



Nursing Student Handbook
Academic Year 2023-2024



Revision 11/18, 7/19, 12/20, 6/20, 12/20, 7/21 AW, 7/22 AW, 6/23 AW, 7/23 AW

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Welcome

Welcome to the Kirtland Community College (KCC) Nursing Program, and congratulations on being accepted into the program! Whether you are a new or current nursing student, I welcome you to an inspiring and rewarding profession. You have made an excellent decision to enter into a profession that will prove to be challenging and demanding, while encouraging and empowering you to be successful in one of the most trusted professions. This rewarding journey is about to begin for you.

The faculty are here to help facilitate your learning. If you are being challenged by your courses, please do not wait until it is too late. Speak with your lead faculty for assistance. As Director of Nursing, I am also here to assist you in getting the help you need. With that being said, there is a chain of command to follow, and you will need to speak with your lead faculty regarding your concerns in coursework prior to meeting with me. We all want you to be successful.

The faculty will give you the tools to be successful. Study hard, take advantage of all learning activities, seek out new learning experiences, and most of all, take responsibility for your own learning. We are all here to assist you in being successful in reaching your goal of becoming a member of the nursing profession; however, it must start with YOU first.

As you start your journey, let me share some keys to being successful:

- Take advantage of all learning opportunities whether they be in the classroom, clinical or simulation.
- Recognize the purpose in every assignment. By understanding the purpose, you have created a new learning opportunity.
- Do your best and be prepared for class.
- Be willing to go outside your comfort zone and learn new skills.
- Do self-reflection on your performance in the classroom and in clinical. Are you reaching your potential?
- Be able to pull prerequisite knowledge from prior courses as well as from nursing course to nursing course to enhance your learning.
- Mastery and application of knowledge as well as clinical judgment is needed to provide quality care.
- One measurable degree to which you achieve nursing knowledge, skills and attitude will be reflected in your grade.
- And finally, ask yourself often, "How can I do better next time?"

The Nursing Handbook is provided so you have a full understanding of the Nursing Program philosophy, student expectations, policies and clinical regulations.

Read it carefully as your signature on the verification form indicates that you understand and will abide by the policies of the program.

Once again, I want to congratulate you for being selected from a large group of people seeking entrance into the program. We are your partner in your educational process. Best Wishes on your success!

Amy Polzin, RN, MSN, Director of Nursing and Allied Health

Nursing Department Staff & Faculty

Staff Members

Director of Nursing

Amy Polzin MSN, RN

(989) 275-5000, ext. 254, amy.polzin@kirtland.edu

- Academic appeals after student has met with instructor
- Concerns/complaints concerning curriculum or faculty members
- Nursing career and continuing education advice

Health Science Support Specialist – Nursing

989-275-5000, ext. 301, nursingHS@kirtland.edu

Stacey Shelp ext. 301

- Schedules appointments for the Director of Nursing
- Immunizations, drug testing, background check requirements
- Information, forms, NCLEX certificates, pinning ceremony
- Ranking of programs and admissions
- Student attendance records
- Allergies/special accommodations
- Healthcare facility contacts and contract management

Coordinator of Simulation and Lab

Cristina Eames, RN, MSN

989-275-5000, ext. 245, cristina.eames@kirtland.edu

- Scheduling of labs and skills
- Simulation scheduling

Faculty Members:

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Kirtland Community College

Mission: To provide innovative educational opportunities to enhance student lives and build stronger communities.

Vision: Kirtland will be the first choice for learner-centered education guiding students and communities toward success.

Core Competencies:

1. Communication, read, write, speak, listen and use nonverbal skills to clearly, concisely, and intelligibly communicate with different audiences in a variety of social and professional settings.
2. Personal growth and responsible citizenship: act purposefully, effectively, and responsibly to function in social and professional environments as a productive citizen in the community.
3. Technology, research, and information literacy: recognize to acquire and use information through responsible use of technology to understand, evaluate, and synthesize information and data.
4. Problem-solving: think critically and creatively to analyze, synthesize, and evaluate to solve real world problems.
5. Work productively: use reasoned judgments and responsible commitments in social and professional settings to contribute to group success.
6. Systems/processes: apply quantitative and qualitative reasoning skills, problem-solving, and interpersonal skills to manage systems and processes to adapt to changes in the workplace and global community.

Nursing Program

Mission: The nursing program of Kirtland Community College provides an educational opportunity for students to prepare for the role of the professional nurse.

Vision: Engage students in quality, continuous education with knowledge, skills, and attitudes, developing safe, competent entry level nurses, integrating technology and informatics meeting health care needs of communities.

Program Outcomes

1. Seventy-five percent (75%) of students will complete the nursing program within six (6) semesters.
2. Eighty percent (80%) of graduates will pass the NCLEX on the first attempt at or above the national average for Associate Degree Nursing (ADN) programs.
3. Ninety- percent (90%) of graduates will be satisfied with their educational process and outcomes.
4. Ninety-percent (90%) of our graduates will be employed as a registered nurse within twelve (12) months post NCLEX.
5. Attrition in the program will not exceed twenty-five percent (25%) per cohort.
6. Ninety-percent (90%) of employers will be satisfied with our graduates.

Program Student Learning Outcomes

(*CC refers to the college's Core Competencies)

Outcome 1: Provides safe, quality, evidence-based, patient-centered care in a variety of health care settings to patients across the lifespan. (CC2)				
Concepts	Level 1 (Semester 1)	Level 2 (Semester 2)	Level 3 (Semester 3)	Level 4 (Semester 4)
Evidence Based Practice Safety Assessment Caring Managing Care Mobility	Defines safe care practices that minimize the potential for harm to patients, self and health care team members with guidance.	Explains safe care practices that minimize the potential for harm to patients, self, and health care team members.	Applies safe care practices that minimize the potential for harm to patients, self, and health care team members.	Evaluates safe care practices that minimize the potential for harm to patients, self and other health care team members.
Outcome 2: Participates in continuous quality improvement processes to improve patient care outcomes. (CC6)				
Concepts	Level 1 (Semester 1)	Level 2 (Semester 2)	Level 3 (Semester 3)	Level 4 (Semester 4)
Quality Improvement Professional Behaviors Evidence Based Practice Critical Thinking	Recalls how quality improvement processes are used to improve patient care.	Describes quality improvement processes to improve patient care.	Examines quality improvement processes to improve patient care for patients with stable and unstable conditions.	Evaluates quality improvement processes to improve patient care outcomes.

Outcome 3: Demonstrates effective communication skills utilizing verbal, non-verbal, written, or electronic information communication. Participates in teamwork and collaboration with members of the inter-professional team, the patient, and patient's support persons. (CC1) (CC5)

Concepts	Level 1 (Semester 1)	Level 2 (Semester 2)	Level 3 (Semester 3)	Level 4 (Semester 4)
Communication Collaboration	Describes the impact of professional communication skills in promoting knowledge, facilitating quality patient-centered care, and in promoting effective team functioning.	Explains the impact of professional communication skills in promoting knowledge, facilitating quality patient-centered care, and in promoting effective team functioning.	Use professional communication skills to facilitate shared decision-making in providing patient-centered care, and in promoting effective team functioning.	Evaluates professional communication skills to facilitate shared decision-making in providing patient-centered care and in promoting effective team functioning.

Outcome 4: Distinguishes qualities and characteristics of the professional nurse utilizing leadership, management, legal, and ethical principles guiding practice as the professional nurse. (CC2)

Concepts	Level 1 (Semester 1)	Level 2 (Semester 2)	Level 3 (Semester 3)	Level 4 (Semester 4)
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Professional Behaviors Advocacy Leadership/Management Legal/Ethical Issues	Recognizes nursing actions based on decisions that are consistent with standards for nursing practice, established policies and procedures, and legal/ethical parameters with guidance.	Explains nursing actions based on decisions that are consistent with standards for nursing practice, established policies and procedures, and legal/ethical parameters with guidance.	Differentiates nursing actions based on decisions that are consistent with standards for nursing practice, established policies and procedures, and legal/ethical parameters.	Compares nursing actions based on decisions that are consistent with standards for nursing practice, established policies and procedures, and legal/ethical parameters.
Outcome 5: Demonstrates utilization and competency in informatics and technology for nursing practice to enhance decision-making and clinical reasoning, in relation to care management and error prevention. (CC3)				
Concepts	Level 1 (Semester 1)	Level 2 (Semester 2)	Level 3 (Semester 3)	Level 4 (Semester 4)

Informatics Care Management	Describes how information management systems are used in the healthcare setting.	Identifies information management systems to communicate/ manage knowledge, mitigate error, and support decision-making in the care of patients with uncomplicated conditions.	Demonstrates the role of information management systems to communicate/ manage knowledge, mitigate error, and support decision-making when caring for patients with stable and unstable conditions.	Examines information management systems to communicate/ manage knowledge, mitigate error, and support decision-making.
Outcome 6: Practices within the ethical, legal, and regulatory frameworks of professional nursing. (CC2)				
Concepts	Level 1 (Semester 1)	Level 2 (Semester 2)	Level 3 (Semester 3)	Level 4 (Semester 4)
Legal and Ethical Professional Behaviors Leadership/Management Accountability	Discusses various types of thinking required for the preparation of nursing practice.	Explains various types of thinking required to implement nursing practice.	Demonstrates various types of thinking required to implement nursing practice.	Distinguishes various types of thinking required to implement nursing practice.

Outcome 7: Engages in clinical judgment and clinical reasoning to make complex patient-centered care decisions in a safe care environment. (CC4)

Concepts	Level 1 (Semester 1)	Level 2 (Semester 2)	Level 3 (Semester 3)	Level 4 (Semester 4)
Critical Thinking Clinical Decision Making Managing Care	Recalls clinical judgment and reasoning skills to make patient-centered care decisions at the fundamental level.	Demonstrates clinical reasoning and critical thinking to make patient-centered care decisions for populations across the life span.	Compares clinical judgment and reasoning to make patient-centered care decisions for populations across the life span with stable conditions.	Evaluates clinical reasoning and critical thinking skills to make patient-centered care decisions for populations across the life span with stable and unstable conditions.

Nursing Program Philosophy

We embrace the basic educational philosophy at Kirtland Community College that stems from a commitment to the development of the individual. Each student should be given the opportunity and encouragement to develop their full potential as a human being regardless of their chosen field. The nursing program is part of the Instructional Division under the Department of Health Science and is designed to have multiple entry and multiple exit points.

The College and the nursing program philosophy and mission are congruent; committed to providing educational experiences that cultivate personal growth and creativity, developing knowledge and skills essential for job entry and career advancement, fostering the development of effective citizens, and meeting the needs of the community and the profession. In addition, Kirtland Community College nursing program is providing a nursing education based on current initiatives such as the National League of Nursing (NLN), Institute of Medicine (IOM), and Quality and Safety Nursing Education (QSEN) to assure the graduate is prepared to provide safe, quality, evidence-based patient centered care.

Nursing Program Conceptual Framework

The Kirtland Community College Nursing Program curriculum is conceptually based and founded on principles of adult and collaborative learning. The curriculum emphasizes deep learning about the discipline's most central concepts rather than content, which leads to the student's ability to develop habits of thought and pattern recognition. The student develops a deeper understanding of prevalent health care conditions and situations across the lifespan. Faculty design learning activities that promote student engagement, self-assessment, and self-directed learning. Developing clinical judgment results from understanding of both professional and health care concepts. Opportunities are provided for students to engage in interactive and collaborative activities with their peers that contribute to better learning outcomes and development of higher order thinking skills.

The domains of health, patient-centered care, and professionalism provide the conceptual framework guiding the associate degree nursing curriculum at Kirtland Community College. Concepts are organized within each of these domains and learning occurs from wellness to advanced complex care and death. Concepts are then broken down into exemplars (examples) selected by the faculty based on the incidence and prevalence of clinical issues or problems, and/or the significance to the practice of nursing. Exemplars are specific clinical and professional content areas representative of the concept.

Definitions of the domains within the conceptual framework are found below:

Health:

Health is a dynamic, ever-changing state of mental, physical, and spiritual well-being, which exists on a continuum from optimal wellness to illness and ending in death. Individuals' needs for healthcare are determined by their position on the continuum. Individuals' health are based on their cultural perceptions and beliefs of health and illness and the ability to adapt to internal and external environmental forces. The individual is responsible for and capable of identifying, learning, and practicing health behaviors that can promote wellness, prevent illness, restore or maintain wellness, or achieve a dignified death.

Patient-Centered Care:

Patient-centered care focuses on providing care that is respectful of and responsive to individual patient preferences, needs, and values, and ensuring that patient values guide all clinical decisions. (IOM, 2001)

Professionalism:

Professional competence is the habitual and judicious use of communication, knowledge, technical skills, clinical reasoning, emotions, values, and reflection in daily practice for the benefit of the individual and community being served.

Faculty Rights

The faculty at Kirtland Community College has the right to maintain a high standard of nursing practice. They have the right to suspend, provide a written warning, place on probation, or dismiss a student nurse from the class, clinical, skills lab, and/or program who exhibits unsafe practice, unethical or unprofessional behavior, dishonesty, student misconduct, perform below the standard of client care in the skills lab or clinical practice area, or violates the college Student Code of Conduct.

The faculty has the right for input and participation in policy development dealing with student concerns and/or the academic program.

Student Rights

1. Nursing students have a right to quality education, review of formative evaluation and due process
2. They have the right to fair academic and clinical evaluations of their performance
3. They have the right to confidentiality of information concerning grades and performance
4. They have the right to participate in course and faculty evaluations
5. They have the right to facilitate awareness of self as an individual with varying physical, emotional and developmental needs
6. They have the right to an education in a school approved by the Michigan State Board of Nursing
7. Students have a right to appeal a dismissal from the nursing program (See Student Due Process)

Nursing Program Curriculum

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

The nursing program curriculum at Kirtland is now considered 'stand-alone' in nursing education. The standard alone programs are designed to offer qualified students various alternative educational tracks according to their individual career goals.

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 experienced licensed practical nurses to enter the ADN program. In addition, career mobility beyond the associate degree is promoted and supported by various universities' bachelors/masters of science in nursing programs and the concurrent program with Saginaw Valley State University and Grand Valley State University.

Options include:

- Associate Degree of Nursing (ADN). These students will enter our two (2) year; four (4) semester program and upon successful completion of the program will be awarded an Associate of Science in Nursing and will sit for their NCLEX-RN.
- LPN to ADN option consists of three (3) semesters; one and a half (1.5) year program after successful completion of the Practical Nurse certificate. Admission will be based on attrition in our ADN program and students will be placed in the second semester of the two (2) year ADN program. Upon completion of the program, students are awarded an Associate of Science in Nursing and will sit for their NCLEX-RN.
- Concurrent Bachelor of Science in Nursing (BSN) programs with Saginaw Valley State University (SVSU) and Grand Valley State University (GVSU) will be offered, including an ADN to BSN 3 + 1 track with SVSU.

ADN Program

To successfully complete the ADN program, general educational requirements include:

- Anatomy & Physiology I & II (minimum of 4 credits for each course)
- English Comp I
- Intermediate Algebra or Application to Statistics (or competency testing)
- Introduction to Psychology
- Medical Terminology
- Dosages and Calculations

Upon admission to the nursing program, students are introduced to the concepts, principles, and techniques necessary to administer safe, basic nursing care to patients with a common, well-defined nursing diagnosis within the courses of fundamentals of nursing practice and nursing pharmacology during semester one (1). Further skills are developed throughout the curriculum in the areas of nursing that include: clinical reasoning and judgment in nursing, nursing across the lifespan, medical/surgical nursing, and specialty nursing within a variety of settings.

The Associate in Applied Science in nursing program is designed to prepare students for entry-level positions as registered nurses. Following successful completion of the ADN program, graduates are eligible to take the license exam to practice as a Registered Nurse (RN). Each class of nursing students is considered a cohort (group) and courses/schedules are assigned. Graduates of the ADN program are qualified to enter the many BSN completion programs available.

ADN
Associate in Applied Science (DDRN4)

Minimum Credits: 66
Contact Hours: 93-101

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The Associate in Applied Science in nursing program is designed to prepare students for entry-level positions as registered nurses. Following successful completion of the ADN program, graduates are eligible to take the license exam to practice as a Registered Nurse (RN). Each class of nursing students is considered a cohort (group) and courses/schedules are assigned. Graduates of the ADN program are qualified to enter the many BSN completion programs available.

GENERAL EDUCATION/ PREREQUISITE REQUIREMENTS					
Grade	Course	Title	Min grade	Credits	Notes
	ALH-10101	Medical Terminology	B-	2	
	ALH-11101	Dosages and Calculations	B-	1	
	BIO-23500	Anatomy and Physiology I	B-	4	
	BIO-23600	Anatomy and Physiology II (See note below.)	B-	4	
	ENG-10303 or ENG-10305	English Composition I or Integrated Composition	C	3-4	
	MTH-12000 or MTH-12002 or MTH-20600 or MTH-20601 or MTH-120PR	Intermediate Algebra or Applied Int. Algebra or Intro to Statistics or Applied Intro to Statistics or requisite met [MTH120PR]	C	0-4	
	PSY-10100	Introduction to Psychology	C	3	
Total Prerequisite & General Education Credits:				17-22	
PROGRAM REQUIREMENTS					
	NUR-10521	Foundations in Patient Care	B-	9	
	NUR-15221	Professional Nursing (PN) I	B-	2	
	NUR-10921	Foundations of Pharmacology	B-	1	
	NUR-12221	Medical-Surgical Nursing I	B-	7	
	NUR-12921	Application of Pharmacology I	B-	2	
	NUR-14221	Mental Health Nursing	B-	3	
	NUR-22221	Medical-Surgical Nursing II	B-	8	
	NUR-20921	Application of Pharmacology II	B-	1	
	NUR-23221	Maternal-Child Nursing	B-	4	
	NUR-22421	Medical-Surgical Nursing III	B-	8	
	NUR-25221	Professional Nursing (PN) II	B-	4	
Total Nursing Credits:				49	
Minimum Program Requirements:				66-71	

Successful completion of all Nursing courses is required each semester in order to continue in the Nursing Program.

Semester 1—12 credits

NUR-15221—Prof. Nursing (PN) I
 NUR-10521—Found of Patient Care
 NUR-10921 —Found of Pharmacology

Semester 2—12 credits

NUR-12221—Med-Surgical Nursing I
 NUR-12921—App. of Pharmacology I
 NUR-14221—Mental Health Nursing

Semester 3—13 credits

NUR-22221—Med-Surgical Nursing II
 NUR-20921—App. of Pharmacology II
 NUR-23221 --Maternal-Child Nursing

Semester 4—12 credits

NUR-22421— Med-Surgical Nursing III
 NUR-25221—Professional Nursing (PN) II

LPN to ADN Nursing Program

To successfully complete the LPN to ADN program, general education requirements include: Anatomy & Physiology I and II or Human Anatomy & Human Physiology, English Composition I, Intermediate Algebra or Application to Statistics, and Introduction to Psychology must be completed.

****If it has been more than 5 years since the student's last Anatomy & Physiology course, the student will need to retake a pathophysiology course as a prerequisite for entering the nursing program and must receive a grade of B- or higher.**

Upon admission to the LPN to ADN program, students are introduced to the concepts and principles of transitioning from the LPN role to that of a registered nurse focusing on developing clinical reasoning and judgment skills. Further skills are developed throughout the curriculum in the areas of nursing that include: medical/surgical nursing, leadership, and specialty nursing within a variety of settings.

The Associate in Applied Science in Nursing is designed to prepare students for entry-level positions as registered nurses and to provide continued learning and career mobility in nursing for licensed practical nurses. Applicants must possess an LPN license when applying to the program. Following successful completion of the LPN to ADN program, graduates are eligible to take the license exam to practice as a Registered Nurse (RN). Each class of nursing students is considered a cohort (group) and courses/schedules are assigned. Graduates of the LPN to ADN Program are qualified to enter the many BSN completion programs available. LPN students wishing to accelerate completion of a BSN degree have the option of entering a concurrent BSN program with Saginaw Valley State University or Grand Valley State University.

LPN to ADN**Associate in Applied Science (DADN4)****LPN+ADN Minimum Credits: 71****LPN +ADN Contact Hours: 106.5-122****2023-2024 Catalog**

The Associate in Applied Science in Nursing is designed to prepare students for entry-level positions as registered nurses and to provide continued learning and career mobility in nursing for licensed practical nurses. Applicants must possess an LPN license when applying to the program. Following successful completion of the LPN to ADN program, graduates are eligible to take the license exam to practice as a Registered Nurse (RN). Each class of nursing students is considered a cohort (group) and courses/schedules are assigned. Graduates of the LPN to ADN Program are qualified to enter the many BSN completion programs available.

PREREQUISITES AND GENERAL EDUCATION REQUIREMENTS					
<i>All requirements must be completed prior to program admission.</i>					
Grade	Course	Title	Min grade required	Credits	Notes
		Current LPN License	3.0	20-21.5	
	BIO-23500	Anatomy and Physiology I	B-	4	
	BIO-23600	Anatomy and Physiology II (See note below.)	B-	4	
	ENG-10303 or ENG-10305	English Composition I or Integrated Composition	C	3-4	
	MTH-12000 or MTH-12002 or MTH-20600 or MTH-20601 or MTH-120PR	Intermediate Algebra or Applied Intermediate Algebra or Intro to Statistics or Applied Intro to Statistics or requisite met [MTH120PR]	C	0-4	
	PSY-10100	Introduction to Psychology	C	3	
Prerequisite and General Education Credits:				34-40.5	
DADN4 PROGRAM REQUIREMENTS					
<i>Successful completion of all Nursing courses is required each semester in order to continue in the Nursing Program.</i>					
	NUR-12921	Application of Pharmacology I	B-	2	
	NUR-12221	Medical-Surgical Nursing I	B-	7	
	NUR-14221	Mental Health Nursing	B-	3	
	NUR-20921	Application of Pharmacology II	B-	1	
	NUR-22221	Medical-Surgical Nursing II	B-	8	
	NUR-23221	Maternal-Child Nursing	B-	4	
	NUR-22421	Medical-Surgical Nursing III	B-	8	
	NUR-25221	Professional Nursing (PN) II	B-	4	
Total Nursing Credits:				37	
Minimum credits for DADN4 AAS degree:				71-72	
<i>For advising/registrar use only:</i>					

Successful completion of all Nursing courses each semester is required in order to continue in the Nursing Program.

Semester 1—12 credits

NUR-12221— Med-Surgical Nursing I

NUR-12921— App. of Pharmacology I

NUR-14221— Mental Health Nursing

Semester 3—12 credits

NUR-22421— Med-Surgical Nursing III

NUR-25221— Professional Nursing (PN) II

Semester 2—13 credits

NUR-22221—Med-Surgical Nursing II

NUR-20921—App. of Pharmacology II

NUR-23221—Maternal-Child Nursing

Students planning to enter the concurrent program with SVSU should first declare the Associate in Science and Arts degree, then work closely with their Kirtland and SVSU advisor to choose appropriate courses for transfer. Once accepted into both programs (KCC and SVSU), students will officially declare the concurrent program as their program of study.

KIRTLAND PREREQUISITE REQUIREMENTS					
Grade	Course	Title	Min grade	Credits	Notes
	ALH-10101	Medical Terminology	B-	2	
	ALH-11101	Dosages and Calculations	B-	1	
	BIO-23500	Anatomy and Physiology I (See notes)	B-	4	
	BIO-23600	Anatomy and Physiology II (See notes)	B-	4	
	ENG-10303 or ENG-10305	English Composition I or Integrated Composition	C	3-4	
	MTH-20600 or MTH-20601	Intro to Statistics or Applied Intro to Statistics	C	4	Cat 3 (SVSU)
	PSY-10100	Introduction to Psychology	C	3	Cat 6 (SVSU)
	Total Prerequisite Credits:			21-22	23-27 Contact Hours
KIRTLAND PROGRAM REQUIREMENTS					
Successful completion of all Kirtland Nursing courses is required each semester in order to continue in the Nursing Program.					
	NUR-10521	Foundations in Patient Care	B-	9	
	NUR-15521	Professional Nursing (PN) 1	B-	2	
	NUR-10921	Foundations of Pharmacology	B-	1	
	NUR-12221	Medical-Surgical Nursing I	B-	7	
	NUR-12921	Application of Pharmacology II	B-	2	
	NUR-14221	Mental Health Nursing	B-	3	
	NUR-22221	Medical-Surgical Nursing II	B-	8	
	NUR-20921	Application of Pharmacology III	B-	1	
	NUR-23221	Maternal-Child nursing	B-	4	
	NUR-22421	Medical-Surgical Nursing III	B-	8	
	NUR-25221	Professional Nursing II	B-	4	
	Total Nursing Credits:			49	74 Contact Hours
	Minimum Kirtland Program Requirements:			70-71	
SVSU PROGRAM REQUIREMENTS					
	NURS-301	Evidence-Based Practice in Prof. Nursing		3	SVSU
	NURS-302	Intro to Baccalaureate Nursing		1	SVSU
	NURS-377	Nursing Care of Populations		3	SVSU
	NURS-379	Health Promotion for Diverse Populations		3	SVSU
	NURS-401	Nursing Leadership and Ethics		3	SVSU
	NURS-479	Nursing and Healthcare System Change (must be licensed)		3	SVSU
SVSU GENERAL EDUCATION REQUIREMENTS					
	Cat 1	Category 1 Literature		3	KCC or SVSU
	Cat 2	Category 2 Art		3	KCC or SVSU
	Cat 4	Category 4 Natural Sciences (w/ or w/o lab)		3-4	KCC or SVSU
	Cat 5	Category 5 History/Philosophy		3	KCC or SVSU
	Cat 7	Category 7 Social Institutions		3	KCC or SVSU
	Cat 8	Category 8 International Systems		3	KCC or SVSU
	Cat 9	Category 9 Oral Communication		3	KCC or SVSU
	Cat 10	Category 10 Written Communication		3	KCC or SVSU
	Upper Division	Upper Division Electives		9	SVSU
Total SVSU Credits:				62	
(SVSU accepts a maximum of 62 credits towards the 124-credit degree requirement.)					
Minimum SVSU Program Requirements:				124	Minimum of 31 credits must be taken at SVSU to meet residency.

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 voicemail box

Classroom learning experiences may include lecture, discussion, demonstration, seminar, audio-visual presentations, web enhancements and active learning experiences. 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.

What is active learning?

It is the philosophy of the nursing program that learning is a shared responsibility. As a result, the faculty has developed a planned course of study which requires the student to attend all course sessions prepared for class. This preparation will require the learner to commit adequate time to assigned learning activities (e.g. textbook and journal readings, video and film viewings, computer-assisted instructional programs, and clinical skills practice). In theory, the student's active participation through discussion, clarification, validation, critical thinking, role playing, etc., in an interactive atmosphere will facilitate success.

Active learning is exhibited when students come to class prepared to solve case studies and answer questions at an analysis level, which is higher than knowledge level. Classroom and lab experiences demand a high level of preparation before class.

The curriculum builds on all courses and material and is not re-taught in subsequent semesters. **Students are responsible for the material presented in all previous semesters.** Students must prioritize their learning to optimize the experience and make their investment worthwhile.

Clinical Competency Guide

All 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.

Time Commitment/Scheduling

The student should plan to spend three (3) hours of study outside of class for each credit hour per week of theory classes and two (2) hours of study for each hour of clinical experience. Therefore, in a seven (7) credit theory course with a five (5) credit lab, the student should expect to spend thirty-one (31) hours of study per week outside of classroom time. It is very difficult to maintain full-time work while in the nursing program. It is **STRONGLY** recommended that the student not jeopardize their health or their standing in the program by maintaining full-time employment.

Additional Student Information

1. **Contact Information Change:** You are to notify the Admissions Office, Health Science Office, Sim Coordinator of any change in name, address, and/or telephone number.
2. **Pregnancy & Childbirth:** If pregnancy/childbirth should occur during the program, the Director of Nursing must be informed as soon as the pregnancy has been confirmed and/or childbirth occurred. A written statement from the student's healthcare 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 color-appropriate maternity top.
3. **Employment:** It is not advisable for students to be employed during their pursuit of an 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. **Uniform:** Students are required to purchase their own student nursing uniform and accessories. All nursing students are responsible for securing their uniform and accessories prior to the start of the program. Uniforms are to be purchased through the KCC bookstore.
5. **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. All ADN students will be required to complete mandatory live review at completion of the program. Failure to comply may result in withholding of state board certificate.
6. Students in the nursing program are governed by the same rules and regulations as other students in the college. Information can be found in the college's catalog.

7. **Transcripts:** 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 online.
8. 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 Sciences Office is a copy of the student's final evaluation for their last clinical rotation. Copies of final evaluations for specialty rotation, that are uploaded into the clinical canvas shell for the course, 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.
9. **Student Resources:** <http://www.kirtland.edu/student-central>

OADN – Organization of Associate Degree Nursing

Organization of Associate Degree Nursing – Alpha Delta Nu Honors Society – Phi Chapter

The Organization for Associate Degree Nursing (OADN) was founded in 1984 and is recognized nationally as the voice of associate degree nursing. It is dedicated to enhancing the quality of the associate degree nursing education, strengthening the professional role of the associate degree nurse and promoting the future of associate degree nursing as an entry point into registered nursing in the midst of healthcare changes. (ODAN, 2019).

As part of being a member of the OADN, the students will be invited to join the OADN – Alpha Delta Nu Honor Society– Phi Chapter after they have completed their second semester of the nursing program with a B or better in all of the nursing courses taken thus far and no failures in previous nursing classes. This is on a provisional basis. The students that elect to join the OADN will then be inducted at the end of their fourth semester if a B or better has been maintained. The students will also do an education/service project to present to their peers as part of the membership. The students shall have demonstrated conduct on campus and in the clinical area that represent integrity and professionalism. An induction ceremony will be conducted at the end of both fall and winter semesters for those students meeting the criteria.

Nursing Program Attendance Policy

An absence is any incident of not being in on-campus or off-campus clinical for any reason.

The nursing program expects its students will recognize they have entered a profession in which commitment to full participation in the learning environment is an essential component of what will become a style of life-long learning. Attendance is expected in all educational activities and is required for clinical, simulation, and laboratory sessions. Punctuality also is an expected behavior of nurses. In order for students to achieve clinical competencies, this nursing program has a no absence policy. This policy applies to the entire program.

All absences will result in attendance probation after one (1) absence and an appointment with the Director of Nursing within one (1) week will be required. Any further absences will result in program dismissal. Nursing program progression will be determined by nursing faculty and if the student can meet the course objectives and/or competencies. In the event a student is absent, it will be reported to the Health Science Office. All absences will be tracked throughout the program.

Pre-planning and preparation are vital to student success. **Tardy is defined as arriving after class starts. Arriving more than five to thirty (5-30) minutes late for clinical, lab, or simulation will result in a tardy. Arriving more than thirty (30) minutes late will result in an absence and you may be sent home at the discretion of the instructor or Director of Nursing.** A pattern of two (2) or more tardies will constitute an absence and could result in a meeting with the Director of Nursing to determine continuance in the nursing program. You will receive a critical incident report for being more than five to thirty (5-30) minutes late to clinical, lab, or simulation, and placed on clinical probation if more than thirty (30) minutes late from clinical, lab, or simulation.

Students unable to report to the clinical agency as scheduled must notify the facility and/or clinical instructor prior to the start time for clinical according to the policy of the clinical instructor. If a student is told to notify the facility, the name of the individual who took the message must be documented. Texting, e-mail, and/or sending word by a classmate/friend are not acceptable methods of communicating absence or tardiness unless authorized by faculty. **Students are responsible to call-in for all absences on-campus or off-campus to the appropriate instructor. Failure to comply will count as a no show and will result in probation and a meeting with the Director of Nursing.**

Failure to comply with the Attendance policy may result in dismissal from the nursing program.

Snow Day Policy for Off Campus Clinical

Off-campus clinical is usually **not** canceled 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.** Off-campus clinical cancellations are not broadcasted on the radio/TV or the Kirtland Community College RAVE system.

The only way off-campus clinical is canceled is through the clinical instructor. Students will receive word by means of a predetermined clinical phone tree if a cancellation does occur. Off-campus clinical days that are canceled by the instructor will **not** reflect as an absence in the student's clinical report. For inclement weather, clinical instructors are advised to delay the start of clinical for 1-2 hours first, before canceling clinical out right. If a clinical day is canceled, the clinical rotation will be extended an additional day in order for the student to meet the required clinical hours and requirements needed to pass the respective course.

Course Grading and Student Evaluation

(Refer to each course syllabus for specific grading and evaluation information for the respective course).

An eighty percent (80%) total is required for a passing grade in all nursing courses. This includes unit exams, final exams, and assignment grades (Unit exams/Final exams = 80% of course grade & Assignments = 20% of the course grade). An eighty percent (80%) average **must** be obtained on all written exams (unit exams and final exam) to pass the course. All exams are added together and divided by the number of exams (unit & final) to obtain the final exam grade for the course. There will be **NO** dropped exam scores in any nursing course. If an eighty percent (80%) average is not obtained on these examinations, the assignment grades will not be calculated into the final course grade. Course grade will be calculated as the grade earned from unit exams and the final exam.

Once the 80% for unit & final exams has been achieved, the final 20% of the course grade for assignments will be added into the overall course grade. If the 20% assignment portion of the course grade pulls the overall course grade down below an 80%, the student **WILL NOT** pass the course. (Please see a course syllabus for an example) For clinical grading, please refer to the Clinical Setting section.

Progression/Graduation Policies

Program Progression

1. Earn no less than the minimum grade of "B-" eighty percent (80%) in each required course within the nursing curriculum.
2. Earn a satisfactory grade in on and off-campus clinical and lab experiences.
3. Successful completion of lecture and clinical must be achieved to pass the combined class.
4. **If two (2) NUR courses are failed, students will not be eligible for immediate re-entry.**
5. 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).
6. Receive course failure if he/she demonstrates unsafe practice at any time during the semester. Unsafe practice is defined in the program dismissal section of the handbook. 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.)

Graduation

1. An associate in applied science will be awarded by Kirtland Community College to graduates of the ADN and LPN to ADN program. Graduates completing the ADN and LPN to ADN program may then apply to take the National Council Licensure Exam for Registered Nurse Licensure (NCLEX RN) in Michigan.
2. Conviction for some criminal offenses may render a candidate ineligible for writing the National Council Licensure Exam (NCLEX) for state licensure.

Clinical Setting

Off-Campus Clinical Facilities

Extended Care Facilities

Grayling Nursing & Rehabilitation Center 331 Meadows Dr. Grayling, MI 49738 (989) 348-2801 4.4 miles from <i>KCC Health Science Center</i>	Kalkaska Memorial Health Center 419 S. Coral St Kalkaska, MI 49646 (231) 258-7500 30.6 miles from KCC Health Science Center	Munson Grayling: Crawford Continuing Care Center 1100 Michigan Avenue Grayling, MI 49738 (989) 348-0317 5 miles from <i>KCC Health Science Center</i>
Meadow Brook Antrim County Medical Care Facility 4543 M-88 Bellaire, MI 49615 (231) 533-8661 47 miles from <i>KCC Health Science Center</i>		

Acute Care Facilities

Covenant Medical Center 1447 N. Harrison Saginaw, MI 48602 (989) 583-0000 101 miles from <i>KCC Health Science Center</i>	Munson Healthcare Grayling Hospital 1100 Michigan Avenue Grayling, MI 49738 (989) 348-5461 5 miles from <i>KCC Health Science Center</i>
HealthSource 3340 Hospital Road Saginaw, MI 48608-6280 (989) 790-7700 98.5 miles from <i>KCC Health Science Center</i>	Munson Medical Center 1105 Sixth Street Traverse City, MI 49684 (231) 935-5000 57 miles from <i>KCC Health Science Center</i>
Munson Healthcare Otsego Memorial Hospital 825 North Center Street Gaylord, MI 49735 (989) 731-2100 32 miles from <i>KCC Health Science Center</i>	Ascension St. Joseph Hospital 200 Hemlock Tawas City, MI 48764 (989) 362-3411 74 miles from <i>KCC Health Science Center</i>

MyMichigan Medical Center 2463 S. M-30 West Branch, MI 48661 (989) 343-3660 38 miles from <i>KCC Health Science Center</i>	Munson Healthcare Cadillac 400 Hobart Street Cadillac, MI 49601 (231) 876-7200 55 miles from <i>KCC Health Science Center</i>
Spectrum Health – Big Rapids Hospital 605 Oak Street Big Rapids, MI 49307 (231) 796-8691 98 miles from KCC Health Science Center	McLaren Northern Michigan 416 Connable Avenue Petoskey, MI 49770 (800) 248-6777 65.6 miles from KCC Health Science Center

Kirtland Community College Off-Campus Clinical Site Orientation

1. It is the student's responsibility to assure they have received their documentation for off-campus clinical site orientation prior to the first day of off-campus clinical.
2. 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.
3. 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), confidentiality, HIPAA, dress code, and COVID risk screening, testing, and vaccination requirements.
4. 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. The student must remain within the agency for breaks and meals.
5. Students may not accept gifts from patients.
6. After graduation, the affiliating agency will not be used as a work reference as the student has not been an employee of the agency.

On & Off Campus Clinical Restrictions

1. The student should not report for any on-campus or off-campus clinical experience if they have an elevated temperature or other infectious health problems. *[See Appendix A: Recommendations for Clinical Experience Restrictions]*.
2. The instructor has the authority and responsibility to send a student home if they are not prepared for their on-campus or off-campus clinical experience or is not physically/clinically capable of caring for a patient on any given day. This will be counted as an absence.
3. Students who are late for clinical experience must report immediately to the clinical instructor upon arrival to the facility.

Uniform Regulations

Dress Code: A neat, clean, odor free, and scent free (including cigarette and/or vaping smoke) professional appearance in the classroom, clinical skills lab, and clinical area is of utmost importance. **Due to patient allergies, perfumes and aftershave cannot be worn, and lotions must be scent-free.** Instructors will enforce this standard dress code. **Students not appropriately dressed will be required to leave the classroom, skills lab or clinical area.** The purpose of a standard dress code is:

1. To limit the transfer of microorganisms from student to clients and vice versa
2. To provide for safety and limit injury
3. To identify the wearer as a Kirtland Community College nursing student
4. To appear as a professional health care provider
5. The dress code of the specific agency (if stricter) will take precedence and will be adhered to

Nursing uniforms are to be worn at all on-campus, and off-campus clinical; including labs and simulation. Navy blue scrub tops and pants **MUST** be purchased from the Kirtland Community College Bookstore with the KCC Nursing program patch on the sleeve. Approval from lead nursing faculty, or the Director of Nursing, must be received to purchase uniforms from an alternate vendor if the bookstore does not have the appropriate size or length. Overall, each student must comply with clinical agency dress codes. In addition, the student must meet the following requirements during any on-campus, or off-campus clinical:

1. Uniforms will be kept clean and well pressed. Long-sleeve shirts that are black, white, gray, or navy in color can be worn under the uniform (must NOT be torn, stained or wrinkled). A KCC Nursing cover jacket may also be worn.
2. No hoodies allowed.
3. Hair worn off collar with conservative styling. Long hair is to be tied up, off the face, and contained (i.e. in a bun). Color must be a natural hair color. Students can wear appropriate headbands.

4. Fingernails are to be kept short and clean with no chips in the nail or nail polish.
5. Artificial nails are NOT allowed.
6. Make-up is to be kept simple.
7. Clean white, navy, or black shoes with minimal color. **No open Crocs or Hey Dude shoes will be allowed. Shoes must be washable.**
8. Only jewelry acceptable: wedding band, watch with second hand, and a student name tag.
Piercings: only 2 allowed in ears, simple studs - no hoops, no earrings that dangle, and no ear bars. Any more than 2 piercings in the ears must be approved by the nursing faculty. No necklaces or bracelets. Facial piercings will be allowed at the discretion of faculty and facility policy.
9. No visible tattoos that are offensive. *Offensive is defined as profanity or anything violence related at the discretion of nursing faculty.
10. Clean shaven or well-trimmed beard no longer than one inch in length.
11. Any other agency restrictions.

The uniform has only one purpose, to be worn in giving care to patients. It is never to be worn in other public places, restaurants, for street wear, shopping, etc. For any clinical, students are to wear the assigned regulated uniform for female or male students. No jeans, sweatpants, pajama bottoms, etc. Upon assignment to the clinical agency, any deviation is to be discussed with the instructor.

Proper Clinical Behavior

1. Smoking or vaping is not permitted during clinical. Smoking odor must not be present on clothing, hair, or breath. Refrain from using alcohol-based mouthwash. To remain in compliance with the campus policy on tobacco, no tobacco product is allowed during clinical to include electronic tobacco-like products.
2. Gum chewing is not allowed in any clinical agency or simulation/skills lab.
3. Students must follow facility guidelines for cell phone use while in the clinical area. An emergency contact number may be provided by your clinical instructor.
4. All students must have good personal hygiene which includes cleanliness of body and hair. Students must take a shower and wash hair within twelve (12) hours before attending clinical. No fragrance is permitted. Students must be odor-neutral (no scented hair sprays or deodorants, etc.) due to allergies, nausea, and sensitivities of patients.
5. KCC nursing student photo identification must be worn at all times in a visible location on their uniform. No nicknames on name badges.
6. In the clinical setting, all patients and hospital staff are addressed by proper titles: Miss, Mrs., Ms., or Mr. unless otherwise requested. At no time should anyone be addressed by familiar terms such as "honey", "dear", etc.
7. **Complete patient confidentiality must be practiced at all times. Failure to do so is cause for dismissal from the program.**
8. No photo copying or computer-generated documents of any patient/agency records is allowed unless specifically allowed by your clinical agency. This includes facility or patient documents with the name blacked out. This will be considered a breach of confidentiality.

9. No cameras, including cell phones, are allowed. No photographing of students, patients, or facilities allowed. This is considered a breach in patient confidentiality.
10. Health insurance: the college and affiliated 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.
11. 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.
12. Student nurses are not to visit or care for relatives or friends in the facility without permission from the clinical instructor.
13. Student nurses are to report to the instructor/designated person before leaving the patient care unit.
14. 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 healthcare provider to return without restrictions. This should be turned into the Health Sciences Office at Kirtland Community College.
15. Students are expected to perform only those nursing procedures approved and signed off in the skills lab or by the clinical instructor, regardless of previous medical training or experience.
16. Swearing or inappropriate language or behavior is not permitted in classroom or clinical areas and will be subject to a clinical incident report.
17. Remember, you are functioning as a student of Kirtland Community College and also as a member of the healthcare team in the assigned healthcare agency. Your professional conduct must reflect credit to yourself, the college, and the agency.

Please refer to the ANA Code of Ethics: <https://www.nursingworld.org/practice-policy/nursing-excellence/ethics/code-of-ethics-for-nurses/>

Also refer to the Kirtland Community College Student Rights and Responsibilities/Code of Conduct: <https://www.kirtland.edu/policies-and-procedures/student-services-policies/pol-6-125-rights-and-responsibilities-of-students>

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 peers rather than listening to the lecture, or doing the learning activity.
2. Cell phones in the classroom and clinical area are discouraged with the exception of resourcing course materials. It is an expectation that cell phones are silenced in the classroom, clinical, and simulation environment. Failure to comply could/may result in a critical incident report and/or lead to program dismissal.
3. Coming late to clinical, simulation, or lecture areas.
4. Making improper or inappropriate statements or asking inappropriate questions.
5. Loud, raucous voices or other excessive noises (pagers or cell phones) in the class or hallway is not a professional behavior.
6. Demeaning or inappropriate language, jokes or gestures, or conversation to fellow students, faculty, staff, and administration may be considered harassment.
7. Disregarding the chain of command. Students are expected to resolve course concerns/issues by following the chain of command: instructor first, then Director of Nursing. Students should NOT attempt to resolve concerns/issues by contacting agency personnel during or following a clinical rotation. For clinical concerns or issues, the student should contact the clinical instructor.
8. If a student is suspected to be under the influence of using alcohol or drugs during clinical or class time. 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.

As one of the most trusted and pivotal roles in healthcare, nurses are held to a high standard of confidentiality, professionalism, and decorum. These expected behaviors are outlined both by the American Nurses Association (ANA) and Michigan State Board of Nursing. The Kirtland Nursing Program is committed to establishing this professional behavior upon entrance into the program. Professional behavior is an expectation for all students. Unprofessional behavior will be addressed with critical incident reporting.

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 and/or the nursing program.

A critical incident for student unprofessional behavior will be generated by faculty or staff of the nursing department and become part of the student's permanent record. The student will be required to meet with the Director of Nursing and discuss plans for correcting the unprofessional behavior. **Students will be dismissed from the nursing program after three (3) incident reports for unprofessional behavior, and not be eligible for re-entry.**

Disciplinary Protocol

A. Critical Incident

The student may receive a Critical Incident Report at any time during the program when the student is not meeting mandatory program competencies in the classroom or clinical setting, in the skills lab, or for exhibiting unsafe practice, unethical or unprofessional behavior, dishonesty, student misconduct, or performing below the standard of patient care in the skills lab or clinical practice area.

B. Probation

1. 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.
2. A student may be placed on probation at any given time during the program when a classroom and/or clinical performance is not meeting course expectations.

Probationary Process:

1. 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 lead faculty within 1 week of the incident, or prior to the next clinical day.
2. Probationary Notice forms are retained within the student's file.
3. **Program probation for issues related to attendance, medication and practice safety errors may extend through the entire nursing program.**

C. Program Dismissal

1. Any nursing student will be dismissed from the nursing program for failing 2 (two) NUR courses within the nursing curriculum. Failure is defined as earning less than an eighty percent (80%) grade in any required course and/or an unsatisfactory in any clinical course.
2. **Students may be dismissed from the nursing program for reasons of academic dishonesty, breach of confidentiality, misconduct, unprofessional behavior, or unsafe practice**

Unsafe Practice is defined as:

1. Failure to take nursing action when such action is essential to the health and safety of the patient.
2. Attending clinical experiences while under the influence of alcohol, controlled substances or other alterations in mental status.
3. Failure to recognize the influence of one's own attitudes and behaviors on the care of patients.
4. Lying or deliberately giving inaccurate information relating to clinical experience.
5. Performing activities which are detrimental to the health and safety of the patient.
6. Failure to assume responsibility for completing nursing actions.
7. Performing activities outside the nursing student role.
8. Refusal to provide instructor or preceptor-supervised patient care.
9. Refusal to provide assigned patient care.
10. Failure to prepare for patient care responsibilities.

Students dismissed for any of these reasons are not eligible for re-entry into the nursing program:

1. 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.
2. Students may be dismissed from the nursing program for suspicion of being under the influence of alcohol or drugs during any college-related function. A drug/alcohol test may be required immediately if this is suspected. This would be at the student's cost.
3. Breach of confidentiality will result in program dismissal and possible legal action.
4. Failure to recognize the need for assistance with nursing actions.

It is the faculty's responsibility to determine the ability of the student to provide safe nursing care. Evidence of unsafe clinical practice can result in the removal of the student from the clinical area temporarily or permanently. Permanent removal from the clinical area on the basis of unsafe clinical practice will be considered grounds for failure of the course resulting in a grade of "F" and dismissal from the school without re-entry provisions.

Procedure:

1. Within two (2) working days, the Director of Nursing selects two (2) faculty (not assigned to the course). These two (2) faculty will independently review the incident with the clinical faculty member and the student separately. The two (2)-member faculty team then makes a recommendation, to the Director of Nursing, of either remediation (with expectations, outcomes measures, and plans for monitoring clinical performance) or dismissal.
2. The student may appeal the Director of Nursing's decision to the Vice President of Academic Services within two (2) working days upon receiving the verdict. The Vice President of Academic Services will notify the student in writing within two (2) days of the decision to uphold the suspension or to lift the suspension and reinstate the student. The decision of the Vice President of Academic Services is final.

D. Academic Due Process

If a student wishes to appeal a grade or academic decision, he/she must first meet with the Lead Faculty. If the student and Lead Faculty do not come to a satisfactory agreement, then the student will:

1. Schedule an appointment within one (1) week to meet with the Director of Nursing. If the problem is not resolved at this level, the student may appeal to the Vice President of Academic Services in writing.
2. If the problem is not resolved at this level, the Vice President of Academic Services will appoint a committee of faculty members and students who will review the grievance and make a recommendation to the Vice President of Academic Services. The Vice President of Academic Services will inform the student of the decision.
3. 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.

Re-entry Provisions

Eligibility (*one time only*):

1. A student who fails one (1) NUR course may be considered for re-entry. Entrance/proficiency exams may be required. If two (2) NUR courses are failed, students may not be eligible for re-entry. Note: course withdrawal for academic reasons will be considered as a course failure.
2. Withdrawals from a course for nonacademic reasons may not count as an academic failure. Non-academic withdrawals will be reviewed by the Director of Nursing on a case-by-case basis.
3. A student who is dismissed from the program or suspended from the college for disciplinary reasons (i.e. dishonesty, breach of confidentiality, misconduct, unprofessional behavior, or patient safety issues) is not eligible for re-entry.
4. After three (3) years, students who have previously failed two (2) NUR courses will be eligible to reapply for the program. **Note: dismissal for unsafe practice or breach of confidentiality will not be eligible to apply for any re-entry situations.**
5. A student who is requesting re-entry must sign a written contract with the Director of Nursing and will be placed on an "At-Risk" status. **This contract will outline the re-entry criteria and attendance. The student must adhere to all criteria set forth. Failure to comply with the contract may result in program failure.**
6. Decision for re-entry will be determined from: semester failure, letter of academic readiness, meeting with nursing faculty and the Director of Nursing, and the number of seats available (new applicants get priority over re-entry students).
7. If a student misses two (2) consecutive semester's, re-entry will no longer be allowed and the student will need to reapply for the program.
8. The ability to re-enter earlier than three (3) years may be appealed by the student. The student must follow the process for re-entry into the program listed below. The appeal will be reviewed by the Director of Nursing.

Re-entry Procedure

The student must write a letter of academic readiness addressed to the Director of Nursing and nursing faculty. The following must be addressed in the letter:

- Identify the barrier (s) that prevented you from being successful in the nursing program.
- Outline the steps you have taken or are in the process of taking in order to be successful in the nursing program upon re-entry.

Re-entry Application Status

1. After you have submitted your application, re-entry form and your letter to the Health Sciences Office, you will be contacted to attend a meeting with members of the re-entry committee (nursing faculty). In that meeting, you will have to present your reasons for re-entry and why you should be accepted to re-enter the nursing program.
2. There must be an available seat in the nursing program. Students must be aware re-entry opportunities will be limited with our current admission criteria. ***New applicants have priority over re-entry students.***
3. Compliance with requirements of a Re-entry Student Contract as signed by the student and the Director of Nursing. Re-entry students will follow current rules in place at time of re-entry for the remainder of the program.
4. Upon completion of the re-entry meeting, a decision will be made as to whether your request is granted or denied.
5. **Failure to comply with the agreed upon criteria set-forth within the reentry contract will result in being dismissed from the nursing program.**

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 Human Resource Department, Health & Science Center 4800 West Four Mile Road, Grayling, MI 49738, 989-275-5000 ext. 239.

Technology Use

Email Accounts

Kirtland Community College (KCC) uses email as one of several means of communication with students. An official KCC email (Kmail) 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 (**daily**) 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 Kmail address does not absolve the student from knowing and complying with the content of those communications.

Each student must manage their own Kmail 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 Kmail forwarded to an email address other than their official Kmail 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 expected to govern their behavior in the electronic landscape (e.g. Twitter, Facebook, Snapchat) with the same care and self-control they exhibit while on campus. Colleagues and students must be treated in the same professional manner as in the workplace.

Please note the following statement regarding the use of social media of any type (e.g. Facebook, Twitter, YouTube, LinkedIn): Students are legally liable for what they post on their own site and on sites of others. Individuals have been held liable for commentary deemed to be proprietary, copyrighted, defamatory, libelous or obscene. Inappropriate and unprofessional use of social media may be deemed cause for dismissal from the college. Students should be sure what they post today will not cause concerns in the future. Be advised that employers could utilize your social media account for employment decisions.

Use of Cell Phones and Computers in the Clinical Environment

Use of computer technology, tablet, and personal cell phones in the clinical setting is guided by the policy of the clinical facility including confidentiality of login information.

Cell phones in the classroom and clinical area are limited to use for resourcing course materials. It is an expectation that cell phones are silenced in the classroom, clinical, and simulation environment to prevent disruption of the learning environment and allow for participation in educational activities. Failure to comply could/may result in Critical Incident Report and/or lead to program dismissal.

Orientation

All new and returning students are required to attend orientation for the nursing program. The mandatory orientation session is held in August prior to the start of the fall semester. Failure to attend orientation could result in loss of your seat in the program.

HIPAA

The Health Insurance Portability and Accountability Act (HIPAA) addresses three (3) 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 patient's personal matter(s) 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 patient'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 patient information in a public area.
- Speaking only in quiet tones when discussing patient information.
- Always shutting doors or curtains when performing procedures or discussing treatments with a patient. Knock on the door when entering a patient's room.
- Never overhead page identifying patient information.
- Never leaving identifying medical records documents in public access areas.
- Never leaving patient identification information on answering machine messages.
- Never faxing patient information to a public access area and only send faxes with cover sheets.
- Always contacting the receiver that you are sending patient information by fax.
- Never discussing a patient's condition with an unauthorized individual.
- Always keeping clipboards covered.
- Never giving out patient information over the phone.
- Never discussing a patient's care with other patients.
- 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 patient's medical record (assignments, notes, etc.).

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

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

COVID-19

- Exemptions for the COVID-19 vaccine will be considered and reviewed on a case-by-case basis by the Director of Nursing.
- **Clinical facilities may refuse to allow you to attend clinical at their site if not fully vaccinated as they care for vulnerable populations.** The risk of serious infection in these groups is still very high. When you are fully vaccinated please upload your documentation to QualifiedFirst and ACEMAPP.
- In accordance with changes to the Michigan Department of Health and Human Services (MDHHS) Gatherings and Face Mask order (MCL 333.2221) and updated guidance from the Centers for Disease Control and Prevention, the face mask policy at Kirtland Community College will be subject to change and adjusted accordingly pending the most current CDC recommendations.
- Students arriving to class, skills lab, clinical, or simulation, may be asked to wear a mask if presenting with signs and symptoms of a respiratory illness.

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 needlesticks, 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 two to six (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 co-infection with HBV or superinfection of an HBV carrier. Co-infection 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, healthcare 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.

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 seven (7) days. Retesting will be offered at three (3), six (6), and twelve (12)-month intervals, or as indicated by the referral agency.

Narrative

The occupational risk of acquiring HIV in healthcare 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 needlestick exposures to blood from HIV infected patients is less than one percent (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 patients 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: needlestick, cut, bite, or mucous membrane (e.g. 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 Human Resource 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 healthcare 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 (7) days of suspected exposure.

Standard Blood/Body Fluid Precautions

Blood/body fluid precautions will be used in the care of all patients 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 (e.g. handwashing 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 Community College.

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 standard application of blood/body fluid precautions to all patients 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-Jakob disease. This approach would establish a standard that would avoid questions and concerns of roommates/laboratory partners and assist in preserving confidentiality for all patients and students.

1. Use gloves whenever there is expected contact with blood and moist body secretions.
2. Handwashing 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.
7. Consult and follow all clinical facility policies and procedures.

In addition:

1. All equipment used to puncture the skin or mucous membranes of a patient or student shall be disposable, one-user needles/lancets, etc.
2. No equipment shall be shared.
3. 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.

Appendix A

Recommendations for Clinical Experience Restrictions

DISEASE/PROBLEM	RELIEVE FROM DIRECT PATIENT CONTACT	PARTIAL WORK RESTRICTIONS	DURATION
COVID	Yes	Refer to current CDC guidelines and/or facility guidelines.	Refer to the current CDC guidelines and/or facility guidelines.
Conjunctivitis infectious	Yes		Until discharges cease and twenty-four (24) hours after antibiotic initiation.
CMV infectious	No		
Diarrhea (acute stage) with other symptoms (fever, cramps, or bloody stools, vomiting) Convalescent stage Salmonella Enteroviral infections	Yes Yes	Evaluate on an individual basis. Evaluate on an individual basis. Provisionally return after one negative stool.	Until symptoms resolve Until stool is free of the infecting organism on two (2) consecutive cultures not less than twenty-four (24) hours apart and no sooner than forty-eight (48) hours after completion of medication. Until symptoms resolve.
Streptococcal Disease – Invasive (Group A)	Yes	Use appropriate infection control practices.	Until twenty-four (24) hours after adequate treatment is started.
Fever	Yes, if Greater than 100.5	Until evaluated by a physician.	Until twenty-four (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	Yes	Personnel should wear gloves for procedures that involve trauma	

Hepatitis B	No	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	No	Lesions to be covered	
Genitalia		(gloves, mask, etc.)	
Hands			
(Herpetic Whitlow)	Yes		Until the lesion heals.
Orofacial	No	Personnel should not take care of high-risk patients	Until the lesion heals.
Influenza	Yes		Until fever, myalgia, and other symptoms are resolved.
Measles (Active)	Yes	Use airborne precautions.	Until four (4) days after the rash appears and other symptoms are resolved.
Post-exposure	Yes		Immediately after exposure and through the fourth day after the onset of rash.
Mumps (Active)	Yes	Immediately after exposure to nine (9) days after onset of parotitis.	Until nine (9) days after onset of parotitis.
Post-exposure	Yes		From the 12 th thru 26 th day after exposure or until nine (9) days after onset of parotitis.

Neisseria Meningitidis Exposure	No	Prophylaxis available after exposure.	Up to seven (7) days.
Pediculosis	Yes		Until treated.
Pregnancy	Special conditions 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 Post-exposure (susceptible personnel)	No No	Appropriate barriers are desirable, and should not take care of high-risk patients. Practice universal precautions.	Until lesions dry and crust.
Varicella (chicken pox) Active Post-exposure	Yes Yes		Until all lesions dry and crust. From the 10 th thru 21 st day after exposure or if varicella occurs until all lesions dry and crust.

* Taken from *MDCH Vaccine Preventable Diseases Investigation Guidelines, Feb. 2008*

Recommendations for Clinical Experience Restrictions apply to temporary conditions which a student may experience during the clinical courses. It is expected that the student informs the instructor whenever such situations exist. Hospital/agency policies may be more restrictive than the above guidelines. The clinical instructor 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 Health Science Office/Director of Nursing.

Appendix B

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-Larsen 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 Director of Nursing. 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 Sciences office.

EEO 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 Human Resources at hr@kirtland.edu or (989)275-5000, ext. 239.

Mission

Kirtland offers higher education in a student-focused environment, providing transfer and career technical programs; developmental studies; workforce development; personal enrichment and cultural opportunities. We focus resources on our local service area, while maintaining a welcoming climate for our neighbors in Northern Michigan.

Disclaimer: The college and the nursing program reserve the right to alter contents of the student handbook **with notice** to students as necessary. Students will be notified of the change in a timely manner and a copy of the change will be provided to students with a signature page stating they have received and understand the changes in the student handbook.