

**Kirtland Community
College**

**Nursing Program
Level I & II**



**STUDENT HANDBOOK
2010/2011**

KCC Nursing Student Handbook

Academic Year 2010-2011

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HISTORY OF THE KCC NURSING PROGRAM

In April 1972, Kirtland Community College applied to the Michigan Board of Nursing for the purpose of initiating a practical nursing program. Kirtland was granted initial approval to admit its first class of twenty-four (24) students in January of 1973. The Michigan State Board of Nursing granted Kirtland Community College full approval of the practical nursing program in December 1975. The program expanded in 1978 to forty-eight (48) students. In April 1982, the Michigan State Board of Nursing granted initial approval for Kirtland Community College to implement the Associate Degree program, and full approval was granted November 1985. The practical and associate degree programs were designed in a ladder concept, so students could choose the program that fit their needs with multiple entry and exit points.

In 2000, new classroom facilities were opened on campus, which included a new nursing lab, an allied health lab, several science labs, state-of-the-art multi-media classroom facilities, health careers faculty/staff offices, a health careers A-V resources room, and a health careers conference room. In 2001, the Level I nursing program capacity increased to sixty (60), and a part-time option began for both the Level I and II programs.

In 2002, Kirtland Community College opened the new M-TEC facility in Gaylord, which provides construction and manufacturing programs. Also in 2002, the Level I capacity was increased again to ninety (90), and an outreach program for thirty (30) of those students began in Gaylord. Clinical courses had already been offered at Otsego Memorial Hospital in Gaylord, but theory courses began at the M-TEC.

In 2003, the capacity was increased again in the Level I program to one hundred twenty (120), and an outreach Level I program for thirty (30) of those students began in Tawas. Also in 2003, a consortium between Kirtland Community College, Kalamazoo Valley Community College, and Monroe Community College [Michigan Community College Virtual Learning Center (MCCVLC)] began for the purpose of initiating an RN from LPN online program. The Michigan State Board of Nursing granted full approval of this program in spring 2003, and the online program began in fall 2003.

In 2004, the capacity for the Level II program was increased to eighty (80) students. Again, clinical courses had been regularly offered at the Tawas ISD to provide theory and lab courses.

The Level I program course offerings in Tawas were discontinued in 2005 due to facility and staffing constraints. There continues to be an annual total enrollment of one hundred twenty (120) students in the Level I program. In 2006, a new nursing lab opened at the M-TEC in Gaylord.

In 2008, the colleges involved in the MCCVLC separated, and starting in fall 2008, Kirtland Community College offered its own online program with a capacity enrollment of 15 students. This program is temporarily suspended, pending its revision.

NURSING PROGRAM PHILOSOPHY

The nursing program is part of the Instructional Division under the Department of Health Careers. The nursing program is designed to have multiple entry and multiple exit points.

The development of the nursing program philosophy was guided by the belief that the delivery of quality nursing care is dependent on the skills of nurses prepared at various levels of education. Practical Nurses, Associate Degree Nurses, Baccalaureate Degree Nurses, and Masters prepared nurses are all essential to meeting the health care needs of individuals within society. Since educational goals change with time and experience, nursing education programs should provide upward mobility and not be considered terminal.

Man is a holistic person who has multiple interacting subsystems; biophysical, psychological, social, and cognitive with genetic base and spiritual drive. Holism implies that the whole is greater than the sum of the parts.

Nursing is the diagnosis and treatment of human responses to actual or potential health problems (American Nurses Association, 1982). Nursing is assisting persons holistically to use their adaptive strengths to attain and maintain perceived optimum bio-psycho-social, cognitive, and spiritual functioning throughout the life cycle. Nursing is evidence based and occurs in any setting where a client seeks professional care.

Nursing education is based on the physical, behavioral, and applied sciences designed to progress from the basic to the more complex health concerns. It must provide opportunity and experience in a meaningful and logical sequence to develop the individual with sound basic concepts, abilities, and skills required to execute the nursing role.

Learning is a self-directed, self-motivating process which utilizes the faculty members as facilitators of that process. A student's life experiences are a rich resource for learning and should be utilized along with the resources of experts. Each individual has a different pattern of readiness to learn and each is motivated to learn by internal incentives unique to that individual. The educational atmosphere should stimulate creative, productive participation, foster change in attitude and behavior, encourage exploration, and instill desire to seek further knowledge.

Evaluation is essential to assess the teaching/learning process. Evaluation of teacher/learner effectiveness is best achieved by assessing the learner's level of behavioral objective attainment. Faculty members facilitate learner objective attainment by providing clear course expectations; by being accessible for student learning needs; by offering adequate opportunities for the development of new behaviors; and by providing an atmosphere which offers support to the developing individual.

The basic educational philosophy at Kirtland Community College stems from a commitment to the development of the individual. Each student, despite varying abilities and needs, should be given every opportunity and encouraged in every way to develop his full potential as a human being regardless of his chosen field. This is accepted as a basic fact.

Philosophically, the College and nursing program are congruous with both being committed to providing educational experiences that cultivate personal growth and creativity, develop knowledge and skills essential for job entry and career advancement, foster the development of effective citizens, and meet the needs of the community and the profession. In addition, the nursing program's philosophy reflects the nursing faculty members' beliefs about the nature of man, nursing education, and learning.

NURSING PROGRAM CONCEPTUAL FRAMEWORK

The conceptual framework was developed to provide direction to curriculum building and reflects the philosophy and objectives of the College and the department of nursing.

The nursing program curriculum was derived from the conceptual framework which was developed by unifying concepts from various theories. This eclectic approach to Kirtland's conceptual framework is a synthesis of several adaptation models in nursing (Erickson; Tomlin and Swain; Roy; and Peplau), whose common constructs include adaptation, maladaptation, stressors, and coping. As a result, the theories of human needs (Maslow) and development (Erickson, Duvall, and Piaget) are inherent within this conceptual framework.

Man is viewed as a unique worthwhile individual who has multiple subsystems; biological, psycho-social, emotional, and cognitive with inherent genetic and spiritual bases. Man is perceived as holistic with the whole greater than the sum of its parts. Man has developmental needs that are related to processes and changes that occur throughout the life span and is constantly interacting with his environment.

Man's **environment** is his social as well as physical world. This world includes his emotional surroundings and interpersonal relationships that affect his growth and development.

Health is the dynamic equilibrium among man's various subsystems resulting in his physical, mental, and social well-being, not merely the absence of disease or infirmity. Adaptive equilibrium, a state of health, is the result of coping with internal and external stressors in a health directed manner.

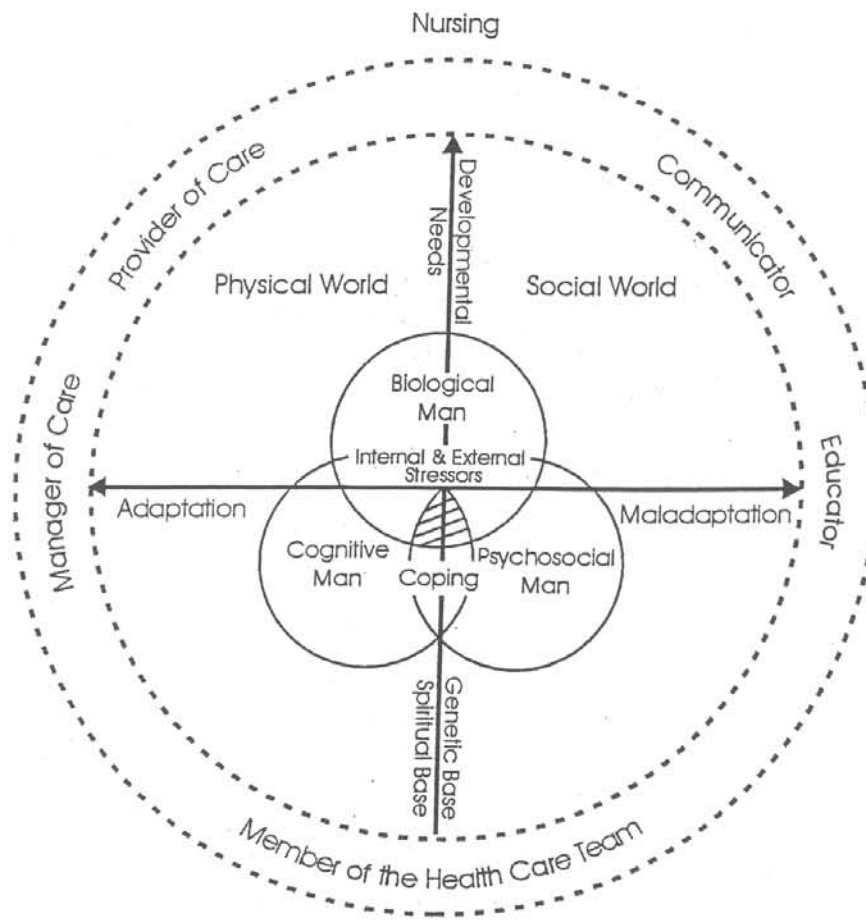
Maladaptation, a state of illness, occurs when one subsystem is left vulnerable as a result of the energies utilized to cope with a stressor in another subsystem. Whether a response is adaptive or maladaptive depends upon the meaning that one places upon that particular stressor. By mobilizing knowledge and self-care resources man maintains, gains, or promotes adaptive equilibrium at a level consistent with his or her stage of life.

Nursing is evidence based and is the holistic helping of persons with their self-care activities in relation to their health. This is an interactive interpersonal process that nurtures strengths to enable development, release, and channeling of resources for coping with one's circumstances and environment. The goal is to achieve a state of perceived optimum health and contentment (Erikson, et al, p509, 1983). The nurse promotes client control by aiding him to identify, mobilize and develop his own strengths and mutually setting health directed goals. This is facilitated by the nurse, acting as: provider of care, communicator, educator, manager of care, and as a member of the health care team. Man maintains the rights to seek, accept, or reject this assistance. Within this framework, the curriculum is organized around the concepts which provide the basis for learning in a holistic and comprehensive manner. Kirtland's conceptual model is illustrated on the following page.

KIRTLAND COMMUNITY COLLEGE

CAREER MOBILITY PRACTICAL / ASSOCIATE DEGREE NURSING PROGRAM

CONCEPTUAL MODEL



PURPOSE OF THE PRACTICAL NURSING PROGRAM

The purpose of the practical nursing program is to prepare graduates who can demonstrate entry level competencies as practical nurses and to provide a foundation for continued learning.

TERMINAL PERFORMANCE OBJECTIVES PRACTICAL NURSING PROGRAM (LEVEL I)

Upon completion of the practical nursing program, the graduate practical nurse will:

I. As a Provider of Care:

- A. Apply nursing skills and knowledge in the safe performance of nursing activities to clients with common well-defined nursing diagnoses, within structured health care settings.
- B. Apply the basic principles of natural and applied sciences in the planning and implementation of nursing care at the practical nurse level.
- C. Contribute to the development, implementation, and evaluation of the nursing care plan.
- D. Apply knowledge of normal human development; by recognition of bio/psycho/social and emotional health and an awareness of significant deviations as they relate to holistic nursing care at the practical nurse level.
- E. Practice basic nursing within an established theoretical framework.

II. As a Communicator:

- A. Implement basic therapeutic communication skills with clients, significant others, and members of the health care team.
- B. Document and report client's conditions appropriately in the medical record system.
- C. Support the client through self-awareness and role modeling.

III. As an Educator:

- A. Provide informal and purposeful teaching to clients and significant others during routine care.
- B. Reinforce and contribute to established teaching plan.

IV. As a Member of the Health Care Team:

- A. Participate as a member of the interdisciplinary health care team to promote continuity of care.
- B. Practice within accepted legal and ethical standards for the practical nurse.
- C. Support other members of the health care team in their practice.

V. As a Manager of self:

- A. Demonstrate the ability to be self-directing in providing care with clients having common well-defined nursing diagnoses.
- B. Demonstrate accountability for own practice.
- C. Work and communicate in a polite, courteous, and cooperative manner while demonstrating quality service.
- D. Articulate the need for education and personal growth.

PURPOSE OF THE ASSOCIATE DEGREE NURSING PROGRAM

The purpose of the associate degree nursing program is to prepare graduates who can demonstrate entry level competencies as Registered Nurses, to provide a foundation for continued learning, and to provide career mobility in nursing for Licensed Practical Nurses.

TERMINAL PERFORMANCE OBJECTIVES ASSOCIATE DEGREE NURSING PROGRAM (LEVEL II)

Upon completion of the associate degree program, the graduate nurse will:

I. As a Provider of Care:

- A. Apply and interprets concepts and principles of nursing knowledge and skills as they relate to meeting the needs of individuals with defined nursing diagnoses and complex health care needs in a variety of settings.
- B. Apply and interpret concepts and principles of the biological; psychological; and social sciences as they relate to the assessment, diagnosis, planning, implementation, and evaluation of nursing care.
- C. Establish and utilize the nursing process in rendering quality care to clients with complex health care needs and defined nursing diagnoses in a variety of settings.
- D. Apply knowledge of normal human development by recognition of bio/psycho/social and emotional health and of significant deviations as they relate to holistic nursing care at the registered nurse level.
- E. Practice nursing within an established theoretical framework.

II. As a Communicator:

- A. Implement comprehensive therapeutic communication skills, both written and verbal, when interacting with clients, members of the health care team, and significant others.
- B. Facilitate adaptive behavioral changes in the client or groups of clients through self-awareness, role modeling, and application of communication concepts.

III. As an Educator:

- A. Assess clients' level of knowledge, establish nursing diagnosis, teaching plan, and implement and evaluate clients' learning.
- B. Provide informal and purposeful teaching to clients, significant others, and other members of the health care team during routine care.

IV. As a Member of the Health Care Team:

- A. Demonstrate through practice, the role of the Associate Degree Nurse in relation to other members of the health care team; practice within the legal and ethical parameter.
- B. Demonstrate accountability for own practice and practice delegated to others.
- C. Display self-direction in identifying and pursuing continued education, personal growth, and self-evaluation.
- D. Support other members of the health care team in their practice.

V. As a Manager:

- A. Demonstrate the ability to be self-directing in providing care to groups of clients with defined nursing diagnoses and complex health care needs in a variety of settings.
- B. Utilize and collaborates with community resources and services to promote continuity of care.
- C. Organize comprehensive aspects of care for groups of clients with simple to complex health care needs in a variety of settings.
- D. Delegate appropriate aspects of care to other qualified members of the health care team; supervise and evaluate their performance.

NURSING PROGRAM CURRICULUM

The curriculum plan is arranged to build on previous learning. Knowledge and skills presented throughout the curriculum progress from the simple to complex. The admission criteria are intended to provide a common starting point for all students.

The nursing program curriculum at Kirtland is based on the ladder concept in nursing education. It is designed to offer qualified students with alternative educational tracks according to their career goals. There are two entry and two exit points available. A student may elect to exit from the program after successful completion of the first year (Level I) curriculum and be awarded a practical nursing certificate, or a student may elect to complete both the first (Level I) and second year (Level II) curriculum and be awarded an Associate in Applied Science Degree.

Since educational goals change with time and experience, nursing education programs should provide upward mobility and not be considered terminal. In keeping with this belief, the program is also designed to afford an opportunity for transfer students from other practical nursing programs, and experienced Licensed Practical Nurses to enter the Level II program. In addition, career mobility beyond the Associate Degree is promoted and supported by various universities' Bachelors/Masters of Science in Nursing programs.

Level I Nursing

Students within the first semester of the full-time practical nursing program (Level I) are introduced to the concepts, principles, and techniques necessary to administer safe, basic nursing care to clients with common, well-defined nursing diagnoses. The application of these concepts, principles, and techniques begins with the campus laboratory setting and progresses to the geriatric client within the skilled and acute care setting. Basic communication techniques, the history of nursing, general issues in health care, and the role and responsibilities of the practical nurse in relation to other members of the health care team are all topics which are included as part of this first introductory semester. In addition, general principles of mental health and mental illness, as well as concepts in growth and development are integrated throughout. Nursing Essentials and Pharmacology I are taken in preparation for clinical application during the first semester. Part-time program content is distributed over multiple semesters.

During semesters two and three of the practical nursing program, the student is expected to build upon this basic knowledge as concepts and principles related to the care of the adult client with medical and surgical conditions added to the curriculum. Concepts associated with the care of the childbearing and childrearing family are addressed.

Within the practical nursing program, application of theory to practice is evidenced by a clinical component in a variety of settings. Current Issues in Nursing, the final theory course, addresses issues relevant to the graduate practical nurse: employment opportunities, conflict resolution, legal and ethical issues related to practice, and continued education

Level II Nursing

To successfully complete the Level II program, general education requirements include: Pathophysiology, English Composition II or Technical Writing, Intermediate Algebra, Speech and Humanities courses Introduction to American Government, and Introduction to Psychology must be completed.

In Nursing Assessment, utilizing Kirtland's conceptual model as a framework for development, students are introduced to techniques of history taking and physical assessment. In the subsequent semester(s) students complete advanced medical/surgical, pediatric, obstetrical, mental health nursing rotations. Level II students apply knowledge of the nursing process through clinical courses to assist the client and significant others to promote maximum holistic health. Complex health care needs are addressed in a variety of health care settings. The primary focus of the Level II program is application of theory to practice.

NURSING PROGRAM CURRICULUM PLAN

Each level of the program can be completed on a full- or part-time basis. The plans are outlined in the following pages. Students are admitted in cohort groups or must continue through the curriculum as outlined. Students are assigned to specific course sections and must register for the assigned section unless two students agree to trade. Any change from full- to part-time or part- to full-time or change in plan constitutes withdrawal from the program and requires a reentry.

LEVEL I NURSING PROGRAM (CLPNO)
Practical Nursing Certificate (and prerequisite for Level II)

Full-Time Course of Study

(Roscommon and Gaylord M-TEC Campuses)

A 2.5 or above GPA is required for admission 2010-11 (Tentative)

LEVEL I PROGRAM COURSES (PROGRAM ADMISSION IS REQUIRED; COURSES MUST BE TAKEN AS OUTLINED)			Minimum Grade Required
Semester One:	Fall 2010 Semester: <i>Late August - Mid December</i> (approx. 3-4 days per wk)		
NUR-10300	Nursing Essentials	2 cr. / 2 cont. hr.	C+
NUR-10502	Foundations of Nursing	3 cr. / 3 cont. hr.	C+
NUR-10700	Mental Health Concepts	1 cr. / 1 cont. hr.	C+
NUR-10803	Nursing Practice Lab	3 cr. / 4 cont. hr.	Satisfactory
NUR-10804	Nursing Clinical I	2 cr. / 6 cont. hr.	Satisfactory
NUR-10900	Pharmacology I	2 cr. / 2 cont. hr.	C+
	TOTAL CREDIT/CONTACT HOURS	13 cr. / 18 cont. hr.	
SUCCESSFUL COMPLETION OF ALL COURSES IN SEMESTER ONE IS REQUIRED BEFORE CONTINUING ON TO SEMESTER TWO.			
Semester Two:	Winter 2011 Semester: <i>Mid January - Early May</i> (approx. 3-4 days per wk.)		
NUR-12304	Nursing Clinical II	5 cr. / 15 cont. hr.	Satisfactory
NUR-12503	Adult Medical-Surgical Nursing	4 cr. / 4 cont. hr.	C+
NUR-12800	Maternal-Child Nursing Care	2 cr. / 2 cont. hr.	C+
NUR-20900	Pharmacology II	2 cr. / 2 cont. hr.	C+
	TOTAL CREDIT/CONTACT HOURS	13 cr. / 23 cont. hr.	
SUCCESSFUL COMPLETION OF ALL COURSES IN SEMESTER TWO IS REQUIRED BEFORE CONTINUING ON TO SEMESTER THREE			
Semester Three:	Summer 2011 Semester: <i>Mid May - Late June</i> (3 days per wk.)		
NUR-13302	Current Issues in Nursing	1 cr. / 1 cont. hr.	C+
NUR-13402	Nursing Clinical III	2 cr. / 6 cont. hr.	Satisfactory
	TOTAL CREDIT/CONTACT HOURS	3 cr. / 7 cont. hr.	

Part-Time Course of Study

(Roscommon Campus only)

A 2.5 or above GPA is required for admission 2011-2012 (Tentative)

LEVEL I PROGRAM COURSES (PROGRAM ADMISSION IS REQUIRED; COURSES MUST BE TAKEN AS OUTLINED)			Minimum Grade Required
Semester One:	Winter 2011 Semester: <i>Mid January - Early May</i> (approx. 2 days per wk)		
NUR-10300	Nursing Essentials	2 cr. / 2 cont. hr.	C+
NUR-10502	Foundations of Nursing	3 cr. / 3 cont. hr.	C+
NUR-10803	Nursing Practice Lab	3 cr. / 4 cont. hr.	Satisfactory
	TOTAL CREDIT/CONTACT HOURS	8 cr. / 9 cont. hr.	
SUCCESSFUL COMPLETION OF ALL COURSES IN SEMESTER ONE IS REQUIRED BEFORE CONTINUING ON TO SEMESTER TWO.			
Semester Two:	Summer 2011 Semester: <i>Mid May - Early August</i> (approx. 1 day per week)		
NUR-10700	Mental Health Concepts	1 cr. / 1 cont. hr.	C+
NUR-10900	Pharmacology I	2 cr. / 2 cont. hr.	C+
ALH-20203	Standard First Aid	.5 cr. / .5 cont. hr.	Satisfactory
	TOTAL CREDIT/CONTACT HOURS	3.5 cr. / 3.5 cont. hr.	
SUCCESSFUL COMPLETION OF ALL COURSES IN SEMESTER TWO IS REQUIRED BEFORE CONTINUING ON TO SEMESTER THREE			
Semester Three:	Fall 2011 Semester: <i>Late August - Mid December</i> (approx. 2 days per wk)		
NUR-10804	Nursing Clinical I	2 cr. / 6 cont. hr.	Satisfactory
NUR-12503	Adult Medical-Surgical Nursing	4 cr. / 4 cont. hr.	C+
NUR-20900	Pharmacology II	2 cr. / 2 cont. hr.	C+
	TOTAL CREDIT/CONTACT HOURS	8 cr. / 12 cont. hr.	
SUCCESSFUL COMPLETION OF ALL COURSES IN SEMESTER THREE IS REQUIRED BEFORE CONTINUING ON TO SEMESTER FOUR			
Semester Four:	Winter 2012 Semester: <i>Mid January - Early May</i> (approx. 3 days per wk)		
NUR-12304	Nursing Clinical II	5 cr. / 15 cont. hr.	Satisfactory
NUR-12800	Maternal-Child Nursing Care	2 cr. / 2 cont. hr.	C+
	TOTAL CREDIT/CONTACT HOURS	7 cr. / 17 cont. hr.	
SUCCESSFUL COMPLETION OF ALL COURSES IN SEMESTER FOUR IS REQUIRED BEFORE CONTINUING ON TO SEMESTER FIVE			
Semester Five:	Summer 2012 Semester: <i>Mid May - Late June</i> (approx. 3 days per week)		
NUR-13302	Current Issues in Nursing	1 cr. / 1 cont. hr.	C+
NUR-13402	Nursing Clinical III	2 cr. / 6 cont. hr.	Satisfactory

- The above course grouping is tentative for the 2010 catalog.
- Future semester course grouping is subject to change.

LEVEL I NURSING PROGRAM (CLPNO)

Practical Nursing Certificate (and prerequisite for Level II)
2010-11 Academic Year

PREREQUISITES AND GENERAL EDUCATION REQUIREMENTS (SEE NOTES ON BOTTOM OF THIS PAGE)			Minimum Grade Required
A 2.5 or above grade point average is required for acceptance into the program			
ALH-10101	Medical Terminology	2 cr. / 2 cont. hr.	C
BIO-10700	Essentials of Anatomy & Physiology <i>(This course will fulfill anatomy & physiology requirement for Level I only)</i> Or If intending to continue on to Level II immediately upon completion of Level I, BIO 11500 & 11600 (8 cr.) should be completed instead of BIO 10700. Chemistry is a prerequisite for BIO 11500.	4 cr. / 5 cont. hr.	B
DEV 07300 & DEV 07400	Basic Algebra <i>(or competency testing)</i> Basic Algebra Lab	4 cr. / 4 cont. hr. 1 cr./ 1 cont. hr.	C Satisfactory
ENG-10000	Writing Lab	1 cr. / 2 cont. hr.	Satisfactory
ENG-10303	English Composition I	3 cr. / 3 cont. hr.	C
Computer Competence	CIS-10500 is required if not computer competent: <i>Internet, e-mail, word processing</i>	3 cr. / 3 cont. hr.	C
ALH-20203	Standard First Aid To be taken the summer prior to first clinical course, or may substitute valid professional provider CPR	.5 cr. /5 cont. hr.	Satisfactory
<i>All prerequisites and general education course work must be completed prior to admission to the Level I program</i>			

NOTATIONS:

- Prerequisite courses may be repeated one time only to obtain the required grade.
- Students should seek advising from the Health Careers Department only.
- All felony convictions and certain misdemeanor convictions will prohibit admission to the nursing program.
- A "Request for Admission to Nursing" application form must be submitted between December 1, 2009, and March 1, 2010.
- Immunization records and Health Care Provider Recommendation are required for final admission (refer to the "Required Abilities" form).
- Students are ranked for acceptance into the program based on:
 1. Anticipated date of completion of prerequisite course work.
 2. Date of college application declaring nursing as program of study.
 3. Residence within the local service area (Kirtland's district and counties contiguous to Kirtland's district).

- Reentry into the Level I Nursing Program is allowed one time only (by written contract).
- Changing from the full-time program to the part-time program is considered a program reentry.
- Program course work must be completed within two years.
- A 3.0 GPA or higher (specific courses) is required for admission to the Level II nursing program

LEVEL II NURSING PROGRAM (DADN1)
Associate in Applied Science - Nursing (RN)

Full-Time Course of Study
(Roscommon Campus only)

A 3.0 or above GPA is required for admission 2010-2011 (Tentative)

LEVEL II PROGRAM COURSES			Minimum Grade Required
(PROGRAM ADMISSION IS REQUIRED; COURSES MUST BE TAKEN AS OUTLINED UNLESS CHANGES ARE DETERMINED BY THE HEALTH CAREERS DEPARTMENT)			
NOTE: RN PHARMACOLOGY MUST BE COMPLETED PRIOR TO ACCEPTANCE INTO THE PROGRAM			
Semester One:	Fall 2010 Semester: <i>Late August - Mid December</i> (approx. 4-5 days per wk.)		
NUR-22001	Nursing Assessment	3 cr. / 3 cont. hr.	C+
NUR-23200	Family Centered Pediatrics	2 cr. / 2 cont. hr.	C+
NUR-24201	Community Mental Health Nursing	2 cr. / 2 cont. hr.	C+
NUR-24302	Community Mental Health Nursing Clinical	1.5 cr. / 4.5 cont. hr.	Satisfactory
NUR-24600	Nursing Care of Women & Families	2 cr. / 2 cont. hr.	C+
NUR-24900	Pediatric/Women's Health Clinical	1.5 cr. / 4.5 cont. hr.	Satisfactory
	TOTAL CREDIT/CONTACT HOURS	12 cr. / 18 cont. hr.	
SUCCESSFUL COMPLETION OF ALL COURSES IN SEMESTER ONE IS REQUIRED BEFORE CONTINUING ON TO SEMESTER TWO.			
Semester Two:	Winter 2011 Semester: <i>Mid January - Early May</i> (approx. 4-5 days per week)		
NUR-22201	Critical Thinking in Adult Care	5 cr. / 5 cont. hr.	C+
NUR-22300	Adult Nursing Clinical	5 cr. / 15 cont. hr.	Satisfactory
NUR-25201	Professional Practice	2 cr. / 2 cont. hr.	C+
	TOTAL CREDIT/CONTACT HOURS	12 cr. / 22 cont. hr.	

Part-Time Course of Study
(Roscommon Campus only)

A 3.0 or above GPA is required for admission 2010-2011 (Tentative)

LEVEL II PROGRAM COURSES			Minimum Grade Required
(PROGRAM ADMISSION IS REQUIRED; COURSES MUST BE TAKEN AS OUTLINED UNLESS CHANGES ARE DETERMINED BY THE HEALTH CAREERS DEPARTMENT)			
NOTE: RN PHARMACOLOGY MUST BE COMPLETED PRIOR TO ACCEPTANCE INTO THE PROGRAM			
Semester One:	Winter 2011 Semester: <i>Mid January - Early May</i> (approx. 3 days per wk)		
NUR-22001	Nursing Assessment	3 cr. / 3 cont. hr.	C+
NUR-24201	Community Mental Health Nursing	2 cr. / 2 cont. hr.	C+
NUR-24302	Community Mental Health Nursing Clinical	1.5 cr. / 4.5 cont. hr.	Satisfactory
	TOTAL CREDIT/CONTACT HOURS	6.5 cr. / 9.5 cont. hr.	
SUCCESSFUL COMPLETION OF ALL COURSES IN SEMESTER ONE IS REQUIRED BEFORE CONTINUING ON TO SEMESTER TWO.			
Semester Two:	Fall 2011 Semester: <i>Late August - Mid December</i> (approx. 4 days per wk.)		
NUR-22201	Critical Thinking in Adult Care	5 cr. / 5 cont. hr.	C+
NUR-22300	Adult Nursing Clinical	5 cr. / 15 cont. hr.	Satisfactory
	TOTAL CREDIT/CONTACT HOURS	10 cr. / 20 cont. hr.	

SUCCESSFUL COMPLETION OF ALL COURSES IN SEMESTER TWO IS REQUIRED BEFORE CONTINUING ON TO SEMESTER THREE.			
Semester Three:	Winter 2012 Semester: <i>Mid January - Early May</i> (approx. 3 days per wk.)		
NUR-23200	Family Centered Pediatrics	2 cr. / 2 cont. hr.	C+
NUR-24600	Nursing Care of Women & Families	2 cr. / 2 cont. hr.	C+
NUR-24900	Pediatric/Women's Health Clinical	1.5 cr. / 4.5 cont. hr.	Satisfactory
NUR-25201	Professional Practice	2 cr. / 2 cont. hr.	C+
	TOTAL CREDIT/CONTACT HOURS	7.5 cr. / 10.5 cont. hr.	

- The above course grouping is tentative for the 2010 Catalog.
- Future semester course grouping is subject to change.

LEVEL II NURSING PROGRAM

Associate in Applied Science - Nursing (RN)

2010-11 Academic Year

PREREQUISITES AND GENERAL EDUCATION REQUIREMENTS (SEE NOTES ON BOTTOM OF THIS PAGE)			Minimum Grade Required
Level I	Successful completion of Level I within three years, or if beyond three years or from another Practical Nursing Program, a minimum of one year's current work experience is required.		
3.0 GPA	From Level I courses and specific prerequisite courses for Level I & II		
Computer Competence	CIS-10500 is required if not computer competent: <i>Internet, e-mail, word processing</i>	3 cr. / 3 cont. hr.	C
BIO-11500	Anatomy & Physiology I <i>CHE-10003/04 is a prerequisite (C or better grade) Or High School chemistry within 10 years (B or better grade)</i>	4 cr. / 5 cont. hr.	B
BIO-11600	Anatomy & Physiology II	4 cr. / 5 cont. hr.	B
BIO-21500	Pathophysiology	4 cr. / 4 cont. hr.	C+
ENG-10602	Technical Writing	3 cr. / 3 cont. hr.	C
Humanities	Various courses	2-3 credits	C
MTH-12000	Intermediate Algebra (<i>or competency testing</i>)	4 cr. / 4 cont. hr.	C
NUR-10900 and NUR-20900	Nursing Pharmacology I Nursing Pharmacology II	2 cr. / 2 cont. hr. 2 cr. / 2 cont. hr.	C+ C+
POL-10100	Introduction to American Government	3 cr. / 3 cont. hr.	C
PSY-10100	Introduction to Psychology	3 cr. / 3 cont. hr.	C
SPE-10500 or SPE-11400	Fundamentals of Speech or Interpersonal/Public Communications	3 cr. / 3 cont. hr.	C
<i>All prerequisites and general education course work must be completed prior to admission to the Level II program.</i>			

NOTATIONS:

- A current LPN license is required if graduate of another college, plus a minimum of one-year's current work experience as a LPN.
- Prerequisite courses may be repeated one time only to obtain the required grade.
- RN pharmacology is required as a prerequisite.
- Students should seek advising from the Health Careers Department only.

- Felony convictions and certain misdemeanor convictions will prohibit admission to the nursing program.
- A "Request for Admission to Nursing" application form must be submitted between December 1, 2009, and March 1, 2010.
- Immunization records and Health Care Provider Recommendation are required for final admission (refer to the "Required Abilities" form).
- Students are ranked for acceptance into the program based on:
 1. Anticipated date of completion of prerequisite course work.
 2. Date of college application declaring nursing as program of study.
 3. Residence within the local service area (Kirtland's district and counties contiguous to Kirtland's district).
- Reentry into the Level II Nursing Program is allowed one time only (by written contract).
- Changing from the full-time program of study to the part-time program of study is considered a program reentry.
- Program course work must be completed within two years.

COURSES

Individual course syllabi guide the student through each nursing course. Each reflects the philosophy, conceptual framework, and goals of the program and contains the following essential information:

- Course number and name
- Course description
- Method of instruction/learning strategies
- Evaluation and assessment of learning
- Course/unit objectives
- Instructor's name
- E-mail address
- Office phone or voice mail box

Classroom learning experiences may include lecture, discussion, demonstration, seminar, audio-visual presentations, and web enhancements. Objectives identify the learning expectations of the student in order to guide the student toward expected course outcomes. Computer literacy is mandatory including word processing, online information search, and emailing skills.

Level I and Level II nursing students utilize a clinical competency guide throughout the program. There are mandatory competencies for each semester. Students are expected to demonstrate continued competency in all previously mastered mandatory competencies for program progression. Clinical objectives for each semester are clearly outlined in the students' clinical competency guide.

CLINICAL FACILITIES

EXTENDED CARE FACILITIES

AuSable Valley Nursing Home

1390 Maple Drive
Fairview, MI 48621
(989) 848-2241
62 beds
35 miles from Kirtland Community College

Bortz Health Care

517 W. Page St.
Rose City, MI 48654
(989) 685-2442
140 beds
20 miles from Kirtland Community College

Bortz Health Care

445 South Valley
West Branch, MI 48661
(989) 345-3600
93 beds
22 miles from Kirtland Community College

Grandvue Medical Care Facility

1728 South Peninsula Rd.
East Jordan, MI 49727
(231) 536-2286
114 beds
83 miles from Kirtland Community College

Grayling Nursing Centre

331 Meadows Drive
Grayling, MI 49738
(989) 348-2801
82 beds
25 miles from Kirtland Community College

Hilltop Manor Healthcare Center

1290 E. Michigan Hwy.
Roscommon, MI 48653
(989) 275-8936
118 beds
8 miles from Kirtland Community College

Iosco County Medical Facility

1201 Harris Avenue
Tawas City, MI 48763
(989) 362-4424
83 beds
65 miles from Kirtland Community College

Kings Nursing and Rehab Community

2280 Town Hill Road, PO Box 397
Houghton Lake, MI 48629
(989) 422-5153
61 beds
32 miles from Kirtland Community College

Lakeview Manor

408 Fifth Avenue
Tawas City, MI 48763
(989) 362-2211
100 beds
65 miles from Kirtland Community College

McReynolds Hall

825 North Center Street
Gaylord, MI 49735
(989) 731-2131
34 beds
50 miles from Kirtland Community College

Mercy Manor

1100 Michigan Avenue
Grayling, MI 49738
(989) 348-0317
40 beds
25 miles from Kirtland Community College

Standish Skilled Care Facility

805 W. Cedar
Standish, MI 48658
(989) 846-3535
44 beds
50 miles from Kirtland Community College

Tendercare

508 Random Lane
Gaylord, MI 49735
(989) 732-3508
120 beds
50 miles from Kirtland Community College

Tendercare

400 W. North Street
Tawas, MI 48763
(989) 362-8645
120 beds
65 miles from Kirtland Community College

ACUTE CARE FACILITIES

Bay Regional Medical Center

1900 Columbus Avenue
Bay City, MI 48708
(989) 894-3000
452 beds
75 miles from Kirtland Community College

Cadillac Mercy Hospital

400 Hobart
Cadillac, MI 49601
(231) 876-7200
117 beds
68 miles from Kirtland Community College

Caro Regional Mental Health Center

2000 Chambers Rd.
Caro, MI 48723
(989) 673-3191
214 beds
109 miles from Kirtland Community College

Covenant Medical Center

1447 N. Harrison
Saginaw, MI 48602
(989) 583-0000
405 beds
90 miles from Kirtland Community College

Gratiot Medical Center of Alma

300 E. Warwick Drive
Alma, MI 48801
(989) 463-1101
142 beds
103 miles from Kirtland Community College

Grayling Mercy Hospital

1100 Michigan Avenue
Grayling, MI 49738
(989) 348-5461
90 beds (includes 40 beds in Mercy Manor)
25 miles from Kirtland Community College

HealthSource

3340 Hospital Road
PO Box 6280
Saginaw, MI 48608-6280
(989) 790-7700
213 beds
89 miles from Kirtland Community College

Munson Medical Center

1105 Sixth Street
Traverse City, MI 49684
(231) 935-5000
365 beds
80 miles from Kirtland Community College

Northern Michigan Hospital

416 Connable Avenue
Petoskey, MI 49770
(231) 487-4000
243 beds
93 miles from Kirtland Community College

Otsego Memorial Hospital

825 North Center Street
Gaylord, MI 49735
(989) 731-2100
53 beds
50 miles from Kirtland Community College

Tawas St. Joseph Hospital

200 Hemlock
Tawas City, MI 48764
(989) 362-3411
49 beds
65 miles from Kirtland Community College

West Branch Regional Medical Center

2463 S. M-30
West Branch, MI 48661
(989) 343-3660
98 beds
22 miles from Kirtland Community College

STUDENT ROLE AND RESPONSIBILITIES IN THE CLINICAL AREA

To assure effective teaching and learning in the clinical area, guidelines have been developed for the facilities, faculty members, and students. Students are held accountable for the following guidelines:

1. The following information must be submitted to the Health Career office prior to starting clinical:
 - a. Signed health care provider recommendation of nursing student.
 - b. Completed immunization record with documented negative 2-step Mantoux tuberculin skin test within past 90 days; Tetanus within past 10 years; documented immunity to measles, mumps, chicken pox, and rubella; Hepatitis vaccine series dates or immune status as validated by Hepatitis B surface antibody test.
 - c. Students are required to successfully complete fingerprinting and pass a criminal background check prior to entry to the program. Individuals who do not pass a criminal background check or who are subsequently arrested for or convicted of criminal offenses covered by the Michigan Public Health Code section 21073a (2008) is required to immediately inform the Associate Dean of Health Science and may be dismissed from the program. The student/applicant is responsible for costs associated with fingerprinting, and criminal background check.
 - d. Criminal Background Waiver
 - e. Disclosure Statement

Failure to provide this documentation will result in the student not being permitted within the clinical agency, and will be counted as an absent day.

KCC Clinical Permits will be issued to students after all above requirements are met. It is the student's responsibility to assure they have received their KCC Clinical Permit prior to the first day of clinical.

2. Students are required to have successfully completed professional provider CPR class within 90 days prior to the start of the first semester. Failure to provide this documentation will result in the student not being permitted within the clinical agency. This will be counted as an absence.
3. Affiliating Agencies - The affiliating agencies are the institutions which provide a learning environment for nursing care experience. The students' assignment will be identified and supervised by the instructor, in cooperation with the nursing staff of the institution.
4. The student will abide by the policies of the affiliating agency, including but not limited to: fire, disaster, cardiac arrest, incident reporting, infection control (including standard precautions), and HIPPA.
5. After graduation the affiliating agency will not be used as a work reference—the student has not been an employee of the agency.
6. The student will report to the assigned area in appropriate attire promptly at the assigned time, and will remain in the agency until dismissed by the instructor.
7. The student must remain within the agency for breaks and meals.
8. Students may not accept gifts from patients.
9. Absence - Students unable to report to the clinical agency as scheduled must notify the facility prior to their assigned time and secure the name of the individual who took the message.
10. The student should not report for clinical experience if they have an elevated temperature or other infectious health problems. [See Appendix A: Recommendations for Clinical Experience Restrictions].

11. The instructor has the authority and responsibility to send a student home if they are not prepared for their clinical/lab experience or is not physically/clinically capable of caring for a client on any given day. This will be counted as an absence.
12. Students who are late for clinical experience must report immediately to the clinical instructor upon arrival to the facility.
13. Uniform Regulations:
Level I: to be worn both at lab and clinical.
Level II: to be worn both at lab and clinical.

Overall, each student must comply with clinical agency dress codes. White uniform/scrubs (conservative styling) is required; uniforms having long sleeves, jumpsuits, lace bodices, sweat pants, and/or bib overalls are not acceptable. A teal tunic/scrub top will be worn during the Level I clinical. In addition, the student must meet the following requirements while at the clinical site:

- a. Uniform will be kept clean and well pressed.
- b. Hair worn off collar with conservative styling. Long hair is to be tied up and back off the face, neck/collar. Color must be a natural hair color.
- c. Fingernails short and clean (nail polish colorless). Artificial nails are NOT allowed.
- d. Make-up simple.
- e. White shoes and white hose/socks (clean at all times). Many clinical sites require closed toe/heel shoes.
- f. Only jewelry acceptable: Wedding band, watch with second hand, and a student name tag. Pierced earrings only: very small posts of pearl, silver, or gold—no hoops. No necklaces. No tongue or facial jewelry.
- g. Must wear skin-tone or white under-garments; no thong underwear.
- h. No visible tattoos or piercings (except in the ear).
- i. Clean shaven or well-trimmed beard no longer than one inch in length.
- j. Any other agency restrictions.

Students enrolled in the Level II program have the following uniform requirements: The uniform for the female Level II student is the same as for the Level I student with the exception of the teal tunic. The male Level II student will wear white slacks and a white uniform jacket. White lab coat is required for the Level II program only.

The uniform has only one purpose—to be worn in giving care to clients. It is never to be worn in other public places; for street wear, shopping, etc. Lab coats may be worn for additional warmth.

For any community-based clinical, students are to wear the assigned regulated uniform for female or male student and have a white lab coat. No jeans, sweatpants, pajama bottoms, etc. Upon assignment to clinical agency, any deviation is to be discussed with instructor.

14. Smoking is not permitted during clinical. Smoking odor must not be present on clothing, hair, or breath. Refrain from using alcohol-based mouth wash.
15. Gum chewing is not allowed in any clinical agency.
16. No pagers or cell phones will be used for personal use in clinical area. An emergency contact number (faculty pager number) will be provided by your clinical instructor.
17. All students must have good personal hygiene which includes cleanliness of body and hair. Student must take a shower and wash hair within 12 hours before attending clinical. No fragrance is permitted. Students must be odor-neutral (no scented hairsprays or deodorants, etc.) due to allergies, nausea, and sensitivities of patients.
18. KCC Nursing Student Photo ID must be worn at all times in a visible location on their uniform or lab coat. No nicknames on name badges. Students must also have their KCC Nursing Clinical Permit with them during all clinical experiences. [See Appendix B: Kirtland Community College Nursing Student Clinical Permit].

19. In the clinical setting, all patients and co-workers are addressed by proper titles: Miss, Mrs. or Mr. unless otherwise requested. At no time should anyone be addressed by familiar terms such as "honey", "dear", etc.
20. Complete patient confidentiality must be practiced at all times. Failure to do so is cause for dismissal from the program.
21. No photo copying or computer generated documents of any client/agency records is allowed unless specifically allowed by your clinical agency. This will be considered a breach of confidentiality.
22. No cameras allowed. No photographing of students, clients, or facilities allowed. This is considered a breach in client confidentiality.
23. Health insurance—the college and affiliating agencies are unable to assume responsibility for any medical or surgical care for the student. It is recommended that students carry a health insurance policy as neither the hospital nor the college insures the student against accidents or illness, even if it occurs as a result of, or while working with, a patient. Students are responsible for the costs of any treatments resulting from injury to themselves in the clinical setting. In accordance with the affiliation agreement with most clinical sites, emergency treatment will be provided at the student's request, but the cost of that treatment is the responsibility of the student. If an injury is sustained during a clinical experience, the student must report it to the clinical instructor immediately. An incident form must be completed.
24. Liability Insurance—the college will provide a liability insurance policy throughout the nursing program, utilizing lab fees paid by the student, for clinical related activities.
25. Student nurses are not to visit or care for relatives or friends in the facility without permission from the clinical instructor.
26. Student nurses are to report to the instructor/designated person before leaving the patient care unit.
27. Students with any medical restrictions will not be permitted in the clinical setting. Students returning to clinical after a pregnancy, surgery, injury, or significant illness must present written permission from their health care provider to return without restrictions. This should be turned in to the Health Careers office at Kirtland Community College.
28. Students are expected to perform only those nursing procedures approved by their clinical instructor. Students who perform a procedure not approved are subject to disciplinary action up to and including program dismissal.
29. The instructor or designee will supervise all procedures performed by the student, until the student is evaluated as competent and independent in that specific procedure as reflected in the Clinical Competency Guide.
30. Excessive absences in the clinical area may lead to clinical failure. Any student exceeding the maximum clinical absences will automatically be placed on program/course probation.
31. Swearing or inappropriate language or behavior is not permitted in classroom or clinical areas.
32. Remember, you are functioning as a student of Kirtland Community College and also as a member of the healthcare team in the assigned health care agency. Your professional conduct must reflect credit to yourself, the college, and the agency.

BASIC PREMISES FOR CLINICAL EXPERIENCE

1. THE STUDENT IS IN THE CLINICAL AREA FOR AN EDUCATIONAL EXPERIENCE—NOT FOR SERVICE TO THE HOSPITAL/HEALTH CARE AGENCY/FACILITY.
 - a. Staffing for nursing service should be adequate without counting the student as a member of the healthcare team.
 - b. Student experience is planned for and under the direction of the instructor, in cooperation with the nursing staff.
 - c. The student has responsibility to inform appropriate individuals when a procedure, treatment, or responsibility has not yet been taught in class, if in doubt, or is beyond his/her capabilities. If student proceeds with activity unprepared, it could result in probation and/or dismissal from program. When in doubt, a student should consult with instructor.
 - d. The college appreciates the use of the clinical facilities, and views faculty members and nursing staff in a cooperative relationship to accomplish the learning experience objectives.

2. THE RESPONSIBILITY FOR CARE OF THE CLIENT RESTS WITH THE HOSPITAL/ HEALTH CARE AGENCY.
 - a. Students assist in client care, depending on their level of education and capability.
 - b. Hospital staff must be prepared to take over the care of the clients when students are not on the unit or when care required is beyond the students' level of nursing knowledge or skill.
 - c. Therefore, the following guidelines are important:
 - o Double assigning of students/clients to hospital staff.
 - o Report from designated person before beginning clinical practice.
 - o Student referral of client concerns and progress to the designated staff member.
 - o Student reports off duty to the designated person and assigned staff.
 - o Staff nurses definitely may share their ideas and information with the students; however, the nursing faculty members do not expect the staff nurses to be responsible for the students.
 - o As part of the health team, the nursing faculty members expect students to participate in team conferences, nursing care planning, in-service programs, drills, etc. as directed by the instructor.

3. THE STUDENT AND INSTRUCTOR WORK WITHIN THE FRAMEWORK OF THE HOSPITAL'S POLICIES AND PROCEDURES.
 - a. The nursing faculty members teach basic principles and concepts to the students. Students refer to the hospital policies and procedures for specific information.
 - b. The nursing faculty members will orient students to the facility with the assistance of the hospital staff. Clinical orientation is required by all clinical facilities. Students may be asked to schedule and attend mandatory orientation in the facility prior to the first day of clinical.
 - c. The instructor is to assist the students in understanding rationale and objectives of client care in accord with classroom instruction. Student/instructor and group conferences are essential to the learning process.

4. EACH AFFILIATING AGENCY RETAINS THE RIGHT TO DENY STUDENTS ACCESS TO THEIR FACILITY.

Students who have been previously dismissed from the hospital or who are not eligible for employment within the hospital may be denied access for educational purposes.

Students who fail to comply with agency policy and/or procedure or fail to complete orientation may be denied access for educational purposes.

KIRTLAND COMMUNITY COLLEGE NURSING PROGRAM

LEVEL I AND II CLINICAL/LAB ATTENDANCE POLICY

An absence is any incident of not being in clinical or lab for any reason.

In order for students to achieve clinical competencies, clinical and lab absences must be kept at a minimum. This policy applies to the entire school year.

Attendance in clinical and lab is required for both Level I & II.

- There are no “excused” absences.
- Any student having four (4) clinical or lab absences during the entire nursing program shall be placed on program probation. This includes both full-time and part-time program options.
- Further absences may result in course failure and/or program failure due to inability to meet course objectives.
- Any student failing to notify their clinical instructor by telephone of a clinical absence shall be placed on probation.
- A second incident of no-call-no-show for clinical will be grounds for program dismissal. Absenteeism from Level I does not carry over to Level II.
- Students are expected to consistently be on time. When a student accumulates three (3) instances of tardiness, it will result in being counted as an absence.
- A tardiness exceeding two hours will be counted as an absence.
- Leaving clinical two-hours early will count as an absence; leaving clinical less than two hours early will count as a tardy.
- The Level I final summer semester is short and condensed. Any more than one absence may result in course failure.
- Level II Mental Health, Pediatric, and OB clinicals are short; therefore, any absence may result in attendance probation and/or course failure.
- There is no way to make up absences.

Level I Clinical Absences:

- Clinical I: two absences results in program probation
- Clinical II: two absences results in program probation
- Clinical III: one absence results in program probation

Level II Clinical Absences:

- Medical-Surgical Rotation: two absences results in program probation
- Specialty Rotations (Mental Health, Obstetrics, Pediatrics): one absence results in program probation

SNOW DAY POLICY FOR CLINICAL COURSES

Clinical courses are usually not cancelled for inclement weather, and students do not follow campus or area school snow closing policies. Students should plan ahead to leave sufficient travel time to drive safely. Clinical site cancellations are not broadcasted on the radio/TV.

The only way clinical is canceled is through the clinical instructor. Students will receive word by means of a predetermined clinical phone tree if a closing does occur. Clinical days canceled by the instructor will not reflect as an absence in the student's clinical record.

KIRTLAND COMMUNITY COLLEGE PROGRESSION/GRADUATION POLICIES

TO PROGRESS THROUGH THE PROGRAM THE STUDENT MUST:

1. Earn no less than the minimum grade of "C+" (78%) in each required course within the nursing curriculum. This includes courses that are repeated during reentry program completion.
2. Earn a satisfactory grade in nursing clinical/lab courses.
3. Successfully complete ATI Program Assessment (see ATI information section).
4. Abide by the guidelines in this document as well as the Kirtland Community College RIGHTS AND RESPONSIBILITIES OF STUDENTS: Student Code of Conduct (see college catalog).
5. Receive course failure if he/she demonstrates unsafe practice at any time during the semester. Unsafe practice is defined as being inadequately prepared to deliver competent nursing care to a client; an action or knowledge deficit capable of causing harm or injury to the well being of the client. In such a situation, the student would be prohibited from attending and completing their clinical course. (See College Handbook: RIGHTS AND RESPONSIBILITIES OF STUDENTS: Student Code of Conduct.)
6. Progression in the nursing program is based on a pass rate average of 78% on NUR coursework AND attaining the proficiency level designated for each ATI Exam.

GRADUATION

Graduation from the nursing program requires successful completion of the nursing curriculum and an overall G.P.A. of 2.0 or higher at Kirtland Community College.

1. A certificate in practical nursing will be issued by Kirtland Community College to graduates of the Level I program.

Graduates completing Level I may then apply to take the National Council Licensure Exam for Practical Nurse Licensure (NCLEX-PN) in Michigan.

2. An Associate in Applied Science will be awarded by Kirtland Community College to graduates of the Level II program.

Graduates completing Level II may then apply to take the National Council Licensure Exam for Registered Nurse Licensure (NCLEX-RN) in Michigan.

3. Conviction for some criminal offenses may render a candidate ineligible for writing the National Council Licensure Exam (NCLEX) for state licensure.

ATI (Assessment Technologies Institute)

The student must take STANDARDIZED NURSING EXAMS: LPN and RN Programs:

External curriculum evaluation is defined as evaluation of the student's abilities in comparison with the general population of nursing students in the United States. Kirtland's pre-licensure program uses exams developed by Assessment Technologies Institute (ATI) to accomplish this evaluation. Assessment occurs at the culmination of core nursing courses with the final cumulative assessment occurring in the last semester of the respective program.

ATI Grading for Course and for Program Comprehensive Assessments

ATI Grading for any "NUR" course:

ATI Practice Course Assessment	1% for completion
ATI Remediation on Practice Course Assessment	2% for completion

** If the student's practice course assessment results are less than Level 1 proficiency, the student is required to:

1. complete remediation activities, based on the feedback from the unsuccessful practice course assessment, with the intention of raising the score on the repeat assessment to an acceptable level (Level 1 or higher).
2. re-take the Practice Course Assessment (different version) and attain Level 1 or higher score.

In the event the student does not achieve Level 1 proficiency upon completion of the repeat practice assessment the student should speak to their instructor for further advice as to how this may affect their success in the nursing program and on the NCLEX-PN/RN.

3. complete the Proctored Course Assessment. There will be no remediation for this step of the process.

Grading in NUR courses for the proctored assessment is:

ATI Proctored Course Assessment	2% for Level 3 proficiency
	1.5% for Level 2 proficiency
	1% for Level 1 proficiency

ATI Grading for either the LPN or RN Proctored PROGRAM Comprehensive Assessment

It is mandatory that all students take the ATI LPN/RN Proctored Comprehensive Predictor (Program Comprehensive) Assessment in NUR 133 or NUR 252. The student **MUST** pass the Proctored Comprehensive Predictor Assessment with a 90% predicted probability of passing NCLEX-PN/RN in order for their "Certificate of Completion" to be forwarded to the State of Michigan.

Grading within the NUR133 or NUR252 courses:

ATI Practice Comprehensive Assessment	1% for completion
ATI Remediation on Practice Comprehensive Assessment	2% for completion

ATI **Proctored** comprehensive assessment – student **must** achieve a minimum of 71.3 % (for the 2010-2011 academic year)

*There is no course grading for the ATI proctored comprehensive predictor assessment.

***If a student does not achieve 71.3% or higher on the Program Comprehensive Predictor Assessment, the student must complete the following before the Certificate of Completion (allowing the student to take the NCLEX) is sent to the State of Michigan:**

1. Remediate based on the ATI "topics to review" report from the first attempt on the Proctored Comprehensive Predictor Assessment. Remediation is due within two weeks and is to be turned in to the designated instructor. Late submission of remediation materials will delay the students ability to test on the NCLEX-PN or NCLEX-RN.
2. Make arrangements with the instructor to take a second ATI Proctored Program Comprehensive Predictor Assessment. The Assessment may not be taken any sooner than two weeks after the first attempt.
3. Upon completion of the second assessment attempt, the Certificate of Completion will be submitted to the State of Michigan.

**** IMPORTANT:** In the event the student does not pass the second attempt assessment attempt with the score of 71.3% or higher, the student must speak with the instructor for further advice. In this situation nursing faculty strongly recommends that the student complete the ATI NCLEX Review Course, at their own expense, before attempting the NCLEX examination. The review course should be completed within 60 days of completing the second Proctored Program Comprehensive Predictor Assessment attempt.

DISCIPLINARY PROTOCOL

A. CRITICAL INCIDENT

1. The student may receive a Critical Incident Report at any time during the program when the student is not meeting mandatory program competencies.
 - a. Purpose of Critical Incident Report/Classroom:
 1. To adequately document critical incidents involving the student.
 2. To clearly identify a specific classroom example of student's behavior/performance, including unprofessional behavior
 - b. Purpose of a Critical Incident Report/Clinical:
 1. To adequately document critical incidents involving the student.
 2. To clearly identify a specific clinical example of the student's behavior/performance.
 3. To provide clarification of the degree to which a student is meeting the clinical objectives.
 - c. Guidelines for a Critical Incident Report:
 1. Verbal and/or written notice is provided in a timely manner.
 2. Clear behavioral terms, as to what the student did or did not do, when and how it occurred.
 3. Identification of persons involved and their specific positions (unit supervisor/faculty/peers).
 4. Specific results or lack of results resulting from the student's behavior or decision making.

B. PROBATION

1. The student may be placed on probation at any given time during the program, if there are indications that warrant such action.
 - a. Student performance in both the classroom and clinical area is expected to be appropriate and satisfactory. Inappropriate and/or unsatisfactory performance would warrant a probationary status.
 - b. Probationary Status: Level I and II: A student may be placed on probation at any given time during the program when classroom and/or clinical performance are not meeting course expectations.
 - c. Probationary Process:
 1. The faculty member will complete the Probationary Notice as indicated.
 - A. Student performance evaluated as not meeting course expectations will be documented.
 - B. A clear plan of work, with expected student outcomes, will be outlined by the instructor. The plan will include specific goals to be accomplished by the student and timelines.
 2. The faculty member will discuss the Probationary Notice with the student.
 3. The student and instructor will sign the Probationary Notice.
 - d. The student will receive a copy of the Probationary Notice as well as a copy placed in the student's file. The student must meet with the Associate Dean of Health Science.
 - e. Probationary Notice forms are retained within the student's file.

- f. Probation Reply forms: The involved student is to reply to the Probationary Notice in writing within one week of receipt of the Probationary Notice.
- g. Course probation must be resolved within the semester that it is issued. Failure to resolve student's unsatisfactory performance may lead to dismissal from the program. Program probation for issues related to attendance and medication and practice safety errors may extend through the entire Level I or Level II program.
- h. Resolution of Probationary Status: Student's probationary status will be evaluated at the completion of the probationary time period with resolution/continued probation/or dismissal.
- i. Faculty member will complete a Progress Report Form for each student that is placed on Probation for the purpose of informing the Financial Aid Office, Special Needs Office, etc. that a student is having academic difficulty.

C. PROGRAM DISMISSAL

- 1. A Level I or II student will be dismissed from the nursing program if any course is failed within the nursing curriculum. Failure is defined as earning less than a "C+" grade in any required course and/or an unsatisfactory in any clinical course.
- 2. Students will be dismissed from the nursing program for reasons of academic dishonesty, breach of confidentiality, or misconduct.
- 3. Inappropriate student actions resulting in the necessity for probation for the same competency area more than one time may result in course failure and/or program dismissal.
- 4. Students may be dismissed from the nursing program for suspicion of being under the influence of alcohol or drugs during clinical hours. A drug/alcohol test may be required immediately if this is suspected.
- 5. Breach of confidentiality will result in program dismissal and possible legal action.

D. ACADEMIC DUE PROCESS

- 1. If a student wishes to appeal a grade or academic decision, he/she must first meet with the instructor. If the student and instructor do not come to a satisfactory agreement, then the student will:
- 2. Schedule an appointment within one week to meet with the Associate Dean. If the problem is not resolved at this level, the student may appeal to the Dean of Instruction in writing.
- 3. If the problem is not resolved at this level, the Dean of Instruction will appoint a committee of faculty members and students who will review the grievance and make a recommendation to the Dean of Instruction. The Dean of Instruction will inform the student of the decision.
- 4. If the student remains dissatisfied, he/she may appeal to the President. The President's decision will be final, and will be based on a review of the appeal process, all involved documentation, and the taped committee hearing.

REENTRY PROCEDURE - LEVEL I and LEVEL II

Eligibility for Reentry (*one time only*)

1. Students may exit (withdraw or fail) only once from the program and be considered for reentry.
2. A student who is dismissed from the program or suspended from the college for disciplinary reasons (i.e. dishonesty, breach of confidentiality, misconduct) is not eligible for reentry. (See college catalog)
3. A student who is requesting reentry must sign a written contract with the Associate Dean. This contract will outline the reentry criteria and attendance. The student must adhere to all criteria set forth. Failure to comply with the contract may result in program failure.
4. A student who is dismissed from the nursing program for drug/alcohol abuse must demonstrate that they have satisfactorily made life-style changes related to their illness to ensure success in the nursing program. If reentry is requested, written documentation from a professional treatment/counseling center is required before reentry status will be reviewed and a written contract between the student and the Associate Dean will be required.
5. Nationally standardized tests are required in order to waive course repeats at a cost to the student.

Reentry Procedure

The student must write a letter of intent to reenter; stating the program, the semester, and year desired for reentry, to the Associate Dean.

Reentry Application Status

1. An applicant must be eligible for reentry.
2. There must be an available seat in the nursing program. Kirtland Community College has a limited number of seats as defined by the Michigan State Board of Nursing. New applicants have priority over reentry students the first school year the student wishes to reenter.
3. An updated Health Care Provider Recommendation, fingerprinting, background check, immunization record, and CPR certification are required.
4. Compliance with requirements of a Reentry Student Contract as signed by the student and the Associate Dean.
5. The attendance policy for a reentry student will be prorated and will be outlined in the individual reentry contract.

TITLE IX STATEMENT: It is the policy of Kirtland Community College that no person shall, on the basis of race, color, religion, national origin or ancestry, age, sex, disability, physical proportions, sexual orientation, marital status, or genetic information be excluded from participation in, be denied the benefits of, or be subjected to, discrimination during any program, activity, service, or in employment. For information, or to register a grievance, contact the Director of Human Resources, Room 226, ADM Building, 10775 N. St. Helen Road, Roscommon, MI 48653, 989-275-5000 ext. 271 or 239.

PROFESSIONALISM

A. PLAGIARISM / CHEATING

The nursing profession and its members are expected to demonstrate ethical behavior. Cheating in the nursing program will not be tolerated and will result in course failure and program dismissal. Plagiarism is one form of cheating. Plagiarism is the act of using someone else's words, sentences, or ideas and passing them off as your own without giving credit by citing the original source. Some examples of plagiarism/ cheating are:

1. Submitting someone else's work as your own.
2. Buying or otherwise obtaining a paper, test, test bank, or any other materials from a paper mill, website, or other source.
3. Copying sentences, phrases, paragraphs, or an idea from someone else's work, published or unpublished, without giving the original author credit.
4. Replacing select words from a passage without giving the original author credit.
5. Copying any type of multimedia (graphics, audio, video, internet streams), computer programs, music compositions, graphs, or charts from someone else's work without giving the original author credit.
6. Piecing together phrases, ideas, and sentences from a variety of sources to write an essay.
7. Submitting your own paper in more than one course.
8. Creating or possessing any portion of any course exam or quiz
9. Possession of any materials during an exam, other than those specified by the instructor as necessary to write the exam, could result in immediate dismissal from the course and/or nursing program.

More information is available at: <http://kirtland.edu/library/help/copyright.htm>

B. PROFESSIONAL BEHAVIOR

All nursing students are expected to be responsible for their actions and exhibit professional behavior in the classroom, the clinical agency, and on campus. Students represent the nursing program, the college, and the nursing profession. Examples of unprofessional behavior may include:

1. Speaking in class without raising your hand and gaining the permission of the instructor to speak, having side conversations with peer rather than listening to the lecture, or doing the learning activity.
2. Coming late to clinical or lecture areas
3. Making improper or inappropriate statements or asking inappropriate questions can be the basis for lawsuits.
4. Loud, raucous voice or other excessive noises (pagers or cell phones) in the class or hallway is not a professional behavior.
5. Demeaning or inappropriate language, jokes or gestures, or conversation to fellow students, faculty, staff, and administration is embarrassing and may be considered harassment.

6. Disregarding the chain of command is not considered professional behavior. Students are expected to resolve course concerns/issues by following the chain of command: instructor first, then Associate Dean of Health Sciences. Students should NOT attempt to resolve concerns/issues by contacting agency personnel during or following a clinical rotation.
7. If a student is suspected to be under the influence of alcohol or drugs during clinical or class time that results in inappropriate or unprofessional conduct, immediate drug testing may be required at the request of the instructor and/or administrator. Failure to comply may lead to disciplinary action including course failure or program dismissal.
8. A critical incident for student unprofessional behavior will be generated by faculty or staff of the nursing division and become part of the student's permanent record. The student will be required to meet with the Associate Dean of Health Sciences and discuss plans for correcting the unprofessional behavior.

Any student engaging in unprofessional behavior as identified in the nursing student handbook may be subject to disciplinary action. Depending on the circumstances, this action could result in a suspension from a course or an administrative withdrawal from the course or the nursing program. Student may appeal the decision as outlined in the nursing student handbook.

Email Accounts

Kirtland Community College (KCC) uses email as one of several means of communication with students. An official KCC email address is issued to each student at the time of admission to the College. This is the only email address that the College will maintain for sending official communications to students.

Students must check email on a regular basis (at least three times a week or more) in order to read important messages and notifications. Certain communications may be time-sensitive. Failure to read official College communications sent to the students' official KCC email address does not absolve the student from knowing and complying with the content of those communications.

Each student must manage their own email account to ensure that the Inbox file has sufficient space to allow for email delivery. Students act at their own risk and should take precautions if they choose to have their email forwarded to an email address other than their official KCC email address.

Responsible Use of Computer Technology and Social Media

The College observes that all forms of communication and behavior that are conducted in an electronic environment demand the same adherence to rules that provide expected levels of civility, safety, privacy, and respect. Students are, therefore, expected to govern their behavior in the electronic landscape (i.e. Twitter, Facebook, MySpace) with the same care and self-control they exhibit when participating in the life of the College in person. Colleagues and students must be treated in the same professional manner as in the workplace.

Use of Cell Phones and Computers in the Clinical Environment

Personal cell phone use is discouraged in the clinical environment, with the exception of the use of PDA's for nursing/medical software allowing for enhancement of learning, and is subject to use as indicated in the policy of the individual organization. Use of computer technology in the clinical setting is also guided by the policy of the individual organization including confidentiality of login information.

MISCELLANEOUS INFORMATION

1. **Address Change:** You are to notify the College Admissions Office and the Director of Health Careers Services of any change in address, telephone number, or email address.
2. **Pregnancy & Childbirth:** If pregnancy/childbirth should occur during the program, the Associate Dean must be informed as soon as the pregnancy has been confirmed and/or childbirth occurred. A written statement from the student's health care provider must approve the student continuing in the program without restriction.

The college, faculty members, and affiliating agencies cannot assume any responsibility for the welfare of the expectant mother and the unborn child.

The student uniform during the time period will be: altered uniform slacks with white maternity top.

3. **Employment:** It is not advisable for students to be employed during their pursuit of a practical nursing certificate or associate degree in nursing due to the curriculum requirements which are very demanding. However, the decision to be employed is up to the individual student.
4. Students will purchase their own student nursing uniform and accessories. Level I students are responsible for securing their uniform and accessories before the second week of the fall semester. Level II students must secure their uniforms and accessories before the start of the first clinical semester.
5. **Faculty Advisor/Advisee Guidelines:** Every student entering the Kirtland Community College nursing program will receive individual advising by the nursing faculty members and Health Careers staff, whose hours will be posted allowing accessibility to students for counseling/information needs.
6. **Program Evaluation:** An integral component of all educational programs is the evaluation process. All students are required to participate in the on-going evaluation of the nursing program to include national standardized testing and written evaluation forms. All students are required to participate in college assessment/testing programs.
7. Students in the nursing program are governed by many of the same rules and regulations as other students in the college. Information can be found in the college's catalog.
8. A copy of your transcripts may be obtained from the Student Services office by filling out a transcript request form which is available in that office or by writing to that office asking them to mail you or someone else a copy of your transcript.
9. Students must sign a release of information form before references and/or other personal information will be sent from this college. The only personal reference that will be sent from the Health Careers Department is a copy of the student's final evaluation for their last clinical rotation. Copies of final evaluations for specialty rotations will also be sent out on behalf of the student if specifically requested by the student. This information will be sent only if the permission form is signed, and only to prospective employers or educational institutions as requested by the graduate.
10. Students must pay for their own printing on campus and pay for or provide their own paper for the printers.

APPENDIX A

RECOMMENDATIONS FOR CLINICAL EXPERIENCE RESTRICTION*

DISEASE/PROBLEM	RELIEVE FROM DIRECT PATIENT CONTACT	PARTIAL WORK RESTRICTIONS	DURATION
Conjunctivitis, infectious	Yes		Until discharges cease and until 24 hours after antibiotic initiated.
CMV infectious	No		
Diarrhea (acute stage) with other symptoms (fever, cramps, or bloody stools, vomiting) Convalescent stage Salmonella	Yes	Evaluate on individual basis. Evaluate on individual basis.	Until symptoms resolve Until stool is free of the infecting organism on 3 consecutive cultures not less than 24 hours apart.
Enteroviral infections	Yes		Until symptoms resolve.
Streptococcal Disease (Group A)	Yes		Until 24 hours after adequate treatment is started.
Fever	Yes Greater than 100.5	Until evaluated by physician.	Until 24 hours after fever free
Dermatitis (Hands)	Depending on severity.	Affected area is to be covered.	Any work related dermatitis (open, bleeding) lesions must be seen through Employee Health to determine ability to work.
Hepatitis, Viral Hepatitis A Hepatitis B	Yes No	 Personnel should wear gloves for procedures that involve trauma to tissues or contact with mucous membranes or non-intact skin.	 Consult with employee health at clinical facility.

DISEASE/PROBLEM	RELIEVE FROM DIRECT PATIENT CONTACT	PARTIAL WORK RESTRICTIONS	DURATION
Herpes Simplex Genitalia	No	Lesions to be covered (gloves, mask, etc.)	
Hands (Herpetic Whitlow)	Yes		Until lesion heals.
Orofacial	No	Personnel should not take care of high risk patients	Until lesion heals.
Influenza	Yes		Until fever, myalgia, and other symptoms are resolved.
Measles (Active)	Yes		Until 7 days after the rash appears and other symptoms are resolved.
Post-exposure	Yes		From the 5 th thru 21 st day after exposure or 7 days after the rash appears.
Mumps (Active)	Yes		Until 9 days after onset of parotitis.
Post-exposure	Yes		From the 12 th thru 26 th day after exposure or until 9 days after onset of parotitis.
Neisseria Meningitis Exposure	No	Prophylaxis available after exposure.	Up to 7 days.
Pediculosis	Yes		Until treated.
Pregnancy	Special condition may apply.	Possibly	Physician statement- specify level of activity and any other restrictions may be requested.
Rash (any body surface) Localized or General	Depending on diagnosis	Diagnosis should be made by a physician.	
Scabies	Yes		Until treated.
Staph Aureus (skin lesions)	Yes * Consult with Infection Control/Employee Health		Until lesions have resolved.

DISEASE/PROBLEM	RELIEVE FROM DIRECT PATIENT CONTACT	PARTIAL WORK RESTRICTIONS	DURATION
Upper Respiratory Infections	Yes	For moderate to severe infection.	Until acute symptoms resolve.
Zoster (shingles) Active	No	Appropriate barrier desirable, should not take care of high risk patients.	Until lesions dry and crust.
Post-exposure (susceptible personnel)	Yes		From the 10 th thru the 21 st day after exposure or if varicella occurs until all lesions dry and crust.
Varicella (chicken pox) Active	Yes		Until all lesions dry and crust.
Post-exposure	Yes		From the 10 th thru 21 st day after exposure or if varicella occurs until all lesions dry and crust.

* Taken from *Control of Communicable Disease in Man* (18th Edition 2004).
Recommendations for Clinical Experience Restrictions apply to temporary conditions which a student may experience during the clinical courses. It is expected that the student inform the instructor whenever such situations exist. Hospital/Agency policies may be more restrictive than the above guidelines. The Clinical Instructor or KCC Nursing Clinical Coordinator may consult with the facility employee Health or Infection Control Nurse for additional recommendations. Clearance for work after an infectious disease that required a clinical experience restriction should be provided by the student to the KCC Nursing Clinical Coordinator.

APPENDIX B

Kirtland Community College Clinical Permit

Academic Year:	Permit Expiration Date:
Student ID:	Driver's License No:
Last Name:	First Name:
Street Address:	City:
State:	Zip:
Phone:	Date of Birth:

REQUIRED AFFILIATION INFORMATION

Required Abilities Health Care Provider has validated that student has the required abilities.	Liability KCC covers students for liability with limits of \$1,000,000.00 for each occurrence.
Hepatitis B Immunity: Documented evidence of completion of vaccine series, or documented serologic evidence of immunity, or Hepatitis B Vaccine waiver signed.	Criminal History Background Check: completed per Michigan Public Act 27, 28, and 29 of 2006 by digital finger print (searching Michigan and FBI databases)
Tuberculosis Screening Mantoux 2-step TST/ CXR & TB Questionnaire within 90 days	Criminal History Background Waiver: Per Kirtland Community College policy
Measles, Mumps, Rubella, & Varicella Immunity: Documented evidence of completion of vaccine series or documented serologic evidence of immunity.	Disclosure Statement: Completed per Michigan Public Acts 27, 28, and 29 of 2006.
Blood Borne Pathogen and Needle Stick: Check indicates student received instruction per OSHA endorsed elements	HIPAA Check indicates student received instructions regarding HIPAA per Student Handbook
CPR Date on card indicates student has successfully completed the require American Red Cross for the Professional Rescuer or American Heart Association Healthcare Provi Basic Cardiac Support certificatio	
Signature of Nursing Clinical Coordinator: <i>Cynde Kochensparger, BSN, RN</i>	Cynde Kochensparger, BSN, RN Telephone : (989) 275-5000 ext.306 kochenspargerc@kirtland.edu

Students are responsible for keeping requirements updated and providing copies of

KCC Clinical Permit to clinical facilities as required.

Documentation of student's records is maintained in the Kirtland Community College Health Careers Office. Please contact the Nursing Clinical Coordinator if you need additional information.

APPENDIX C

KIRTLAND COMMUNITY COLLEGE STATEMENT/GUIDELINE REGARDING AIDS

In response to the epidemic of infection with Human Immunodeficiency Virus (HIV) which causes the Acquired Immunodeficiency Syndrome (AIDS), Kirtland Community College has adopted these guidelines based upon the recommendation of the American College Health Association.

AIDS is a serious illness, a public health problem, and an immediate concern to the college community. AIDS is characterized by a defect in natural immunity against disease. People who have AIDS are vulnerable to critical illnesses which would not be a threat to anyone whose immune system was functioning normally.

AIDS is caused by a virus commonly called "HIV". Presently, there is no known cure or effective vaccine. However, the consensus of authoritative medical opinion as reflected by the Center for Disease Control and Public Health Service is that AIDS is not a readily-communicable disease.

There are no known cases of AIDS transmission by food, water, insects, or casual contact socially or in the workplace, and no spread of the virus has been found within family groups in which one or more persons have been diagnosed with AIDS, except from sexual and/or intravenous transmission. The current scientific understanding is that the AIDS virus is transmitted only through an exchange of infected body fluids, blood, or blood products. Such exchanges may occur when the needle of an infected person (in most cases, a drug addict) is used by someone else, through a blood transfusion from an infected person, or through intimate contact involving the transfer of semen and vaginal fluids (please note: the use of condoms can significantly reduce the sexual spread of this virus). It has not been shown to be transmitted by saliva, tears, nasal secretions, vomitus, urine, or feces.

Considering current authoritative medical opinion, there is no basis for routinely excluding or dismissing employees or students because they had AIDS, ARC (AIDS-Related Complex) or AIDS virus antibodies. Since these conditions have been designated as handicaps and are treated as such by the Elliott-Larson Civil Rights Act, it is also against the law to dismiss someone on this basis. Depending on the medical circumstances of each situation, the college may require the monitoring of the medical condition of an infected person, which includes the counseling of that person on the nature of the disease and the importance of not engaging in behavior that could transmit it, if that is appropriate. No broad blood screening test will be required.

The right to privacy of all individuals will be respected and protected, and the confidentiality of any records that may be required will be maintained. Because the virus is not transmitted by ordinary contact, it is neither necessary nor appropriate for the protection of a roommate, classmate, or employee to share with them any information regarding a student or employee with AIDS and AIDS-related conditions.

Kirtland Community College will comply with all federal and state laws and regulations, including those of the United States Public Health Service, and the guidelines from the Center for Disease Control and the American Health Association, which bear on the welfare of persons within the college community who test positively to that antibody. It has also adopted the safety guidelines as proposed by the United States Public Health Service "for the handling of the blood and body fluids of all persons" All appropriate college personnel will be trained in and will adhere to these procedures.

The college will continue to provide information programs designed to acquaint the community with current information about AIDS, and how to avoid or minimize the risks of transmission of the virus. Anyone with questions about AIDS may contact the Associate Dean of Instruction. Materials on AIDS will be available in information-dispensing units on campus. In addition, any student who is concerned or has questions about AIDS or HIV may contact their local health department for free counseling and/or anonymous HIV testing. Students needing the location and/or phone number of their local health department can contact the Health Careers office.

KIRTLAND COMMUNITY COLLEGE STATEMENT/GUIDELINES REGARDING HEPATITIS

Hepatitis is a liver disease, initially resulting in possible inflammation of the liver, and frequently leading to more serious conditions including cirrhosis and liver cancer. There are currently five readily identified forms of hepatitis: Hepatitis A, B, C, D, E. In the United States there are approximately 300,000 new cases of Hepatitis B Virus (HBV), the most prevalent form of hepatitis each year. While there is no cure for hepatitis B, a vaccine does exist that can prevent infection.

HBV is most often transmitted through breaks in the skin or mucous membranes. This usually occurs through needle sticks, human bites, or having infectious material (such as blood or other body fluids) get into existing cuts or abrasions.

The symptoms of HBV infection are very much like a mild "flu". Initially there is a sense of fatigue, possible stomach pain, loss of appetite, and even nausea. As the disease continues to develop, jaundice (a distinct yellowing of the skin) and darkened urine will often occur. However, people who are infected with HBV will often have no symptoms for some time.

After exposure it can take 2-6 months for Hepatitis to develop. This is extremely important, since vaccinations begun immediately after exposure to the virus can prevent infections.

Hepatitis delta virus (HDV) is a defective virus that causes infection only in the presence of active hepatitis B (HBV) infection. HDV infection occurs as either coinfection with HBV or superinfection of an HBV carrier. Coinfection usually resolves; superinfection, however frequently causes chronic HDV infection and chronic active hepatitis. Both types of infection may cause fulminant hepatitis.

Routes of transmission are similar to those of HBV. In the United States, HDV infection most commonly affects persons at high risk of HBV infection, health care workers and others exposed to blood and body fluids, injecting drug users, and persons with clotting factor disorders. Preventing acute or chronic HBV infection of susceptible persons will also prevent HDV infection. Hepatitis vaccine will prevent HBV and subsequent HDV infection in those persons at high risk for contact with blood and blood-borne pathogens.

KIRTLAND COMMUNITY COLLEGE THE OPTION FOR HIV TESTING OF EMPLOYEES AND STUDENTS IN THE EVENT OF PARENTERAL OR MUCOUS MEMBRANE EXPOSURE TO BLOOD OR BODY FLUIDS

For the protection of the employee and student of Kirtland Community College, employees or students sustaining a parenteral or mucous membrane exposure to blood or other body fluids will be offered counseling and AIDS testing; a baseline HIV must be done within 7 days. Retesting will be offered at 3, 6 and 12 month intervals, or as indicated by the referral agency.

NARRATIVE

The occupational risk of acquiring HIV in health care settings and on-campus laboratory settings is low and is most often associated with percutaneous inoculation of blood from a patient with HIV infection. Prospective studies, which provide data on the magnitude of the risk of HIV infection, indicate that the risk of seroconversion following needle-stick exposures to blood from HIV infected patients is less than 1.0%. The risk of transmission of HIV can be minimized if employees and students use care while performing invasive procedures and use universal precautions/body substance isolation when caring for all clients and when following all laboratory procedures.

Employee and student exposure to HIV is a concern. Consistent with this concern is the need to offer employees and students the necessary testing to allay unnecessary anxiety and track possible exposure to HIV in our work/academic setting. Exposure is defined as: needle stick, cut, bite, or mucous membrane (i.e. splash to the eye or mouth or impaired dermal integrity) exposure to blood or other body fluids.

PROCEDURE

1. When an employee or student has an exposure as defined above, an incident report will be filed immediately with the Business Office at Kirtland Community College and with the clinical agency where applicable.
2. An employee or student wishing HIV testing shall be referred to their primary health care provider or to their local health department for counseling and subsequent follow up.
3. Employees or students who choose to undergo HIV testing must initiate the process and have a baseline HIV completed within seven days of suspected exposure.

KIRTLAND COMMUNITY COLLEGE UNIVERSAL BLOOD/BODY FLUID PRECAUTIONS

Blood/body fluid precautions will be used in the care of all clients while enrolled as a student at Kirtland Community College. Such precautions shall also be used within the on-campus laboratory and skills lab setting. Blood/body fluid precautions, i.e., hand washing and appropriate use of gloves, along with careful use of lancets or other blood-letting devices and proper disposal of needles without cutting and unnecessary manipulation will be used for all students and employees of Kirtland.

Given the expected increase in persons with HIV antibody in the total population and given the impossibility of identifying persons who engage (now or in the past) in high risk activities that could result in virus exposure, the only realistic, consistent approach for prevention and control of HIV is the universal application of blood/body fluid precautions to all clients and in all laboratory settings. This simplified approach would prevent potential transmission of virus infections including hepatitis B, hepatitis C, herpes and cytomegalovirus infections and Creutzfeldt-Jacob disease. This approach would establish a standard that would avoid questions and concerns of roommates/laboratory partners and assist in preserving confidentiality for all clients and students.

1. Use gloves whenever there is expected contact with blood and moist body secretions.
2. Hand washing after unexpected exposure to blood and body fluids.
3. Each hand will be gloved in all care involving cleansing and suctioning of secretions from oral and nasal areas.
4. Both hands will be sterile gloved in tracheostomy and endotracheal suctioning.
5. Use gloves in all dressing changes (sterile or exam gloves as appropriate).
6. Gloves must be worn by all students/employees during endoscopy procedures.

In addition:

7. All equipment used to puncture the skin or mucous membranes of a client or student shall be disposable, one-user needles/lancets, etc.
8. No equipment shall be shared.
9. Surfaces contaminated by blood or other body fluids shall be cleaned with commercial disinfectant solutions or household bleach, freshly diluted in a 1:10 solution.

NATIONAL STUDENT NURSES' ASSOCIATION, INC. CODE OF ACADEMIC AND CLINICAL CONDUCT

PREAMBLE

Students of nursing have a responsibility to society in learning the academic theory and clinical skills needed to provide nursing care. The clinical setting presents unique challenges and responsibilities while caring for human beings in a variety of health care environments.

The Code of Academic and Clinical Conduct is based on an understanding that to practice nursing as a student is an agreement to uphold the trust with which society has placed in us. The statements of the Code provide guidance for the nursing student in the personal development of an ethical foundation and need not be limited strictly to the academic or clinical environment but can assist in the holistic development of the person.

A CODE FOR NURSING STUDENTS

As students are involved in the clinical and academic environments we believe that ethical principles are a necessary guide to professional development. Therefore within these environments we;

- Advocate for the rights of all clients.
- Maintain client confidentiality.
- Take appropriate action to ensure the safety of clients, self, and others.
- Provide care for the client in a timely, compassionate, and professional manner.
- Communicate client care in a truthful, timely, and accurate manner.
- Actively promote the highest level of moral and ethical principles and accept responsibility for our actions.
- Promote excellence in nursing by encouraging life-long learning and professional development.
- Treat others with respect and promote an environment that respects human rights, values, and choice of cultural and spiritual beliefs.
- Collaborate in every reasonable manner with the academic faculty members and clinical staff to ensure the highest quality of client care.
- Use every opportunity to improve faculty member and clinical staff understanding of the learning needs of nursing students.
- Encourage faculty members, clinical staff, and peers to mentor nursing students.
- Refrain from performing any technique or procedure for which the student has not been adequately trained.
- Refrain from any deliberate action or omission of care in the academic or clinical setting that creates unnecessary risk of injury to the client, self, or others.
- Assist the staff nurse or preceptor in ensuring that there is full disclosure and that proper authorization is obtained from clients regarding any form of treatment or research.
- Abstain from the use of alcoholic beverages or any substances in the academic and clinical setting that impair judgment.
- Strive to achieve and maintain an optimal level of personal health.
- Support access to treatment and rehabilitation for students who are experiencing impairments related to substance abuse and mental or physical health issues.
- Uphold school policies and regulations related to academic and clinical performance, reserving the right to challenge and critique rules and regulations as per school grievance policy.

Adopted by the NSNA House of Delegates, Nashville, TN, on April 6, 2001.

HEALTH CAREERS STAFF AND FACULTY MEMBERS

STAFF MEMBERS

MaryAnn Frick, RN, MSN, FNP, Associate Dean for Health Sciences

(989) 275-5000, ext. 298, office # 203 frickm@kirtland.edu

- *academic appeals after student has met with instructor
- *concerns/complaints concerning curriculum or faculty members
- *nursing career and continuing education advise

Anne Essmaker, Director of Health Science Services

(989) 275-5000, ext. 372, office #203 essmakea@kirtland.edu

- *program admissions
- *academic advising/registration
- *clinical and course section assignment
- *re-entry counseling

Cynde Kochensparger, BSN, RN, Nursing Clinical Coordinator

(989) 275-5000, ext. 306, office #203 kochensparger@kirtland.edu

- *immunization and health requirements
- *allergies/special accommodations
- *agency contacts and flu vaccine clinics
- *lab supplies

Susie Allen, Health Careers Support Specialist

989-275-5000, ext. 281, office #203 allens@kirtland.edu

- *information, forms, directions
- *messages to faculty members
- *student attendance records and clinical permits
- *schedules appointments for the Associate Dean, Director, and Clinical Coordinator

FULL-TIME FACULTY MEMBERS

- *nursing career or continuing education advice
- *academic advising and registration
- *course specific questions/concerns

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HIPAA

The Health Insurance Portability and Accountability Act (HIPAA) addresses three areas (insurance portability, accountability, and administrative simplification). Nursing students in a healthcare setting will be held accountable for compliance with the healthcare privacy and security practices as delineated by HIPAA and specific institutional policy.

All information a student learns in regards to a client's personal matters is considered protected health information and is covered within the privacy standard under administrative simplification of HIPAA. The privacy standard controls the use and disclosure of a client's individually identifiable information such as name, address, telephone and fax number, email address, social security number, birth date, admission/discharge date, medical record number, email address, diagnosis, and medical history. Protected health information includes health information that is stored in any format including verbal discussions.

There are multiple options available to maintain the confidentiality of protected health information including but not limited to:

- Never discussing client information in a public area.
- Speaking only in quiet tones when discussing client information.
- Always shutting doors or curtains when performing procedures or discussing treatments with a client. Knock on the door when entering a client's room.
- Never overhead page identifying client information.
- Never leaving identifying medical records documents in public access areas.
- Never leaving client identification information on answering machine messages.
- Never faxing client information to a public access area and only send faxes with cover sheets.
- Always contacting the receiver that you are sending client information by fax.
- Never discussing a client's condition with an unauthorized individual.
- Always keeping clipboards covered.
- Never giving out client information over the phone.
- Never discussing a client's care with other clients.
- Never sharing computer access passwords with others.
- Changing your computer access passwords frequently.
- Always placing telephone calls on HOLD, rather than laying a phone down to reference material.
- Never sharing information not necessary for a client's medical record (assignments, notes, etc.).

Only health care providers involved in the direct care of a client may access information as it relates to a client's treatment as well as other individuals the client has agreed to disclose information to.

Each student in the nursing program will be held accountable for compliance with HIPAA requirements and institutional policy.

HIPAA General Awareness Quiz

Your Name: _____

Date: _____

1. Which of the following types of Workforce Members are not required to learn about HIPAA?
 - a. Volunteers
 - b. Physicians
 - c. Employees
 - d. None of the above
2. PHI stands for:
 - a. Prohibited Health Information
 - b. Protected Health Information
 - c. Psychotherapy Health Information
 - d. Public Health Information
3. PHI is any health information that could reasonably be used to identify the patient.
 - a. True
 - b. False
4. It's okay to share PHI with the friends or neighbors of a patient if you all belong to the same church group.
 - a. True
 - b. False
5. The Notice of Privacy Practices:
 - a. informs patients how their PHI may be used by the hospital
 - b. provides the name of a contact person if the patient wants to file a privacy complaint
 - c. must be provided to every patient and posted in public places throughout the hospital
 - d. all of the above
6. The Notice of Privacy Practices must address uses and disclosures of PHI related to which of the following:
 - a. Treatment, Payment, and Healthcare Operations
 - b. Research, Treatment and Payment
 - c. Treatment
 - d. Research, Payment, and Healthcare Operations
7. Under HIPAA, patients have the right to request that we limit how their health information may be used and shared.
 - a. True
 - b. False
8. Under HIPAA, patients have the right to decide whether or not they want callers and visitors to know of their admission to the hospital.
 - a. True
 - b. False
9. HIPAA compliance includes taking reasonable measures to ensure that conversations about patients are not overheard by people who have no need to know.
 - a. True
 - b. False
10. Under HIPAA, if you access a patient's health information for unauthorized or non-job related reasons, we would be required to report your access to the patient (upon the patient's request).
 - a. True
 - b. False
11. Under HIPAA, the term "Minimum Necessary" means:
 - a. that you do as little work as possible every day
 - b. that every employee can have access only to the amount of PHI necessary for them to do their job
 - c. that physicians cannot request a patient's entire medical record to treat the patient
 - d. none of the above
12. Under HIPAA, it's important to know if a _____ given disclosure of PHI:
 - a. will require a change to our Notice of Privacy Practices
 - b. requires patient authorization
 - c. requires a written contract with a business associate
 - d. all of the above

13. We can assume it's okay to discuss a patient's health information with family members and friends who are involved in the patient's care or the payment thereof.
 - a. True
 - b. False

14. The penalties for an institution or employee violating HIPAA may include:
 - a. fines
 - b. imprisonment
 - c. termination of employment
 - d. loss of reputation in the community
 - e. all of the above

15. Why should I care about HIPAA?
 - a. It is required by Federal law
 - b. It supports our Value to Respect patients' privacy
 - c. Every employee must know how to apply the hospital's HIPAA policies
 - d. Patients and families trust us to do the right thing
 - e. All of the above

KIRTLAND COMMUNITY COLLEGE

Nursing Program

STUDENT'S ACKNOWLEDGMENT OF UNDERSTANDING

- I have read and understood the policies on AIDS, Hepatitis, testing, and precautions. I understand the universal precautions method of transmission prevention and agree to follow the guidelines set forth in the policy. I understand that failure to follow the guidelines for universal precautions increases the risk that I may be exposed to blood borne diseases. I understand that my failure to comply with the policy of universal precautions is grounds for disciplinary action. I also understand that it is illegal to discriminate against individuals on the basis of AIDS and such discrimination is grounds for disciplinary action. All questions regarding my duties in relation to the universal precaution policy on AIDS have been answered to my satisfaction. I understand that I may ask additional questions at any time.

KIRTLAND COMMUNITY COLLEGE NURSING PROGRAM

- I have received a copy of the nursing program student handbook. It is expected that I will read, understand, and comply with the information and policies therein.

RELEASE OF INFORMATION - Employment & Record of Immunizations

- I give my permission for the Associate Dean at Kirtland Community College to release copies of my clinical evaluations to prospective employers for reference purposes, and/or to provide information from my immunization record when required by the clinical agencies I am placed with for clinical instruction.

CLINICAL EXPERIENCE WAIVER and RELEASE OF INFORMATION

- I agree to participate in the practical experiences as part of Kirtland Community College's nursing program, and do not hold Kirtland Community College fellow students or the Institution in liability should any associated problem occur.
- I agree to permit Kirtland Community College to release specific information from the immunization and recommendation of health care provider form and clinical permit as requested by specific clinical agencies.

Please print your name

Signed: _____

Dated: _____

Witness: _____