

Associate Degree

Nursing



Student Handbook

Fall 2014

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I. Welcome

A. Welcome Statement

The Associate Degree Nursing Program (ADN) faculty and staff welcome you to our program. We share a passion for nursing and are pleased that you have chosen nursing as your professional career. Our goal is to teach you the knowledge, skills, and attitudes needed to provide excellent and safe nursing care to patients and families.

We also want you to know that your education should not end with graduation from Black Hawk College. As a nurse your education is never over, we are preparing you for entry level into nursing with the expectation of continuing your education. This may be through formal education, obtaining a BSN and beyond, or through continued learning for a certification specialty in nursing.

B. Meet the Faculty

1. Full-time faculty provides teaching in both classroom and clinical settings. Full-time faculty are responsible for student evaluation, program policies, decisions, as well as direct the adjunct faculty for consistency within the program.
 - Karen Baber, M.S.N., (309) 796-5362, baberk@bhc.edu
 - Karin Barrett, M.S.N., (309) 796-5360, barrettk@bhc.edu
 - Cynthia Becker, M.S.N., (309) 5636, beckerc@bhc.edu
 - Deborah Hantz, M.S.N., (309) 796-5388, hantzd@bhc.edu
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 - Carolyn Hulsen, M.S.N. (309) 796-5365, hulsenc@bhc.edu
 - Kim Hurley, M.S.N., (309) 796-5403, hurleyk@bhc.edu
 - Val Koster, M.S.N., (309) 796-5382, kosterv@bhc.edu
 - Charlotte Powell, M.S.N., (309) 796-5358, powellec@bhc.edu
 - Trudy Starr, M.S.N., (309) 796-5405, starrt@bhc.edu

2. Additional faculty support the full-time faculty in providing clinical instruction at the various institutions used within the program. They are responsible for evaluation of students within their clinical group and communicate routinely with the full-time faculty.
 - Teresa Cochran
 - Daniel Garcia
 - Renee Fay
 - Ann Hochhausen
 - Jody Lindstrom
 - Becki Maxson
 - Denise Maxwell
 - Bette Wigand

C. Accreditation

1. Black Hawk College is accredited by the North Central Higher Learning Commissions
http://www.ncahlc.org/component/com_directory/Itemid,/form_submitted,TRUE/institution,Black%20Hawk%20College/showquery,/siteOrg.none/state,IL/submit,Search/
2. The ADN program is an approved school by the Illinois Department of Finance and Professional Regulation. <http://www.idfpr.com/dpr/who/schools/NurseSchools.pdf>
3. The ADN program has been accredited by the Accreditation Commission for Educating Nurses (ACEN formally NLNAC) since 1974.
3343 Peachtree Rd., NE, Suite 850, Atlanta GA, 30326 1-404-975-500 <http://acenursing.org/>

“The ACEN accreditation program is founded on the belief that specialized accreditation contributes to the centrality of nursing for the public good and provides for the maintenance and enhancement of educational quality through continuous self-assessment, planning, and improvement. Accreditation indicates to the general public and to the educational community that a nursing program has clear and appropriate educational objectives and is working to achieve these objectives. Emphasis is placed upon the total nursing program and its compliance with established standards and criteria in the context of its mission/philosophy as well as current and future nursing practice.” (taken from ACEN web site April 2014).

II. Organizing Framework

- A. Mission: Prepare Associate Degree Nursing Graduates for entry level Registered Nurse positions and provide the environment and resources for individuals to become lifelong learners.
- B. Vision: The Associate Degree Nursing Program of Black Hawk College is committed to supporting the Vision of the College by providing a student-centered quality nursing program and strengthening strategic alliances to support both the students and the program.
- C. Core Values: The Faculty and Students of the Black Hawk College Associate Degree Nursing Program embrace and strive to exemplify the following Core Values which align with both the College and the National League of Nursing (NLN). (Definitions from National League of Nursing Outcomes and Competencies for Associated Degree Nursing)
 1. Caring: *“promoting health, healing and hope in response to the human condition”*
 2. Diversity: *“recognizing differences among persons, ideas, values and ethnicities while affirming the uniqueness of each”*
 3. Ethics: *“involves reflective consideration of personal, societal and professional values, principles and codes that shape nursing.”*
 4. Excellence: *“a culture of excellence reflects a commitment to continuous growth, improvement, and understanding.”*
 5. Holism: *“is the culture of human caring in nursing and health care that affirms the human person as the synergy of unique and complex attributes, values and behaviors, influenced by that individual’s environment, social norms, cultural values, physical characteristics, experiences, religious beliefs and practices and moral ethical constructs, within the context of a wellness-illness continuum.”*

6. *Integrity: “respecting the dignity and moral wholeness of every person without conditions or limitation.”*
7. *Patient Centeredness: “an orientation to care that incorporates and reflects the uniqueness of an individual patient’s background, personal preferences, culture, values, traditions, and family. Patient-centeredness supports the respectful, efficient, safe and well-coordinated transition of the patient through all levels of care.”*

D. Nursing Process

Black Hawk College Associate Degree Nursing Program reflects the ANA Standards of Nursing Practice.

“The common thread uniting different types of nurses who work in varied areas is the nursing process—the essential core of practice for the registered nurse to deliver holistic, patient-focused care.” (Taken from the ANA web site, April 2014)

1. Assessment
 - The nurse collects comprehensive data pertinent to the patient’s health or the situation.
2. Diagnosis
 - The registered nurse analyzes the assessment data to determine the diagnoses or issues.
3. Outcomes Identification
 - The registered nurse identifies expected outcomes for a plan individualized to the patient or the situation.
4. Planning
 - The registered nurse develops a plan that prescribes strategies and alternatives to attain expected outcomes.
5. Implementation
 - The registered nurse implements the identified plan.
 - The registered nurse coordinates care delivery.
 - Health Teaching and Health Promotion
6. Evaluation
 - The registered nurse evaluates progress towards attainment of outcomes.

Excerpted from American Nurses Association: Nursing: scope and standards of practice, Washington, DC, 2004, The Association.

<http://www.nursingworld.org/EspeciallyForYou/What-is-Nursing/Tools-You-Need/TheNursingProcess.html>

Nurses are required to use this process to be compliant with the Illinois Nurse Practice Act

<http://www.ilga.gov/commission/jcar/admincode/068/068013000C03600R.html>

E. Quality Safety Educating Nurses Competencies (QSEN)

The overall goal for the Quality and Safety Education for Nurses (QSEN) project is to meet the challenge of preparing future nurses who will have the knowledge, skills and attitudes (KSAs) necessary to continuously improve the quality and safety of the healthcare systems within which they work.

<http://qsen.org/competencies/pre-licensure-ksas/>

F. Gordon’s Functional Health Patterns

A method developed by Marjorie Gordon in 1987. She proposed functional health patterns as a guide for establishing a comprehensive nursing database. By using these categories it’s possible to create a systematic and standardized approach to data collection, and enable the nurse to determine the following aspects of health and human function:

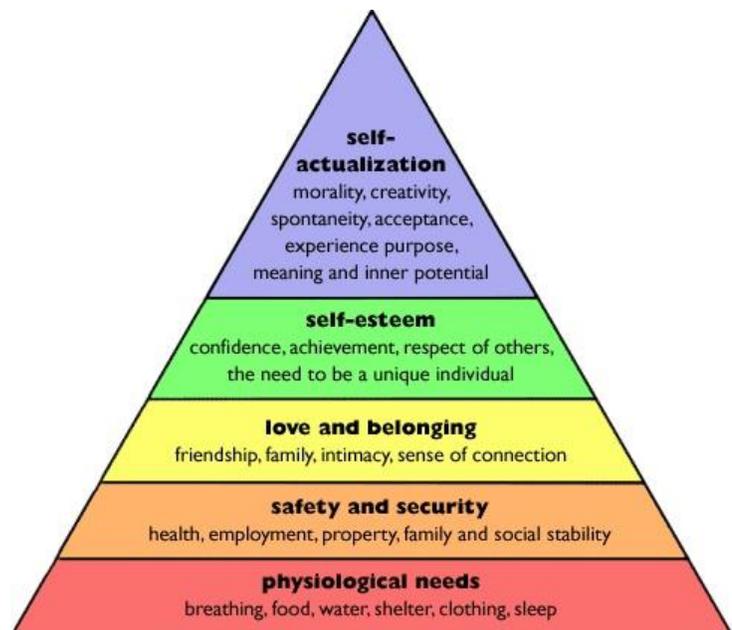
Gordon’s Functional Health Patterns

1. Health Perception Health Management Pattern
2. Nutritional Metabolic Pattern
3. Elimination Pattern
4. Activity Exercise Pattern
5. Sleep Rest Pattern
6. Cognitive-Perceptual Pattern
7. Self-Perception-Self-Concept Pattern
8. Role-Relationship Pattern
9. Sexuality-Reproductive
10. Coping-Stress Tolerance Pattern
11. Value-Belief Pattern

G. Maslow and Erikson

The theories of Abraham Maslow and Erik Erikson support the use of human response assessment in the experiential and behavioral perspectives. Erikson describes eight stages of development through life.

The following is of Erikson’s Eight Stages of Development and Maslow’s Hierarchy of Human Needs:



III. Outcomes

A. Student Learning Outcomes:

There are nine student learning outcomes for the BHC ADN program. In order to work toward achieving these outcomes by the end of the program the following objectives will outline what you are expected to learn in each course. Although the Student Learning Outcomes (SLO) for each course is the same, the expectations under each learning outcome will increase across the program. A few have been listed here; see individual course syllabi for complete list for a specific course.

Critical Thinking:

- Maintain safety at all times.
- Evaluate plan and interventions and makes appropriate revisions.
- Utilize and analyze research/evidence based practice in care of patients.

Communication

- Utilize effective therapeutic communication with patients.
- Student will maintain a professional relationship with members of faculty and health care professionals that they encounter.
- Student will maintain patient confidentiality.

Psychosocial and Physiological changes across the life span in planning the priority of care

- Apply knowledge of physical and psychosocial assessments to plan of care.
- Prioritization of patient care based on Maslow's Hierarchy of Needs and Erikson's stages of development.
- Incorporate knowledge of theories of aging in planning care for individual patients.

Teaching Strategies

- Utilize teaching learning concepts and domains of learning in developing teaching plan for clinical patient.
- Identify learning needs of client/family and provide appropriate teaching.
- Recognize the opportunities for teaching of clients and family while providing care.

Health Promotion Disease Prevention:

- Apply knowledge of disease prevention for chronic illness.
- Utilize concepts of health promotion in care of patients with chronic/acute illness.
- Incorporate concepts of health promotion/disease prevention into teaching of patients.

Ethical and Legal Issues

- Maintains confidentiality of patients.
- Applies the ethical/legal issues to social media.
- Recognize ethical/legal issues inherent in nursing.

Interaction of patient/family/community

- Identify community resources for patient needs
- Apply concepts of health-illness continuum in the individualized care of patients and their families.

Diversity:

- Apply principles of cultural concepts to patient care.
- Increase awareness of personally held attitudes toward diversity.
- Provide client care which encompasses the uniqueness of each individual.

Technology

- Utilization of technology systems.
- Identify the technology systems used for the provision of safe patient care.
- Utilizes technology to obtain information in the plan of care.

B. Graduate Outcomes

The graduate of the Associate Degree Nursing program at Black Hawk College will be able to:

1. Demonstrate critical thinking through use of the nursing process when making decisions and/or judgments involving client care.
2. Satisfactorily perform theory and research/evidence-based nursing interventions for diverse populations in a variety of health care settings.
3. Practice safe nursing in a caring manner consistent with professional standards, state practice acts and ethical guidelines.
4. Use therapeutic, effective communication skills (verbal, non-verbal, and written) in all interactions within the health care environment.

C. Program Outcomes

1. BHC RN NCLEX results will be at or above national average.
2. 95% of students will complete the program within six semesters.
3. 90% of graduates will be satisfied with their education preparation.
4. 90% of employers will be satisfied with graduate preparation.
5. 80% of graduates will be employed or continue education within 12 months of graduation.

IV. Professional Conduct

Conduct Statement: Students of Black Hawk College and the Associate Degree of Nursing Program are expected to conduct themselves in class and in the community in a legally, ethically, and morally correct manner. Any incident in which Black Hawk College or the Associate Degree of Nursing Program are placed in jeopardy, may be grounds for dismissal (this includes social media, see page 6). Students are to follow the American Nurses Association Code of Ethics for Nurses.

A. Standards of Professional Behavior: These standards apply to all Black Hawk College ADN students in all classroom, clinical, and lab settings.

1. Adequately prepares for learning experiences.
2. Follows universal blood and body fluid precautions.
3. Recognizes and utilizes evidence-based literature to support decision-making appropriately for the educational level.
4. Demonstrates responsibility by being in attendance promptly at the designated time and location.
5. Makes appropriate use of time.
6. Functions within the boundaries of a student nurse, as determined by the setting and instructor.
7. Dresses professionally, following the uniform code, as indicated.
8. Demonstrates professional behavior in all interactions with other individuals.
9. Actively participates in learning, by sharing relevant experiences, posing questions, and/or offering suggestions.
10. Maintains initiative for learning.
11. Identifies own strengths and weaknesses and seeks appropriate assistance.
12. Accepts responsibility for his/her own actions.
13. Utilizes supplies and resources in a cost effective manner.
14. Maintains confidentiality of educational experiences.
15. Demonstrates legal and ethical behaviors that reflect accountability and standards of nursing practice.
16. Displays non-judgmental actions and attitudes towards all other individuals.

17. Follows the policies of the host facilities.
18. Is organized with all cares and/or assignments completed by the designated time and submitted to the correct individuals.

B. American Nurses Association (ANA) Code of Ethics for Nurses (ANA House of Delegates, 2001)

1. The nurse, in all professional relationships, practices with compassion and respect for the inherent Dignity, worth and uniqueness of every individual, unrestricted by considerations of social or economic status, personal attributes, or the nature of health problems.
2. The nurse's primary commitment is to the patient, whether an individual, family, group or community.
3. The nurse promotes, advocates for, and strives to protect the health, safety, and rights of the patients.
4. The nurse is responsible and accountable for individual nursing practice and determines the appropriate delegation of tasks consistent with the nurse's obligation to provide optimum patient care.
5. The nurse owes the same duties to self as to others, including the responsibility to preserve integrity and safety, to maintain competence, and to continue personal and professional growth.
6. The nurse participates in establishing, maintain, and improving healthcare environments and conditions of employment conducive to the provision of quality health care and consistent with the values of the profession through individual and collective action.
7. The nurse participates in the advancement of the profession through contributions to practice, education, administration, and knowledge development.
8. The nurse collaborates with other health professionals and the public in promoting community, national and international efforts to meet health needs.
9. The profession of nursing, as represented by associations and their members, is responsible for articulating nursing values, for maintaining the integrity of the profession and its practice, and for shaping social policy.

C. Electronic Social Networking

HIPAA guidelines and rules (see page 12) must be followed during any electronic social networking. In addition, disparaging comments about clinical or classroom activities, classmates, faculty or Black Hawk College is strictly prohibited on any electronic social networking. This includes (but not limited to) Facebook, Twitter, e-mail, and texting. Violation of this policy may be grounds for dismissal from the nursing program.

D. Substance Abuse

Due to patient safety, the use of alcohol and drugs (except as prescribed by a physician for a specific medical condition) by students will not be tolerated. In support of a zero tolerance policy, the following procedure will be followed:

1. If an instructor suspects alcohol or drug use by a student during clinical hours, the student will be dismissed from the clinical area. If the student disagrees with the instructor, the student may go to the ER for drug testing. To be acceptable, the test must show zero substance use. The student will pay for any costs incurred for these tests.
2. If the student concurs with the instructor and/or the testing reveals alcohol/drug use, the student will fail the current nursing course on the grounds of physical jeopardy and will be suspended from the nursing program.
3. A student can be reinstated in the nursing program if the following criteria are met:
 - a. The student must have an evaluation for substance abuse or dependence by a qualified evaluator at an approved agency within 15 days of the identified incident.
 - b. The result of this evaluation will be sent directly to the Department Chair of the ADN program. The cost of this evaluation will be the responsibility of the student.

- c. Reinstatement in the ADN program is dependent upon compliance with the treatment recommendations, and a commitment to abstinence prior to and during clinical activities.
- d. In the event the student is not compliant with any of the above stipulations, the student will be dismissed from the nursing program immediately.

V. Channels of Communication

A. Faculty

1. Faculty members have office hours posted on their office doors and with the ADN office assistants. They are also accessible in myBlackHawk and on Canvas (learning management system). Students should make appointments to interact with faculty members during these times.
2. Please keep in mind that faculty are not contracted to be on campus during the summer months or between semester unless they are specifically teaching a class during that time. Faculty return to campus one week before classes resume each semester. Faculty is not required to respond to emails when not during contracted time.

B. Technology

1. All nursing students are given an email account for BHC. This email will be used by your instructor or the email address listed in the learning management system (Canvas) to pass along important information. It is the responsibility of the students to continuously monitor your email account at least daily.
2. It is important that you are competent with the following computer technology: Canvas, Microsoft Word, myBlackHawk, and BHC student email. You will be expected to learn a certain degree of computer competency at the clinical sites.
3. Students are responsible for notifying the program of changes of name, phone number, and address.

C. Grievances

Students having any complaints or concerns about a course, grade and/or faculty member should first talk with the instructor and/or department chair. If a resolution to the complaint is not obtained, then the student should follow the grievance policy as outlined in the BHC Student Handbook.

Students may also register complaints with the Accrediting Commission for Education in Nursing (ACEN) 3343 Peach Tree Road N.E., Suite 500 Atlanta, Georgia 33026 (404) 975-5000, www.acenursing.org

VI. Program Policies/Guidelines

Every course in the ADN program has a course specific syllabus. Students are responsible for any additional information contained in the syllabus.

A. Classroom:

1. **Professional Behaviors:** The nursing faculty and administration expect that students enrolled in courses at Black Hawk College comply with ethical standards of academic honesty at all times.

The public interest demands honest and ethical professional in the health care setting. Nursing students who obtain passing grades through dishonest means may develop habits of unsafe and unethical practice, and may present risks to other individuals and to the reputation of the profession.

There is zero tolerance for cheating/plagiarism in the ADN program; students caught cheating will be dismissed from the program. Each student is responsible for being aware of the policy and its ramifications.

During the course of study in the nursing program, a student may observe behavior by others that appears to violate standards of academic and/or professional integrity or actions that have the potential to harm another individual. Nursing students who find themselves in this situation must carefully consider their personal and professional responsibility to report an incident involving suspected dishonesty, as well as any applicable workplace rules in clinic settings, which mandates such reporting.

A student who observes dishonest or otherwise unethical behavior on the part of another student should express concern to the person engaging in the questionable practice, calling attention to its potential detrimental effect. The student should also report the incident to the faculty member.

Students are encouraged to discuss questions and concerns, which may arise regarding their responsibilities under this requirement with nursing faculty.

2. Attendance: Regular attendance is essential for success in the ADN program; it is the expectation that students will be prepared and on time for each learning experience.

Each instructor's specific attendance policy is outlined in the course syllabus students receive on the first day of class.

General attendance rules across the program include:

- a. Students that are late for class will be allowed to enter at the 1st break following their arrival.
 - b. Students arriving late for an exam will only be allowed to enter if prior arrangements have been made with the instructor.
3. Electronic Devices
 - a. Cell phone use is prohibited in the classroom.
 - b. If your electronic device is on during a class and it rings/buzzes or otherwise makes a noise you will be asked to leave the class and not allowed to return that day.
 - c. If your electronic device is on during an exam and it rings/buzzes or otherwise makes a noise you will turn in your exam, you will leave the classroom and your exam will be considered completed.
 - d. If you are using the electronic device for non-classroom purposes during class you will be asked to leave the class and not return for that day.
 4. Recording

Recording is allowed in the classroom under the direction of student services or with the permission of the nursing faculty. These recordings are for student learning purposes only. Any recording must be destroyed at the end of the semester in which they were recorded. Violation of this agreement places you at risk for failure in this course or the nursing program.

5. Examinations

Exam construction and administration is at the discretion of the course instructor. Examinations may be oral, paper/pencil, computerized, individual or collaborative. Each instructor's missed exam policy is outlined in the course syllabus students receive on the first day of class.

The following testing procedures will be enforced throughout the nursing program:

- a. Before an exam all personal items are brought to the front of the room.
- b. No coats, front pocket sweatshirts or caps may be worn during the exam.
- c. Any drink/food at the desk must be approved by the instructor.
- d. Students are not allowed to leave the exam room without instructor consent.
- e. Students will use calculators provided by the instructor.
- f. Scratch paper will be provided by the instructor and the student must initial each page and turn it in with the exam.
- g. If allowed to write on the exam each page must be initialed.
- h. Students must be recognized by the instructor prior to leaving their seat.
- i. No communication is allowed between students during an exam.
- j. All electronic devices must be turned off.

B. Lab

1. 100% attendance at lab experiences is required of all Level 1 students. See NURS 112 syllabus for details.
2. All NURS 112 and NURS 112P students must pass a "head to toe" assessment in Simulation prior to attending clinical.
3. All students in Levels 2, 3, 4 entering in fall semester must attend Safety and Skills Day.

C. Clinical

1. Physical Requirements: In compliance with the American Disability Act, Black Hawk College does not discriminate on the basis of disability. Students with chronic health problems or disabilities may be accepted unless the health problem or disability is such that the student would be unable to complete the objectives/outcomes of the program. The skills listed below are essential requirements for the ADN program.
 - a. Perform a full range of body motion including handling and lifting patients, and moving, lifting, or pushing heavy equipment.
 - b. Bend, reach, pull, push, stoop, and walk repeatedly throughout an eight hour period.
 - c. Demonstrate visual acuity to read small letters and numbers on gauges (with correction, if needed).
 - d. Demonstrate auditory acuity to hear breath/heart sounds by stethoscope (with correction, if needed).
 - e. Demonstrate bilateral upper extremity fine motor skills, including manual and finger dexterity and eye-hand coordination.
 - f. Communicate in a rational and coherent manner both orally and in writing with individuals of all professions and social levels.
 - g. Respond quickly and in an emotionally-controlled manner in emergency situations.
 - h. Adapt to irregular working hours.
 - i. Adapt effectively to environments with high tension, particularly in critical care areas.
 - j. Maintain composure when subjected to high stress levels.

2. Required Documentation:
 - a. Upon acceptance into the ADN program, students will be required to supply documentation of the following. Students will provide the required documentation to the nursing office assistant in the Academic Service Center in bldg. 3(ASC). Failure to provide the documentation will result in the student being unable to attend clinical.
 - 1) A physical exam completed by the student's Health Care Provider stating the student is physically able to provide patient care.
 - 2) Proof of immunity to Chickenpox by disease history, blood titer or immunization record.
 - 3) Proof of immunity to Rubella by blood titer or immunization record. Proof of immunity is waived for those born in 1956 or earlier.
 - 4) Proof of immunity to Rubeola by blood titer or immunization record. Proof of immunity is waived for those born in 1956 or earlier.
 - 5) Proof of immunity to Mumps by blood titer or immunization record. Proof of immunity is waived for those born in 1956 or earlier.
 - 6) Proof of the absence of active Tuberculosis (TB) by a negative QuantiFERON Gold or T-Spot blood test.
 - a) Positive results require a chest x-ray demonstrating no active disease and then completion of a TB screening follow-up form yearly.
 - 7) Proof of seasonal influenza immunization or physician approved waiver.
 - b. The following are highly recommended, but not required:
 - 1) Tetanus immunization within the last 10 years. Students needing a booster should have the Tdap.
 - 2) Hepatitis B: if the series of 3 injections are not complete or the student chooses not to be vaccinated a declination form must be signed.
 - c. CPR
 - 1) Students are to provide proof of having completed an American Heart Association BLS Health Care Provider course every two years upon admission (this includes adult, infant, and child CPR; ventilation with bag-mask and oxygen; AED, and FBAO).
 - d. Background Checks
 - 1) State and federal background checks as well as abuse registry checks are required of all students entering the ADN program. Results will be reviewed on an individual basis by the nursing department.
 - 2) Acceptance in the ADN program is contingent on a background check that would permit clinical attendance.

3. Safety

Universal precautions will be explained during orientation. These precautions are for the safety of you as a practitioner as well as the safety of your patients. These precautions will be reviewed on a yearly basis and the student will document that they have received such instructions.

Working in the health field involves an assumption of risk. If the student, after appropriate instruction, follows correct protocol, procedures, and policies, the risk of injury or illness is VERY minimal. If an incident or illness occurs, the student assumes responsibility for testing, treatment, and any other

expenses (9/99). It is your responsibility to notify your instructor immediately after an exposure to bloodborne pathogens/needles sticks.

4. Confidentiality/HIPAA – Health Insurance Portability and Accountability Act of 1996 (HIPAA) is a broad law dealing with a variety of rules to be respected throughout the Nursing Program. It is illegal to release health information to inappropriate parties or to fail to adequately protect health information from release. Protected Health Information (PHI) includes the patient’s name, address, phone number, email and fax addresses, social security number, driver’s license number and other identifying information, in addition to information about the patients diagnosis and condition.
 - a. Because this is a law, there are civil and criminal consequences if privacy laws are breached. Violation of HIPAA can be grounds for immediate dismissal from the Nursing program.
 - b. Therefore, under no circumstances should a nursing student ever release or remove confidential patient information outside of the hospital or discuss it with anyone else it is needed for the treatment of the patient.
 - c. In the role of a nursing student and a patient advocate, there is access to patient information.
 - d. Students **are not allowed to make photocopies** of any part of the patient records.
 - e. When it is necessary to share confidential information, do so only in a conference classroom or nurses station and only with the persons involved in the patient care.
 - f. Do not discuss patients or patient-related information in corridors, patient rooms, elevators, the cafeteria, waiting rooms, lounges, or any other area where conversations may be overheard.
 - g. Never pass on patient information to anyone who does not need it in the performance of his or her specific duties to the patient.
 - h. Any information learned through the course of activities at the hospital is not to be repeated to anyone. This includes friends, relatives, and/or relatives of patients or employees. Information is not communicated from one institution to another without consent of the patient.
 - i. Students are not to look up any information on patients other than those for whom they are assigned.
 - j. These policies also relate to the nursing simulation lab.
 - k. If a student acquires information about a friend or relative in the course of clinical practice, that information is considered confidential. This also applies to individuals known to a student who may be seen in corridors, elevators, or other areas of the healthcare setting. Even then, the student must be cautious and is well advised not to visit while in uniform.
 - l. All student written assignments should have only patient initials, not full names, and should not include room numbers or the name of the hospital.
 - m. Any identifying patient information the student receives during clinical is to be shredded at the clinical setting after use before leaving clinical.
 - n. When viewing computer or written charting, be sure that others are unable to read it. Student must log off when leaving computer terminal.
5. Clinical Attendance:
 - a. Student must be present for all clinical orientation and retain the information presented.
 - b. Clinical attendance is expected at all clinical experiences. If a student must miss a clinical day/observation, the student is required to notify their clinical instructor prior to the start of the experience. Each course will determine their clinical absence policy which will be outlined in individual course syllabi. If more than one day is missed, the method and timing of the make-up will be determined by the ADN faculty.

If a student misses more than one clinical experience, it may result in a grade of “incomplete” until the clinical experience is made up.

Failure to follow this attendance policy may result in a grade of “F”. It is your responsibility to formally drop the course if you do not plan to attend. Failure to do so could result in a grade of “F”. See individual course syllabus for details.

Successful completion of clinical is required to pass any ADN course with a clinical component.

6. Dress Code – The approved dress code for the Associate Degree Nursing program includes:
- a. Clinical Uniform
 - 1) Navy full zip-front shirt with a Black hawk College patches sewn on 4 inches down from the top and 1 inch from the left side on the front of the shirt.
 - 2) All white uniform pants or uniform white skirt that is knee-length or longer.
 - 3) Neutral or white pantyhose must be worn with skirts.
 - 4) Appropriate underwear is expected. Uniforms are to be loose fitting with no chest/midriff or back skin visible.
 - 5) An identification name tag must be worn at all times on the clinical uniform. The faculty will designate the ID name tags.
 - 6) *Watch with a second hand.
 - 7) *Bandage scissors.
 - 8) *Stethoscope.

*Available at the Black Hawk College Bookstore
 - b. Offsite Uniform – can be worn when in the hospital for any reason other than giving direct patient care, off-site experiences or observations or other instructions.
 - 1) Khaki pants (no cargo pants) or skirt
 - 2) Navy blue polo shirt with a Black hawk College patches sewn on the front of the shirt 4 inches down from the top and 1 inch from the left side.
 - 3) Appropriate underwear is expected. Uniforms are to be loose fitting with no chest/midriff or back skin visible.
 - 4) An identification name tag must be worn at all times on the clinical uniform. The faculty will designate the ID name tags.
 - c. Shoes
 - 1) All white shoes (no canvas)
 - 2) Dress shoes are required with offsite attire: no flip flops, open toe shoes, clogs or heels allowed.
 - d. Hair
 - 1) Must be contained (off the face).
 - 2) Extreme hair styles are unacceptable.
 - 3) Only hair colors which occur naturally on human beings will be allowed.
 - 4) Men with beards or mustaches must keep them short and well-trimmed.
 - 5) Head scarves (in accordance with religious beliefs or for medical reasons) in navy or white may be worn, but the face may not be covered.

- e. Jewelry
 - 1) Engagement and wedding rings and ONE pair of post-style earrings (no dangles) may be worn with either uniform.
 - 2) No ear gauges/spaces with holes. Must be solid.
- f. Other
 - 1) No nail polish is to be worn. Nails need to be short and well-manicured. No artificial nails.
 - 2) People are often sensitive to odors. Any body odor including cigarette smoke, perfume, scented lotions, body spray, aftershave and hair spray are unacceptable and you may be asked to leave clinical.
 - 3) Chewing gum is unacceptable in the clinical areas at any time, including offsite and observation experiences.
 - 4) No visible tattoos or body piercing (except one pair of post-style earrings). Tongue, nose, lip, and eyebrow piercings are prohibited.
 - 5) No cell phone usage during clinical (including off-site observations and chart study). If you have an urgent need this must be discussed with your clinical instructor prior to clinical starting.

VII. Progression/Retention

A. Curriculum

FIRST YEAR	
First Semester Suggested Courses	Second Semester Suggested Courses
NURS 112 (Level I) 10 Lecture (8) Clinical (2)	NURS 122A (Level II) 5 Lecture (3.5) Clinical (1.5)
NURS 138 1	NURS 122B (Level II) 5 Lecture (3.5) Clinical (1.5)
*Biology 146 4	*English 101 3
*Psychology 200 3	
Credit Hours 18	Credit Hours 13
Summer Courses	
*Biology 261 4	
*Speech 175 or Anth 102 3 or Phil 100 or Phil 103 or Foreign Language	
SECOND YEAR	
First Semester Suggested Courses	Second Semester Suggested Courses
NURS 216 (Level III) 10 Lecture (6) Clinical (4)	NURS 226 10 Lecture (6) Clinical (4)
*Math elective 3	NURS 230 1 *SOC 101 3
Credit Hours 13	Credit Hours 14

Nursing 112 – Nursing Concepts I

Prerequisite: Admission to the Associate Degree Nursing Program.

Nursing Concepts I is an introductory course focusing on the study and practice of principles and skills basic to nursing of all ages. The nursing process is introduced as the basis for nursing care. Human needs basic to all individuals will be identified, with an emphasis on the nursing process as it is used to assist persons to meet basic needs they are unable to meet themselves. Principles of assessment and care as they relate to concepts of stress, pain, immobility, infection and inflammation, and pharmacology are also included.

Nursing 112P – LPN Transitions

Current LPN license with 1000 practice hours and admission to the Associate Degree Nursing Program, PSYC 101 “C” or better, and BIOL 145 “B” or better.

LPN Transitions course aligns with Nursing Concepts I. This is an introductory course focusing on the study and practice of principles and skills basic to the nursing of all ages. The nursing process is introduced as the basis for nursing care. Human needs basic to all individuals will be identified with an emphasis on the nursing process as it is used to assist persons to meet basic needs they are unable to meet themselves. Principles of assessment and care as they relate to concepts, stress, pain, immobility, infection and inflammation. Pharmacology is also included.

Nursing 122A – Psychosocial Nursing Concepts

Prerequisite: NURS 112 and PSYC 200 with a “C” or better and BIOL 145 with a “B” or better.

Psychosocial Nursing Concepts is designed to assist students in developing critical thinking skills as they utilize the nursing process and nursing skills to plan and provide care for selected clients. This course will include the nursing care and management of pediatric, adolescent and adult clients with a focus on the nurse’s role in the care of individuals who experience difficulty with psychosocial adaptation.

Nursing 122B – Physiologic Nursing Concepts

Prerequisites: NURS 112 and PSYC 200 with a “C” or better and BIOL 145 with a “B” or better.

Physiologic Nursing Concepts focuses on the problems of fluid and electrolytes, acid/base balance, metabolism, tissue perfusion, and altered protection. This course is designed to assist students in developing critical thinking skills as they utilized the nursing process and nursing skills to plan and provide care for selected clients. This course will include the nursing care and management of adult clients with fluid/electrolyte and acid/base imbalances, diabetes, peripheral vascular disease, cancer and problems of the immune system.

Nursing 138 – Introduction to Professional Nursing

Prerequisite: Concurrent enrollment in NURS 112 or NURS 112P. For transfer students, concurrent enrollment in NURS 122A, 122B or 216.

Introduction to Professional Nursing provides the Associate in Applied Science Degree Nursing student with a foundation for future classes and professional practice through increased understanding of the role and responsibilities of the Professional Registered Nurse and the current and projected practice environment. This course serves to synthesize prerequisites knowledge, and prepares students for the rigors of the Associate Degree Nursing Program and practice subsequent to graduation and successful completion of the NCLEX-RN examination.

Nursing 216 – Nursing Concepts III

Prerequisite: NURS 122A & NURS 122B and SOC 101 with a “C” or better and BIOL 146 with a “B” or better.

Nursing Concepts III focuses on the nurse’s role in the care of infants, children, and adolescents; pregnant, laboring, or postpartum women, their newborn(s) and significant other(s); and individuals who experience difficulty with aging, chronic illness and/or disability. The student will utilize the nursing process within the nurse-client relationship in assisting clients and their families achieve or maintain their optimal level of wellness. This course is designed to assist students in developing critical thinking skills as they utilize the nursing process and nursing skills to plan and provide care for selected clients. This course will include the nursing care and managements of clients during pre-pregnancy, antepartum, intrapartum, and postpartum; who are younger than 18 years; and across the lifespan who are coping with altered nutritional, mobility, or sensory status; gastrointestinal conditions; chronic conditions; and age related changes.

Nursing 226 – Nursing Concepts IV

Prerequisite: NURS 216, and BIOL 261, and SPEC 175 or ANTH 102 or PHIL 103 or PHIL 100 or a foreign language course with a “C” or better.

Nursing Concepts IV focuses on the nurse's role in the care of individuals who experience difficulty with oxygenation, fluid and electrolytes, mobility, sensation, cognition, regulation and metabolism, trauma and care coordination. Learning experiences are designed to foster increased depth and understanding of altered homeostasis and its effect on the client and their family. Emphasis is placed on experiences to enhance utilization of the nursing process and develop critical thinking techniques as they apply to the more seriously ill client. Prototypes of health problems will be used to represent the selected concepts.

Nursing 230 - Nursing Seminar

Prerequisite: Completion of NURS 216 and BIOL 261 with a grade of "C" or better and concurrent enrollment in NURS 226. Also, completion of SPEC 175 or ANTH 102 or PHIL 103 or PHIL 100 or foreign language course with a "C" or better.

The career aspects of nursing are explored on a seminar basis with the focus for discussion topics on successful functioning as a registered nurse. Content will include issues and responsibilities in nursing, current trends and implications for the registered nurse, legal implications of licensure as a registered nurse, moral and ethical responsibilities of the registered nurse; development through continuing education and participation in professional organizations, and the responsibilities of the nurse as a contributing member of a community

B. Progression Policies

Students must meet minimum standards to progress and remain in the Associate Degree Nursing program. Failure to do so will result in repeating a course or dismissal from the program. Outlined below are the requirements of the program.

1. Students must achieve grade of "C" or better in all required general education courses, except anatomy and physiology courses which require a "B" or better.
2. Students must achieve a grade of "C" or better in all nursing courses.
3. Students may drop a nursing course up until 75% of the course is completed (week 12 of 16 week course or week 6 of 8 week course). This will not be considered a failure in the nursing program. Those students who drop after this time and do not have a "C" or better will be considered as failing the current nursing course.
4. Students who drop a nursing course within the 75% mark no matter what the reason may repeat the course. Upon second attempt of the course, the student must complete the course and receive a final grade.
5. Students are allowed to fail one nursing course which may then be repeated.
6. A second failure of a nursing course is grounds for dismissal from the Associate Degree Nursing program. Students may reapply to the program or may transition into the Black Hawk College LPN program. Students who fail NURS 112, the first nursing course, must reapply to the program.
7. Students in Level 1 or Level 2 who receive a "C" in this course must take NURS 130 (Test Strategies) the next time it is offered from the time they received a grade of "C".
8. At the end of Level I, Level II, and Level III all students must take a dosage calculations exam. Students who do not achieve 90% or above on this exam are required to take and successfully complete NURS 150 – Pharmacology Calculations before progressing to the next level.
9. At the end of Level II and Level III all students must take a pharmacology review exam. Students who do not achieve 80% or above on this exam are highly encouraged to take NURS 152 – Pharmacology Review.
10. Students who drop a course and wish to continue in the Black Hawk College Associate Degree Nursing program must contact the department chair to be placed on a wait list. Students will be enrolled in the first semester that space is available. Students must complete all course requirements within 5 years of starting their first nursing course.
11. Students must satisfactorily pass clinical before having their final course grade calculated. Passing theory grade is 78% for Levels I and II and 80% for Levels III and IV.
12. Non-nursing courses may be taken prior to or currently with the nursing courses with which they are listed in the curriculum plan. Failure to do so would prevent the student to progress to the next level. Failure to receive an appropriate grade (see #1 of this section) would also prevent the student from progressing to the next level of nursing courses.

C. Student Success Resources

There are a variety of means to assist students in meeting the student learning outcomes and the expectations of the program. It is the faculty's responsibility to evaluate students throughout the program and provide students with assistance as needed.

1. A Student Success Plan (SSP) is used to formally identify areas of weakness in student progress towards meeting the expected student learning outcomes. A SSP can be initiated by a faculty member, adjunct instructor or the student. The plan utilizes the nursing process in identifying the weakness, developing a plan, writing expected outcomes within a time frame.
2. Standardized Testing
 - a. At the end of Level 2, students must take a mid-curricular exam. The purpose of the exam is for students to identify weakness and strengths based on their first year of the nursing program.
 - b. If students score less than 80% on the mid-curricular exam, a "faculty coach" will be assigned. The student is responsible for setting up a meeting with their assigned faculty coach. The faculty coach will meet with the student as needed over the next two semesters to assist the student for successful completion of the program.
3. End of semester dosage calculations and pharmacology exam
 - a. NURS 150: Pharmacology calculations course
 - b. NURS 152: Pharmacology Review Course
4. Program Enhancement Courses
 - a. NURS 130: Test Strategies
 - b. NURS 153: Clinical Reasoning
5. Probation: A student can/will be placed on Probation for behavior(s) that would jeopardize his/her ability to be successful in the nursing program or a violation of ADN policy. Probation is a means to monitor the behavior over a specified period of time and provides the student an opportunity to meet the expectations of the program. Examples for which a student may be placed on Probation include but are not limited to:
 - a. A serious safety violation in patient care
 - b. Unprofessional behavior
 - c. A clinical failure of a course (student will be placed on probation for the remainder of the program)
 - d. Failure to meet the outcomes of a Student Success Plan
 - e. Fails to demonstrate expected student behaviors in either class or clinical

VIII. Resources for Students

There are numerous resources available to assist the nursing student to be successful. They are listed below:

- A. BHC Student Handbook available from the Student Life office located in Building 4.
- B. Tutoring information is available on the BHC website under Student Resources.
- C. Computer lab with the hours posted by the 2nd week of the semester. It is located in Building 3, room 204.
- D. IT assistance. Available by phone at ext. 796-5555 or email address at ITSHELPDESK@bhc.edu
- E. Disability Services located in Building 1. Services can be accessed via the BHC website under Student Resources.
- F. BHC library is located in Building 1.
- G. Financial resources are available through scholarships through the BHC Foundation. These are posted on the ADN bulletin board.
- H. PJTP (Partners in Job Training and Placement, 1504 3rd Avenue, Rock Island, IL) provides funded services to eligible low income adults.
- I. NCLEX review course offered every semester to level 3 and level 4 students. Course dates and time are announced by faculty approximately one month ahead of time.

- J. Trio Student Support Services to find out if you are eligible for these services. <http://www.bhc.edu/student-resources/student-success-center/trio/>

IX. Student Involvement/Leadership opportunity

- A. College Involvement: Associate Degree Nursing Student are welcome to become involved in any of the college activities. The college website provides an overview of the various student activities on campus and how one may get involved.
- B. National Student Nurses Association (NSNA): One of the best ways to get involved with both faculty and other nursing students is by joining the NSNA. The BHC chapter of the NSNA is student run, with elected officials, and written bylaws. The ADN program faculty liaison for 2014-2015 academic year is Ms. Hurley. Some of the activities include:
- Community projects
 - Health and Wellness Bulletin Board
 - Fund raising events with other groups from the college
 - Annual T-shirt sales to support the BHC NSNA Scholarship Fund

Membership in NSNA reflects a commitment to one's professional development. A student becomes a member of the local and national organization by submitting an application directly to the National Student Nurses Association and paying dues. Refer to the website: www.nsna.org.

- C. Student Class Representatives: Each semester the faculty meet with class representatives from each level. This meeting is informal in nature and provides students and faculty an opportunity to come together to discuss what is going well, and what could be improved on in the program. It is also a great opportunity to network with nursing students from other levels. Although class representatives are the ones required to attend, each and every student within the ADN program is welcome to come. If your class has lost a representative, consider becoming the representative for your class.

X. Graduation

- A. Qualification for Licensure as a Registered Professional Nurse

Upon successful completion of the Associate Degree Nursing Program, a graduate will be eligible to take the licensure examination to become a Registered Nurse. In accordance with the Illinois Nursing Act, a person shall be qualified for licensure as a Registered Professional Nurse if he or she:

- Has completed the required approved professional nursing program of not less than two academic years in an approved school and has graduated from the school.
- Has satisfactorily completed an examination authorized by the Illinois Department of Financial and Professional Regulation.

Graduation from the Associate Degree Nursing program does not guarantee licensure. The Illinois Department of Financial and Professional Regulation may refuse to issue, may refuse to renew, may suspend, or may revoke any license of a registered professional nurse upon proof of criminal record.

For more information refer to the Joint Committee on Administrative Rules-Administrative Code: <http://www.ilga.gov/commission/jcar/admincode/068/068013000A01000R.html>

B. Student Responsibilities

1. Students are responsible for applying for any transfer credit that is applicable to the Black Hawk College degree. This is done through the Enrollment Services office.
2. Students are responsible for making sure prerequisite courses are completed and that co-requisite courses are completed in the defined sequence.
3. To expedite the process of posting your degree and be included on the roster to take the NCLEX-RN, you must complete the BHC application for graduation prior to mid-term of the semester in which you are planning to graduate. Any ADN graduate who has not completed the application for graduation prior to mid-term will not be included on the graduation roster and must complete the IDFPF from: EDNUR.

C. Process for NCLEX

Once you have successfully completed the Black Hawk College Associate Degree Nursing program, there are two main actions you must do.

1. Apply for licensure in your state of residence. Each state has specific requirements so read carefully.
 - a. Illinois requires live scan fingerprinting (prices vary) within 60 days of testing. Documentation of this (your receipt) must be sent in as part of the application process.
 - b. Iowa requires ink with fingerprint cards provided by them. This can be done at most police departments for little or no fee.
2. Register to take the NCLEX exam with Pearson Vue.

You will receive acknowledgement of registration from Pearson Vue via email. You will receive a username and password in this email.

When the State Board of Nursing processes your application, that will be communicated to Pearson Vue that you are eligible. Next you will receive an Authorization to Test (ATT). At this time you may schedule your appointment via the internet to take the NCELX exam when it is most convenient for you. It must be done within the validity dates, usually 90 days from receiving your ATT.

D. Occupational Program Guarantee

Black Hawk College, as a demonstration of its dedication to providing a quality education that will contribute to a well-prepared workforce, guarantees that all graduates of its occupational programs have obtained the academic and technical skills that the program is designed to teach as outlined in the course syllabi at the time the course was taken. Graduates who, jointly with their employers, determine they are lacking in the academic or technical skills identified in the course syllabi, and graduates who have been unable to pass required licensure exams shall be permitted to enroll in a maximum of 9 credit hours of appropriate existing instruction and access tutoring, customized instruction at the discretion of the College, and advising, free of tuition and fees.

To initiate the guarantee process, the graduate must submit a letter to the Office of the Dean of Students (Quad Cities Campus) or the Office of the Director of Education Services (East Campus) showing that the graduate is employed in a position directly related to the program of study and submit a statement, jointly signed by the employer, within six (6) months of program completion, certifying that the graduate is lacking the entry-level skills identified in the course syllabi at the time courses were taken. Upon verification of eligibility under this

guarantee, the College will work with the graduate, and if appropriate, the employer to determine the most appropriate courses that should be retaken or other training and services to be provided at the discretion of the College. The training must be completed within two calendar years of initiating the guarantee.

In the case of licensure, the student must attempt to pass the licensure exam at least twice within one year of graduation and submit documentation from the licensing entity of the unsuccessful attempts to pass the exam. If refresher or test preparation courses are available at the College or through a cooperative agreement with another college, the student must also pass those courses prior to initiating this guarantee. This guarantee entitles the graduate to maximum of 9 credit hours of instruction regardless of the number of times the test is taken. This guarantee does not guarantee that the graduate will meet other non-educational licensure requirements.

The limit of the College's liability is to compensation stated herein.

- E. Affirmative Action: Black Hawk College will make all educational and personnel decisions without regard to race, color, religion, gender, sexual orientation, marital status, national origin or ancestry, age, physical or mental disability unrelated to ability, or status as a disabled veteran or Vietnam era veteran, except as specifically exempted by law.

Please complete information up to the solid line (please print legibly):

First Name: _____ Middle Initial*: _____

Last Name: _____

Date of Birth*: _____

Address: _____

City _____ State: _____ Zip Code: _____

Primary Phone Number: _____

Alternate Phone Number: _____

** Hospitals require middle initial and date of birth for logging on to their computers. If you do not have one, use "A".*

Please check if this is a change in name, number, or address since admission to the program.

I have access to the Black Hawk College Student Handbook through <http://www.bhc.edu/student-resources/student-handbook/>. I have been given a copy of the Handbook of the Associate Degree Nursing Program. I have been advised of the policies therein. I understand these policies and agree to comply with them.

Print name

Date: _____

Signature

Do not sign this page.
(for statistical purposes only)

DATE: _____

NURSING COURSE THIS SEMESTER:

- _____ Nursing 112
- _____ Nursing 122
- _____ Nursing 216
- _____ Nursing 226

EDUCATIONAL LEVEL COMPLETED:

- _____ GED
- _____ High School
- _____ Some College
- _____ Associate's degree
- _____ Bachelor's degree
- _____ Master's degree
- _____ Doctorate

GENDER:

- _____ Male _____ Female

ETHNIC GROUP:

AGE:

- _____ 17-20
- _____ 21-25
- _____ 26-30
- _____ 31-40
- _____ 41-50
- _____ 51-55
- _____ 56-60
- _____ 61 or older

- _____ European American
- _____ African American
- _____ Hispanic
- _____ American Indian/Alaskan Native*
- _____ Asian/Pacific Islander
- _____ Other

*A person having origins in any of the original people of North America and who maintains cultural identification through tribal affiliation or community recognition

