graphic sheets, medication administration records, other medical records, and policy and procedure manuals.
Clinical Reasoning	Ability to reason over time about a patient's changing condition and/or changes in the clinician's understanding.	Evaluate patient or instrument responses, synthesize data, and draw sound conclusions.
Flexibility	Adapt to the Nursing Department course scheduling policy.	Available to work the hours of an assigned schedule which could include any shift and day of the week.

After entrance to the Nursing Program, the student is responsible for notifying their nursing instructor of conditions that impact the student's ability to meet the Nursing Program Technical Standards. Any change in the student's ability to meet and/or perform the Nursing Program Technical Standards would require the student to provide appropriate documentation (as identified by the Nursing Program) that they once again meet Technical Standards.

Students will be caring for patients throughout their clinical rotations who are either chronically or acutely ill. Therefore, students must wear the appropriate PPE during patient care activities and follow the clinical institution's protocols for health and safety.

### **Reasonable Accommodations**

Applicants who disclose a disability are considered for admission if they are otherwise qualified so long as such accommodation does not significantly alter the essential requirements of the curriculum and the educational program, or significantly affect the safety of patient care or others. When applicants or students disclose a disability, the provision of reasonable accommodations will be considered to assist these individuals in meeting these required technical standards.

Reasonable accommodations will be made to facilitate the successful completion of the nursing curriculum and preparation for the national registry examination. Students interested in determining accommodations may contact the Disabilities Support Services Coordinator at Northwest College Student Success Services at 307-754-6135. Whether or not a requested accommodation is reasonable will be determined on a case-by-case basis in collaboration with the nursing faculty, the Nursing Program Director (if needed), and the Student Success Center.

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## V. Academic Policy & Professional Guidelines

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### GRADING POLICY FOR THE NURSING PROGRAM

The Northwest College Nursing Program follows the letter-grading criterion outlined in the Northwest College catalog. A minimum grade of 2.0 (C), 74%, is required in each nursing and ADN academic plan course requirement to progress in the program and graduate with an ADN degree. Grades, including math dosage calculation exams, are calculated to the hundredths (XX.XX) and are **not rounded up or down**. The grading scale, as published by Northwest College and adopted by this Nursing Program, is as follows:

#### Grading Scale

A = 95 - 100%	4.0 points
A- = 90 – 94.99%	3.7 points
B+ = 87 – 89.99%	3.3 points
B = 84 – 86.99%	3.0 points
B- = 80 – 83.99%	2.7 points
C+ = 77 – 79.99%	2.3 points
C = 74 – 76.99%	2.0 points
C- = 71 – 73.99%	1.7 points
D+ = 68 – 70.99%	1.3 points
D = 65 – 67.99%	1.0 point
D- = 61 – 64.99%	0.7 point
F = Below 60.99%	0.0 point
U = Unsatisfactory	0.0 point
S = Satisfactory	0.0 point
W = Withdrawn	0.0 point
WI = Administrative Withdraw	0.0 point
I = Incomplete	0.0 point

#### Course Sequence Requirements

Students must complete all courses in the ADN program of study in sequence as outlined on the ADN Academic Map with an "S," "Satisfactory," or "C," or 74% or higher within each semester to progress to the next semester. **Final nursing course grades of 73.99% or below will not be considered a successful completion of the course and will result in dismissal from the program.** All courses required for graduation from the Nursing Program must be completed with a "C" 2.0 or better. **Students who are out of sequence with the ADN plan of study courses must meet with their advisor immediately. The faculty member is required to meet with the**

**Nursing Program Director to determine options for program progression or if dismissal and re-entry are needed.**

## **ASSIGNMENTS AND GRADING**

NURS 1100, NURS 1200, NURS 2300, and NURS 2400 are large credit classes with embedded lab and clinical experiences; passing criteria must be met in all three areas to progress to the next semester. Students must earn an overall 74% classroom average (tests and homework), an ‘S’ in overall clinical experiences, and successfully pass all lab skill checkoffs and dosage calculation exams in each course to complete the program.

Class assignments and learning resources are required to be submitted or viewed electronically; therefore, it is essential that students have a properly functioning computer that has internet capabilities and the Northwest College recommended minimum hardware requirements. These are listed in the computer requirements under the General Policies section of the handbook.

Although personal electronic/computer failure does not exempt students from assignment due dates, course work requirements, or examination deadlines, technical difficulties encountered by the student as a result of the Northwest College LMS problems or technical challenges with other vendors providing websites containing student assignments will be considered on a case-by-case basis by the faculty.

### **Classroom and/or Clinical/Lab/SIM Assignment Grading**

To be eligible to receive full credit for assignments, the assignment must follow guidelines for completing the assignment. Assignments are to be submitted to the instructor of the course on the date and time specified to receive full credit.

- All late assignments will not be reviewed by faculty and will receive a score of “zero.”
- Extenuating circumstances for late assignments may be considered on an individual basis.

### **Exams**

All nursing final exams will be proctored. Exams and quizzes within each nursing course will be proctored at the discretion of the course instructor. Students are informed of testing times and room locations and are expected to follow the proctoring processes outlined by the nursing faculty, and student success center staff, using the ATI guidelines. Students requiring accommodations for testing must coordinate arrangements prior to testing time with their nursing faculty member and the Student Success Center staff.

All ATI final exams are offered twice and calculated as 20% of the overall course grade. All other exams throughout the course are calculated as outlined in the course syllabus. Students who arrive late for an exam may not take the exam and will receive a score of zero. Students who miss an exam may not make up the exam and will receive a score of zero.

It is expected that the student will achieve and maintain a 74% exam score average throughout the semester. If the student falls below this expectation, a mid-term, final, or as needed meeting

will be scheduled with the nursing faculty member teaching the course for remediation discussion.

### **Examination and Exam Question Review Policy**

Testing Guidelines will follow the NCSBN Examination Candidate Rules:

1. All electronic devices (cell/mobile/smart phones, smart watches, MP3 players, fitness bands, jump drives, cameras, etc.) must be secured outside the testing area. All personal items must be stored outside the testing area.
2. Students may not access study notes, cell/mobile/smart phones, smart watches, MP3 players, fitness bands, jump drives, cameras, or any other electronic device at any time during testing.
3. Bags, purses, wallets, watches of any kind, coats, hats or caps, hoodies over the head, outerwear, medical aids/devices, food or drink, gum/candy, lip balm, scarves/gloves are not allowed in the testing room.
4. Students may not remove examination items and/or responses (in any format) or notes about the examination from the testing room.
5. Students may not disclose or discuss with anyone information about the items or answers seen in the exam. This includes posting or discussing questions on the internet or social media websites.
6. Students may not reconstruct exam items using their own or other memories of the exam.
7. Students may not seek help from any other person in answering items (in person, by phone, text, or by email) during their examination.
8. Students may not copy or reconstruct exam items during or following the exam for any reason. Do not copy exam items word-for-word on the note boards provided.  
Writing on any materials other than the note board is strictly prohibited. Do not make notes to yourself on your hands or anywhere on your body about items you see on the exam.
9. Students experiencing problems during the exam, raise their hand and the instructor will assist.
10. Students are allowed to review exam questions after the completion of the exam to support student remediation efforts. Students will have the opportunity to review the exam immediately after taking the test, not to exceed 10 minutes. However, the exam questions will not be available once the student exits the exam area and/or the exam closes. Faculty will review exam question statistics for errors and make grade adjustments as needed after the exam closes. Students may make an appointment with the instructor to discuss how to connect with resources that would facilitate their learning of a concept. However, specific questions and answers on the test are not negotiable.
11. Students must leave the testing room immediately after reviewing the exam unless requested by the instructor to perform additional tasks before exiting. You may not re-enter the computer lab until the testing period has ended.
12. When testing, all items are to be **stored in a personal vehicle or locker**. Keys are the exception to this rule and may be kept in the classroom during the exam with the permission of the instructor.

### **Homework & Group Assignment Policy**

Since grades are posted in Moodle, students will have seven (7) days to make an appointment with their instructor to discuss the scoring of homework assignments. After the deadline has passed, scoring will not be adjusted. For group assignments, all group members must turn in the required forms as outlined in the course syllabus for any of the members to receive a score.

Failure to follow the group assignment guidelines results in a zero for each group member. Late submissions will follow the assignment grading policy.

It is an expectation that the student will use their own words and writing when submitting homework assignments. Therefore, heavy reliance on AI technology is discouraged. Students may be asked to use “Turn It In” software in the submission of homework. Students may review AI scores through “Turn it In” software and edit before submission without penalty. However, after final submission before the deadline, AI scores above 40% will receive a zero.

### **Skill Demonstration Grading**

Nursing skills are introduced throughout the Northwest College Nursing Program through lab experiences. Instructors will inform students of the procedure for skill evaluation and the time allowed for completion. Time will be formally established for students to practice skills and remediate with instructors. Informal skill practice in the lab may be scheduled through an instructor. The instructor or designee must be present with students if the lab is used for skills practice.

Skills checklists with indicated critical areas will be provided to students before skill demonstration.

Students cannot satisfactorily complete a skill demonstration if a critical (make or break) area is omitted. Instructor discretion will determine the ‘Satisfactory’ completion of a skill demonstration when multiple non-critical elements are omitted, the student is disorganized or unprepared, exceeds time limits, and other patient safety concerns arise.

Upon completing the skill on the first attempt, students who do not achieve a ‘Satisfactory’ score must remediate and return for a second demonstration with a different instructor. The second demonstration will be evaluated similarly to the first attempt. If, on the second demonstration, the student does not achieve ‘Satisfactory’ completion, a different instructor will evaluate the student’s third attempt, using the same evaluation process. If, on the third attempt, the student does not ‘Satisfactorily’ complete the skill, the faculty member evaluating will confer with another faculty member to confirm unsatisfactory performance on the third attempt. If both instructors agree that the third attempt at the skill was unsuccessful, they will provide documentation of all three skill evaluation attempts to the Nursing Program Director for review. The suspension and progression policy will be followed, and the Director of Nursing will make the final determination relating to dismissal.

### **Skills Demonstration Procedure**

1. Students will report for the skill demonstration wearing Northwest College student uniform and following other dress code requirements.
2. Students will arrive on time and prepare for scheduled demonstrations.
3. Instructor(s) will observe skill demonstrations and evaluate students using the provided skills checklist.

### **ATI Requirement**

The Northwest College Nursing Department utilizes ATI as required content that supplements the curriculum. All students, regardless of entry point, are required to purchase all the necessary ATI

content as required for the Nursing Program. **Students are expected to successfully achieve Level II on all ATI proctored exams** in the first three semesters. Students scoring below the expected Level II benchmark will be required to remediate according to the instructor's directions and scheduled to take the ATI exam a second time. The student's highest ATI proctored test score will be used to calculate the student's final course grade.

**All ATI final exams (including the comprehensive predictor) are proctored face-to-face on the Northwest College Powell campus and are calculated as 20% of the overall course grade.**

Nursing Course & ATI Exam	Gradebook score for ATI Proficiency score Level 3 or above	Gradebook score for ATI Proficiency scores Level 2 or above	Gradebook score for ATI Proficiency scores below Level 2	Proficiency Score cutoff
NURS 1100 Concept Level 1 or ATI Fundamental Final Exam	100%	Pro-rated according to the syllabus	Zero	Any score below Level 2 is a zero
NURS 1200 Concept Level 2 Final Exam	100%	Pro-rated according to the syllabus	Zero	Any score below Level 2 is a zero
NURS 2300 Concept Level 3 Final Exam	100%	Pro-rated according to the syllabus	Zero	Any score below Level 2 is a zero

Students in NURS 2400, fourth semester of the nursing program, are expected to achieve a score indicating a 90% probability or greater of passing the NCLEX on the ATI Comprehensive Predictor exam. Students scoring below the expected level of 90% probability of passing the NCLEX will be required to remediate according to the instructor's directions and scheduled to take the ATI Comprehensive Predictor a second time. The student's highest ATI Comprehensive Predictor pro-rated score will be used to calculate 20% of the student's final course grade. Students performing at or above the 90% probability benchmark on the ATI Comprehensive Predictor will be calculated to an equivalent grade book score using the Northwest College Nursing Department grading scale. Students performing below a 90% probability of passing the NCLEX on the ATI Comprehensive Predictor exam will receive a zero on the final exam grade.

## CLINICAL EXPERIENCE

### Post Clinical Conferences

Post-clinical conference discussions are a means of assisting students in evaluating their own effectiveness in the clinical area. They also serve to help faculty determine the student's level of understanding and response to clinical events to provide the student with appropriate,



individualized learning experiences. Each student is expected to attend and participate in post-clinical conferences.

### **Forms of Clinical Experience**

- I.** **Participatory Clinical Experiences:** Students may perform hands-on patient care and nursing care/skills under the direct supervision and assistance of Northwest College nursing faculty members or designated nurses. The participatory clinical ratio will not exceed 1:8. The clinical evaluation tool, clinical homework assignments, and clinical behavior assessment will be used to grade participatory clinical experiences.
  
- II.** **Ancillary Clinical Experiences:** Ancillary experiences are active observation. Students will receive guidelines from the instructor specific to each experience and the student's focus will be directed toward the objectives that must be completed. Students' hands-on participation is limited to CNA skills and scope of practice. If the student gives medication or performs a skill outside of the CNA scope in an ancillary clinical setting (excluding skills allowed in item III: OB, ER, and OR) the student will be immediately suspended from clinical experiences and pending investigation, may result in possible dismissal. 'Ancillary Feedback' forms will be used in conjunction with written outcomes assignments (per course syllabus) to evaluate ancillary experiences. Students are expected to obtain all 'Y' on 'Ancillary Feedback' forms. Students attaining 'N' on the 'Ancillary Feedback' form will be addressed per the 'As Needed Evaluation' protocol.
  
- III.** **ER, OB, WIC, Billings Clinic, or OR Experiences:** Students participating in clinical experiences in these areas may perform setting specific skills that they have under the direct supervision of the facility nurse. Students are responsible for knowing which skills have been introduced in the lab, follow facility policy, and have a skill log with them for guidance. Please note that medications may not be given (including lidocaine) without a Northwest College nursing instructor present. However, students may flush with saline to establish IV.
  
- IV.** **Skill Lab/SIM Experiences:** Students perform skills demonstrations and engage in simulation experiences with simulators and virtual reality scenarios, alongside the Northwest College nursing faculty. Multiple modalities of assessment are used to evaluate students in simulation. This includes, but is not limited to, the following: 1) vSim for Nursing - completion of pre- and post-simulation quizzes, the simulation, and SBAR reporting. Students also are required to complete relevant pharmacological, discharge, and concept map worksheets. 2)The students engaged in the simulation will be debriefed by the instructor using the Debriefing with Good Judgment model flowing through the three common phases of the debriefing process. 3)Standardized skills checklists are used to evaluate any skills that are checked off during simulation or skill labs.
  
- V.** **Preceptor Guided Clinical Experiences (4<sup>th</sup> semester ONLY):** Preceptors are nurses working within the clinical facilities who have been orientated as preceptors by the Northwest College nursing faculty within the current academic year. Preceptors are nurses paired one-to-one with a final semester nursing student (NURS 2400) by the Northwest College faculty nursing faculty member. Preceptor nurses are

designated with input from the clinical facility leadership using criteria outlined in the Northwest College Preceptorship Handbook.

Students are assigned a preceptor by the Nursing Program faculty member, who plays a crucial role in this process. Student-preceptor pairs operate within the confines of the preceptor's assignment for the shift. Students work the assigned nurse preceptor's schedule to complete the required patient care duties, reporting, and documentation duties as required within the medical record. Students are responsible for gaining approval and coordinating preceptorship schedules with the Nursing Program faculty members. If a student needs to change the schedule or is experiencing challenges with the preceptor, the student must coordinate with the Nursing Program faculty to resolve the issues. If the assigned nurse preceptor is relocated during a shift off the medical-surgical unit for any reason, the student may follow the preceptor, and maintain the same guidelines outlined in the preceptorship experience.

In the event the student's assigned nurse preceptor is sent home for any reason the student must receive instructions from the Northwest College nursing faculty member or Nursing Program Director for the next steps (reassignment or leaving). Preceptor-student pairs follow the Medication Administration and IV Skill policies in this handbook. Any skills or medication administration performed by the student outside the confines of the direct supervision of the assigned nurse preceptor will result in suspension, investigation, and potential dismissal proceedings. Preceptor-guided clinical experiences are evaluated according to the 'Preceptor Feedback' form.

**VI. Specialty Experience:** Students can choose a specialty experience in the last semester of the program. The experience must be approved, and schedule coordinated by the nursing faculty member. Under the direct supervision of a nurse, students may perform skills in the specialty experience area that have been checked off or covered in the lab, with the exception of medication administration. No medication may be given in any specialty setting without the direct supervision of the NWC Nursing faculty.

### **Clinical/Lab/SIM Grading**

Students will be evaluated using a progressive clinical evaluation tool, clinical homework assignments, and clinical behavior assessment that demonstrate clinical growth from program beginning to end. Students must utilize skills and knowledge gained from previous semesters and experiences as they progress through the program.

Objectives for individual clinical/lab/SIM experience and any other coursework requirements are outlined in each course syllabus. Clinical/lab/SIM grades will be entered into the course grade book and are weighted per course syllabus. Students receiving an "U" or "Unsatisfactory" or "U" CET grade will be required to make up the clinical experience. Students with an overall clinical grade of below 74% or an overall CET grade of Unsatisfactory "U" will not progress to the next semester and be dismissed from the program regardless of the didactic course grade.

Other evaluation forms may include Nurse Preceptor feedback, Ancillary Staff feedback, and written outcomes grading.

### **Clinical Skills**

Skills may only be performed alongside a Northwest College nursing instructor, operating within the parameters of Active Observation, ER, OB, WIC, Billings Clinic, and OR experiences, or preceptor-guided clinical experience guidelines in the handbook. **Students will never administer any form of medication, via any route, to any patient without the presence of a Northwest College nursing instructor or in their fourth semester alongside their assigned nurse preceptor,** as outlined by the preceptor-guided clinical experiences. Administering medications outside the parameters outlined in the nursing student handbook constitutes practicing without a license and will result in suspension, an investigation, and possible dismissal proceedings.

**Students are responsible for their actions and are accountable to the parameters for skill performance and medication administration. If there is a question, it is the student's responsibility to ask before you act. If you doubt whether giving medications or practicing a skill is okay, the answer is 'no' until you receive confirmation from your nursing instructor.**

Skills documentation tracks skills performed by the student observed by Northwest College nursing faculty or designated nurse. Students are responsible for obtaining instructor or observing nurse signatures on the Skills Log.

### **Clinical Incident Procedure**

Clinical incident reports are required when an actual or potential error occurs that jeopardizes or could jeopardize a client's or student's safety in the clinical setting. The generation of an incident report prompts immediate remedial action by the nursing instructor in collaboration with the student and the facility where the incident occurred. The student is responsible for immediately reporting the incident to the nursing instructor and working with the nursing instructor to begin the paperwork process. The incident form is available from the nursing instructor and requires completion by the student and nursing instructor before forwarding it to the Nursing Program Director. Once the student reports the incident, the nursing clinical faculty member is responsible for working with the clinical facility staff to follow the facility's incident protocol and the Northwest College Nursing program protocol.

## **ATTENDANCE POLICY**

The Nursing Department and Faculty of Northwest College will adhere to the following attendance policy:

All students must notify their instructor before being tardy or absent from any classroom, lab, simulation, or clinical learning experience. If scheduled for an ancillary or specialty clinical learning experience, the student is **also responsible for notifying the facility** of their absence.

### **Class Absence or Tardy**

Nursing students are discouraged from missing any learning activity, including synchronous learning at a distance via Zoom. The third unexcused absence from the lecture will prompt the implementation of the "Problematic/Disciplinary" behavior protocol, which results in a Warning Letter, contract, and probation.

Tardy is defined as arriving at a synchronous Zoom lecture or any face-to-face learning experience after the designated start time has passed. The third time the nursing student is tardy to a lecture will prompt the implementation of the “Problematic/Disciplinary” behavior protocol, resulting in a Warning Letter, with possible contract and probation.

### **Clinical Absence or Tardy**

Tardy is defined as arriving at a lab, simulation, or clinical site after the designated start time. Students must arrive on time and participate in all scheduled lab and clinical experiences. Students tardy to clinical partner experiences (all healthcare entities outside the college) will be sent home from clinical and given an unexcused absence. Students tardy to simulation or lab activities will be allowed to participate in the learning activities. However, they will be given an excused absence if they remain or an unexcused absence if they choose not to keep for lab or simulation.

Students who are ill are asked to stay home and not attend any face-to-face experience. Illness-related absences will be considered excused, and students are expected to work with their nursing instructor for possible Zoom participation. If Zoom is not a possibility, missed face-to-face learning experiences must be rescheduled to meet learning outcomes.

If an absence is non-illness related and unavoidable, the absence will be determined to be ‘excused’ or ‘unexcused’ by the faculty who teach the course. The third unexcused absence from lab, simulation, or clinical will prompt the implementation of the “Problematic/Disciplinary” behavior protocol, resulting in a Warning Letter, possible contract, and probation.

**No matter the circumstances, all clinical absences are required to be made up.** Students who lack clinical experience hours are expected to work with their instructor and be willing to work weekends, evenings, and breaks if necessary to make up clinical hours. Students who are absent and do not notify the instructor before the absence and do not attend clinical are considered a “no call/no show” and will be immediately escalated to “Problematic/Disciplinary” protocol per the Nursing Student Handbook, resulting in a Warning Letter, contract, and probation.

## CLINICAL AND PROFESSIONAL DIRECTIVES

Violations of clinical and professional directions that cause injury or potential injury to anyone may result in the student being dismissed from the classroom, clinical/lab/SIM setting at the discretion of the faculty, and the ‘As Needed Evaluation’ process will be initiated.

The Nursing Program Director's discretion will determine dismissal and/or the student's eligibility for readmission.

If the instructor determines that students are unsafe, they may be sent home from a clinical experience and charged with an absence.

In the event a student chooses not to comply with the health and safety measures established by Northwest College and clinical education partner policy, the student will be subject to disciplinary action, including probation or dismissal from the nursing program.

### **College Authorized Event**

Students may request to attend a Wyoming Nursing Association (WNA) or Student Nursing Association (SNA) event. If granted, resultant absences will be considered 'excused' and cannot exceed two clinical and two classroom sessions per semester. The student's request will be denied if college-sanctioned travel is not allowed, the student is on probation, the student's nursing course average is below 74%, the requested absences exceed acceptable limits of absences already incurred by the student during the semester, or if the clinical schedule cannot accommodate the request.

### **Safe Nursing Practice and Clinical Directives**

Unsafe clinical practice is grounds for dismissal from the Nursing Program and is determined by the following:

1. Students must adhere to national and state standards of practice and scope of practice within legal and ethical frameworks.
2. Students will be held accountable for adhering to the ANA Code of Ethics for Nurses and the International Code of Ethics for Nurses.
3. Students will be held accountable for adhering to the Wyoming State Board of Nursing (WSBN) Nurse Practice Act and the WSBN Rules and Regulations. <http://nursing.state.us>
  - a. Students must always adhere to individual facility policies (Policies will be reviewed with students before and during clinical learning experiences).
  - b. Students are required to always adhere to the medication administration policy.
4. Students must obtain the instructor's permission and receive instruction regarding skill performance before performing nursing skills. (See 'Clinical Skills').
5. Students must check in and out with the instructor before leaving/entering the floor in clinical site experiences.
6. The consumption of illicit drugs or alcohol before attendance of any classroom, clinical/lab/SIM experience is expressly forbidden. The unlawful use, possession, or distribution of a controlled substance as defined in Section I-V of Section 303 of the Controlled Substance Act (21 U.S.C. 812) and W.S. S35-7-1011 through 1022 and amendments thereof are forbidden.
7. Students will be expected to use good judgment and follow health and safety processes while participating in learning activities on the Northwest College campus and during clinical experiences in patient care areas.
8. Any student who appears to meet the definition of 'impaired' as stated in the 'Substance Abuse Policy' of the Nursing Student handbook will be immediately removed from the classroom, clinical/lab/SIM experience, and the 'Substance Abuse Policy' will be initiated by the Northwest College Nursing Program faculty and Director of Nursing.
9. Administration of medication without the presence of an instructor or a current Northwest College nursing program-approved nurse preceptor during their assigned preceptorship rotation is grounds for dismissal.

### **Professional Attitude, Conduct, and Behavior.**

Unprofessional attitude, conduct, and behavior is the inability to work productively, constructively, and cooperatively with others. Professional attitude, conduct, and behavior expectations are upheld in the classroom and clinical/lab/SIM environments, including college-sponsored events on and off campus.

Examples of unprofessional attitude/conduct and behavior are (not limited to):

1. Continual antagonism of instructors or classmates and repeatedly causing disruption.
2. Engaging in Facebook, Snap Chat, Instagram, and other social media activities, gaming, shopping, or browsing on any electronic device during testing, classroom, laboratory, clinical experiences, or other learning experiences.
3. Profanity
4. Intoxication, while in class, lab, clinical experience, or on student's free time, while attending the college-sponsored event to the point that endangers self or other students, displays belligerent or otherwise unprofessional behavior is prohibited.
5. Breach in [ANA Code of Ethics for Nurses](#).
6. Violation of the [Northwest College Student Code of Conduct](#)
7. Failing to follow and violating clinical education partner health and safety protocols or policy.

### **Behavioral Expectations for College-Sponsored Experiences/Activities**

Nursing students may be granted the privilege to represent the Northwest College Department of Nursing and the profession of nursing at several off-campus experiences, including (but not limited to) community service events, health fairs, and nursing student conferences. While these experiences occur away from the Northwest College campus, they are subject to all Northwest College Student Handbook and Nursing Student Handbook policies.

During college-sponsored experiences/activities:

1. Students must always act professionally and practice safely as outlined in the Nursing Student Handbook and according to state and national standards. (See Professional Attitude, Conduct, and Behavior in Nursing Handbook)
2. Students are expected to be on time, prepared for each experience with the appropriate supplies/paperwork, and ready to engage actively in the planned off-campus experience.

### **Confidentiality**

Students are required to keep all information relating to patient's health confidential.

1. Students must adhere to HIPAA regulations, which the faculty will review. Each student must complete and sign a HIPAA content module annually.
2. Students are expected to protect the private health information of peers, clinical partner staff, faculty, and Northwest College staff.
3. Texting, computer, cell phone communications, and photos from smartphones, iPads, tablets, etc., and other social media provide unintentional or intentional risks of breaching confidentiality and violating HIPAA regulations. Students are responsible for adhering to the guidelines established by the ANA regarding social media. Click on [NCSBN Social Media Guidelines for Nurses Video](#).
4. Breach of confidentiality, as defined in Federal HIPAA regulations and individual facility policies, constitutes grounds for dismissal from the program.
  - a. Tier one: Unintentional violations will result in verbal and written reprimands, and the student will be placed on probation for the remainder of the program.
  - b. Tier two: intentional violations will result in dismissal from the Nursing Program without the possibility of readmission.

## **Professional Appearance**

All students must wear the Northwest College Nursing Student uniform during all clinical/lab/SIM experiences and as directed by the Northwest College Nursing Program faculty. If professional appearance criteria are not followed, students may be dismissed from the expertise and charged with an unexcused absence by the Northwest College Nursing Program faculty and Nursing Program Director.

### The student uniform includes:

1. Northwest College nursing student uniform with appropriate Northwest College nursing program embroidered logo.
2. Solid white, grey, or black socks
3. Solid white or black shoes that are comfortable and well-fitting, enclosing the foot.
4. The student's college-issued photo ID was worn on the uniform.
5. Optionally, black lab coats and white undershirts or approved red undershirts may be worn with the uniform and must have a student name tag.
6. Watch with the ability to monitor seconds.
7. Appropriate face covering as required by clinical facility (check with the instructor to determine the level of face covering required)
8. Eye protection meeting OSHA requirements

### Additional Clinical Requirements:

1. Stethoscope with a diaphragm and bell
2. A black fine-point ballpoint pen
3. Learning resources as directed by the instructor.

### Tattoo Policy

All visible tattoos on the arms, wrists, and front or back torso must be covered with clothing. Tattoos on the hands, head, neck, and fingers may remain uncovered.

### Jewelry

Acceptable jewelry includes only a wedding band (no high-profile or other rings are sufficient). One pierced post-style (stud) earring in each ear lobe is permitted. All other visible body piercings are prohibited and must be removed before entering the clinical site. Students are not allowed to wear bracelets (except for the Medic Alert bracelet), chains, necklaces, drop earrings, or rings with stones in clinical environments.

### Hair

Mustaches and beards are permitted per facility policy but must be clean, trimmed, and well-groomed. Hair must be neatly styled and groomed. Hair longer than collar-length must be pulled back from the face and secured neatly to prevent hair from falling into the face (ponytail, braid, or bun). Long braids or ponytails must be secured to avoid falling over the shoulder. Bangs are acceptable if they are out of eyes.

### Nails

Artificial nails and nail tips are prohibited in all clinical environments. Nails must be natural, neatly maintained at a length no longer than the fingertip, and free of debris and polish.

## Hygiene

Good personal hygiene is a student's responsibility, and is respectful of patients and colleagues in the clinical environment. Students must bathe regularly, conduct proper oral hygiene, and prevent offensive body odors. Scented soaps, lotions, perfumes, and colognes may offend or illicit allergic responses among patients and clinical staff and should be avoided while students are engaged in clinical settings. Students must be clean and free of offensive body odors, including cigarette odors.

## Gum/Tobacco

During clinical experiences, gum chewing, vaping (use of e-cigarettes), and tobacco products are not allowed. Students must adhere to the campus Northwest College Standards of Student Conduct Smoking Policy.

## Off-Hour Clinical Site Behavior and Appearance

1. Upon arrival, Students obtaining information for care plan development or clinical paperwork outside the assigned clinical timeframe must check in with the institution's supervisor.
2. Students must wear an appropriate face covering if required by the institution, student ID, and lab coat (if desired) and state their purpose for being in the institution to the clinical area supervisor.
3. Students going to the clinical areas to get assignments or to do reference work from charts are prohibited from wearing blue jeans, tank tops, tee shirts, shorts, flip flops, bare midriffs, excessively tight clothing, low-cut tops, and see-through fabrics.
4. Students must inform the institution's supervisor before accessing the medical record and check out with the institution's staff when leaving.
5. Students may not perform hands-on patient care activity with any patient outside of the clinical assignment timeframe.
6. All confidentiality and professional behavior requirements apply.

## Community Service

Community service is a valued component of Northwest College Nursing Program's mission and desire to be a part of the community we serve. Therefore, community service is a required part of nursing coursework each semester. Community Service expectations are scheduled by the student in collaboration with their instructor. The activity chosen must fulfill the hours required by the instructor, serve a broad audience (department, community, clinical agency, etc.), and focus on health. **Failure to fulfill the community service expectation will result in an 'I'/'Incomplete' final course grade.** Once the community service time is made up, the grade will be converted to the earned grade in the course. If the agreed-upon deadline has passed for the community service completion, the grade will convert to 'U,' which is unsatisfactory and will fail to progress in the program.



## VI. Medication Administration and IV Skill Policies

### Northwest College ADN Nursing Program

1. Students **may not** give medications in ‘active observation’ settings.
2. The term ‘designated nurse’ applies to nurses working within the facility, and the Northwest College nursing instructor agrees that it is acceptable to accompany the student for direct supervision during the student’s implementation of a particular skill except for medication administration.
3. The term ‘designated preceptor’ is defined as a current Northwest College nursing program approved nurse preceptor during their assigned preceptorship rotation in their fourth semester.
4. Associate Degree Nursing students **will not** be responsible for carrying the narcotic keys.
5. Any scheduled or non-scheduled medication prepared, administered, and recorded by an Associate Degree Nursing student **must** be co-signed by an instructor (or designated preceptor if applicable) from Northwest College on the Medication Administration Record and any required record per hospital policy.
6. **Nursing students may not give medications without the instructor or designated preceptor's presence (as defined in #3 above).**

General Medication Skills				
Route or Skill	1 <sup>st</sup> Semester	2 <sup>nd</sup> Semester	3 <sup>rd</sup> Semester	4 <sup>th</sup> Semester
Oxygen administration	They connect the tubing and transfer it from wall oxygen to portable oxygen. An instructor or designated nurse must do all other oxygen delivery or titration actions.	They connect the tubing and transfer it from wall oxygen to portable oxygen. An instructor or designated nurse must do all other oxygen delivery or titration actions.	They connect tubing and transfer from wall oxygen to portable oxygen. An instructor must perform all other oxygen delivery or titration actions.	They connect the tubing and transfer it from wall oxygen to portable oxygen. An instructor must do all other oxygen delivery or titration actions.
Pediatric clients (clients under the age of 18)	YES, w Instructor	YES, w Instructor	YES PO, IV, Nebulizer, IM meds w Instructor	YES, PO or IM, IV or Nebulizer Instructor or Designated Preceptor
Oral * *chemotherapy drugs follow facility protocol	YES, w Instructor	YES, w Instructor	YES, w Instructor	YES, w Instructor or Designated Preceptor
Sublingual	YES, w Instructor	YES, w Instructor	YES, w Instructor	YES, w Instructor or Designated Preceptor
Subcutaneous	YES, w Instructor	YES, w Instructor	YES, w Instructor	YES, w Instructor or Designated Preceptor

Intradermal	YES, w Instructor	YES, w Instructor	YES, w Instructor	YES, w Instructor or Designated Preceptor
Intramuscular	YES, w Instructor	YES, w Instructor	YES, w Instructor	YES, w Instructor or Designated Preceptor
Rectal	YES, w Instructor	YES, w Instructor	YES, w Instructor	YES, w Instructor or Designated Preceptor
Eye/Ear drops & Nasal	YES, w Instructor	YES, w Instructor	YES, w Instructor	YES, w Instructor or Designated Preceptor
Transdermal/Topical* *chemotherapy drugs follow facility protocol	YES, w Instructor	YES, w Instructor	YES, w Instructor	YES, w Instructor or Designated Preceptor

**IV-related Skills**

<b>Route or Skill</b>	<b>1<sup>st</sup> Semester</b>	<b>2<sup>nd</sup> Semester</b>	<b>3<sup>rd</sup> Semester</b>	<b>4<sup>th</sup> Semester</b>
Add medication to IV containers.	No	YES, w Instructor	YES, w Instructor	YES, w Instructor or Designated Preceptor
IV push	No	No	YES, w Instructor	YES, w Instructor or Designated Preceptor

IV Code drug administration	No	No	No	No
Moderate or Conscious Sedation IV	No	No	No	No
Paralytics IV	No	No	No	No
IV chemotherapy medications	No	No	No	No
Monitor and Infuse Blood/Blood products	No	No	YES, w Instructor No for children under 18	YES, w Instructor or Designated Preceptor No for children under 18
Make medication adjustments via a change to PCA pump or syringe pumps	No	No	YES, w Instructor No for children under 18	Yes, an Instructor or Designated Preceptor No for children under 18
Set up PCA pump	No	No	YES, w Instructor or accompanied by Designated Nurse with instructor's consent	YES, with Instructor or Designated Preceptor

Spike bag & Prime line	No	YES, w Instructor	Independent with Instructor's consent	Independent with Instructor or Designated Preceptor's consent
IV piggyback	No	No	YES, w Instructor	YES, w Instructor or Designated Preceptor

**Peripheral IV**

Route or Skill	1st Semester	2nd Semester	3rd Semester	4th Semester
IV fluid/solution change from one solution to another in an existing peripheral IV	No	YES, w Instructor	YES, w Instructor or accompanied by Designated Nurse with instructor's consent to include central lines	YES, w Instructor or Designated Preceptor to include central lines
Changing saline lock to continuous infusion by connecting new IV fluid/solution to a peripheral IV	No	Yes, w Instructor	YES, w Instructor or accompanied by Designated Nurse with instructor's consent to include central lines	YES, w Instructor or Designated Preceptor to include central lines
Flush peripheral Saline locks for maintenance of patency	No	Yes, w Instructor	YES, w Instructor or accompanied by Designated Nurse with instructor's consent	YES, w Instructor or Designated Preceptor
Regulate the flow of peripheral line infusions	No	Yes, w Instructor	YES, w Instructor or accompanied by Designated Nurse with instructor's consent	YES, with Instructor or Designated Preceptor
Perform peripheral Venipunctures, including a saline flush, to establish placement.	No	YES, w Instructor	YES, w Instructor or Designated Nurse with Instructor's consent <u>No children under 12</u>	YES, w Instructor or Designated Preceptor <u>except for children under 12</u>

Change established peripheral IV to a saline lock	No	YES, w Instructor	Independent with Instructor's consent or accompanied by Designated Nurse with Instructor's consent	Independent with Instructor or Designated Preceptor's consent
Change IV the administration set for established peripheral lines	No	YES, w Instructor	Independent with Instructor's consent or accompanied by Designated Nurse with Instructor's consent	Independent with Instructor or Designated Preceptor's consent
Set up peripheral IV infusions for administration via pump	No	YES, w Instructor	Independent with Instructor's consent or accompanied by Designated Nurse with Instructor's consent	Independent with Instructor or Designated Preceptor's consent

Discontinue peripheral IV lines.	No	YES, w Instructor	Yes, with an Instructor or accompanied by a Designated Nurse with Instructor's consent	Independent with Instructor or Designated Preceptor's consent
Change peripheral IV-line dressing to include site insertion care	No	Yes, w Instructor	Yes, with an Instructor or accompanied by a Designated Nurse with Instructor's consent	Independent with Instructor or Designated Preceptor's consent
Monitor peripheral line infusions.	No	YES, w Instructor	Independent with Instructor consent or accompanied by a Designated Nurse with Instructor's consent	Independent with Instructor or Designated Preceptor's consent
<b>Central &amp; PICC lines</b>				
<b>Route or Skill</b>	<b>1st Semester</b>	<b>2nd Semester</b>	<b>3rd Semester</b>	<b>4th Semester</b>
Regulate the flow of PICC line or other central line infusions	No	No	YES, w Instructor or accompanied by Designated Nurse with instructor's consent NO for children under 18	YES, w Instructor or accompanied by Designated Nurse with instructor's consent NO for children under 18
Flush Saline or Heparin in PICC or Central Lines for maintenance of patency	No	No	YES, w Instructor or accompanied by Designated Nurse with instructor's consent	YES, w Instructor or Designated Preceptor
Perform PICC line insertion.	No	No	NO	NO
Discontinue PICC lines, arterial lines, or any other central lines	No	No	NO	NO
Monitor central line infusions.	No	No	Yes, an Instructor or accompanied by a Designated Nurse with Instructor's consent	Independent with Instructor or Designated Preceptor's consent

## VII. Faculty and Staff Contact Information

Faculty and Staff	Room Number	Phone Number	Email Address
<b>Full-Time Faculty</b>			
Billy Crawford	YB158	754-6483	<a href="mailto:Billy.Crawford@nwc.edu">Billy.Crawford@nwc.edu</a>
Joneen Costigan	YB 160	754-6284	<a href="mailto:Joneen.Costigan@nwc.edu">Joneen.Costigan@nwc.edu</a>
Jessica Heny	YB149	754-6494	<a href="mailto:Jessica.Heny@nwc.edu">Jessica.Heny@nwc.edu</a>
Jillian Taylor	YB148	754-6479	<a href="mailto:Jillian.Taylor@nwc.edu">Jillian.Taylor@nwc.edu</a>
Denise Schuler	YB 159	754-6478	<a href="mailto:Denise.Schuler@nwc.edu">Denise.Schuler@nwc.edu</a>
Ashley Love	YB 150	754-6481	<a href="mailto:Ashley.Love@nwc.edu">Ashley.Love@nwc.edu</a>
<b>Adjunct Faculty</b>			
Samantha Brinklow			<a href="mailto:Samantha.Brinklow@nwc.edu">Samantha.Brinklow@nwc.edu</a>
Beth Zollman			<a href="mailto:Beth.Zollman@nwc.edu">Beth.Zollman@nwc.edu</a>
Lauren Miller			<a href="mailto:Lauren.Miller@nwc.edu">Lauren.Miller@nwc.edu</a>
Ashlyn Wilson			<a href="mailto:Ashlyn.Wilson@nwc.edu">Ashlyn.Wilson@nwc.edu</a>
<b>Senior Program Assistant</b>			<a href="mailto:Nursing@nwc.edu">Nursing@nwc.edu</a>
Garyn Johnson	YB 161	754-6484	<a href="mailto:Garyn.Johnson@nwc.edu">Garyn.Johnson@nwc.edu</a>
<b>Director of Nursing and Chairperson of Health Professions Division</b>			
Dr. Marneé Crawford	YB162	754-6474	<a href="mailto:Marnee.Crawford@nwc.edu">Marnee.Crawford@nwc.edu</a>
<b>Administration</b>			
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## NORTHWEST COLLEGE NURSING PROGRAM

### RN Nursing Student Handbook

By signing below, I acknowledge that I have received an orientation to the Northwest College ADN Nursing Program Student Handbook and know where to access it for future reference. I understand and acknowledge that these policies will be used to determine my fulfillment of the program's requirements and my ability to continue in the Nursing program. I know I will be notified promptly of changes and that it is my responsibility to access the handbook and ask the instructor for assistance in understanding the policies.

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Signature

Date

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Printed Name