



**ILLINOIS
COLLEGE**

NURSING

**ILLINOIS COLLEGE
DEPARTMENT OF
NURSING**

**STUDENT
HANDBOOK 2023-2024**

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As students of Illinois College, nursing majors are expected to read and adhere to the student rights and responsibilities as identified in *The Blue Book: A Student's Guide to Illinois College* and the Illinois College Catalog as well as this BSN Handbook. The BSN Handbook covers policies specific to the nursing major. Questions related to this information may be addressed to members of the nursing faculty or to the Director of Nursing. Programs, policies, and procedures outlined in this handbook are subject to change.

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ILLINOIS COLLEGE NURSING CURRICULUM

(Presented and Approved: September 2024)

Mission Statement

The mission of the Nursing Program is to create a community of inquiry committed to the highest standards of scholarship and integrity in nursing education and practice. The nursing program prepares culturally sensitive caring professional leaders able to role model service to others, address the evolving healthcare needs of all persons, and advance the profession of nursing.

Vision

To build an international reputation for inspiring achievement and empowering its graduates to make a difference in nursing and the world's health.

Program Outcomes/Student Learning Outcomes (SLO)

Upon completion of this degree program, students will be able to:

1. Role model professional standards of moral, ethical, and legal conduct, demonstrating professionalism, including attention to appearance, demeanor, respect for self and others, and attention to professional boundaries with diverse patients, and families as well as among caregivers.
2. Incorporate knowledge from the arts, humanities and sciences into professional nursing practice as a provider of direct and indirect patient centered care.
3. Participate in the political process, and advocate for diverse patients, families, groups, and communities, as well for the profession of nursing.
4. Use quality and patient safety initiatives along with other members of the healthcare team to improve patient-centered care while recognizing these are complex system issues involving diverse individuals, families, groups, communities, and populations.
5. Integrate reliable evidence, from multiple ways of knowing, to inform nursing practice and clinical reasoning, and participate in documenting and interpreting evidence for improving diverse patient outcomes in collaboration with other healthcare team members.
6. Evaluate the credibility of sources of information, including, but not limited to databases, textbooks, and Internet resources to inform patient-centered care.
7. Apply safeguards and decision-making support tools embedded in patient care technologies and information systems to support a safe practice environment for both patients and healthcare workers.
8. Incorporate effective communication techniques, including negotiation and conflict resolution to produce positive professional working relationships, and promote a collaborative work environment.

Major Curricular Concepts

1. **Professionalism:** To develop the appropriate nursing attitudes, students are introduced to nursing's standards, ethics, values, and legal expectations in their introductory nursing course. They continue to develop their professional attitudes and behaviors as they progress through the program. Professionalism is demonstrated by assuming responsibility for one's own actions; demonstrating a caring attitude; reflecting on one's own performance, values, and behaviors; and acting as stewards of the profession. Students must act within the expectations of the *American Nurses Association Code of Ethics* and the *Illinois Nurse Practice Act*.
2. **Clinical Reasoning:** Clinical reasoning and judgment are central to nursing practice and underlie all aspects of

care. Clinical reasoning involves the use of critical thinking skills in clinical practice. Students are introduced to clinical reasoning and critical thinking in their introductory general education and nursing courses. As they progress through the program, they apply these skills in the clinical setting. By the end of the senior level, clinical reasoning should be consistently used when making clinical judgements. Clinical reasoning includes:

- Intellectual curiosity and awareness of patient situations.
- Recognition of connections between pieces of information.
- Recognition of the individual needs of the patient and family.
- Systematic analysis and use of data to improve quality.
- Creativity in making and evaluating clinical judgments.
- Insight into assumptions.
- The ability to establish priorities.
- The flexibility to adapt to change.
- The ability to apply nursing principles and standards.
- Skill in identifying alternatives.
- Reflection on one's own reasoning processes.
- Integration of best current evidence, clinical expertise, and patient/family preferences and values for delivery of optimal care.

Clinical judgments are the outcomes of clinical reasoning, resulting in sound decisions about patient care.

3. **Communication:** Communication involves the process of sending, receiving, translating, and responding to stimuli using a variety of modes and strategies. Graduates must be able to communicate effectively with diverse groups of individuals, families, and groups. Specifically, a patient-focused, caring nurse-patient relationship is essential in a complex health care system. To fully implement this nurse-patient relationship, the nurse must be able to communicate effectively with colleagues and other members of the health care team. Students are introduced to the importance of effective interpersonal communication early in their educational careers and progressively learn the complexities involved in communicating with others as they proceed through the nursing program. Three aspects of communication are emphasized:

a) Interpersonal Communication

- Effective verbal and nonverbal communication techniques.
- Clear articulation of thoughts.
- Empathy
- Reflection on effects of one's own communication on others.
- Appropriate interaction with persons from diverse backgrounds.
- Use of ethical and legal judgment in communicating with others.

b) Nurse-Patient Relationship

- Ability to elicit the patient's story.
- Appropriate use of various communication modes and strategies.
- Use of therapeutic communication techniques.
- Patient-centered communication.
- Ability to adapt communication to patient's needs.

c) Interprofessional Communication

- Use of communication theory in working with other health care providers.

- Shared decision making to achieve quality patient care.
 - Accurate and timely reporting of patient information.
 - Open team and group communication skills that foster mutual respect.
 - Ability to establish interdisciplinary connections.
 - Collaboration, delegation, and supervision of others while assuming responsibility. •
- Ability to access various forms of information, resources, and data.
- Ability to use information and technology to communicate, manage knowledge, mitigate error, and support decision making.

4. **The Nursing Process:** The nursing process is a clinical decision-making process that includes Assessment, Diagnosis, Planning, Implementation, and Evaluation (ADPIE). Nurses use the nursing process and their clinical reasoning skills to systematically and holistically assess their clients, identify, or diagnose client needs, plan and organize care, safely implement plans, and evaluate outcomes. Students are introduced to the nursing process when they enter the program and progressively build on this initial knowledge as they learn to apply the nursing process with individuals, families, and communities from diverse backgrounds. Emphasis is placed on safety and quality when using the nursing process in practice.
5. **Leadership and Management:** Leadership and management go hand-in-hand although they are not the same concept. Leadership involves the ability to inspire and motivate others while management involves the ability to plan, organize, and coordinate. An initial step in the development of management and leadership skills involves learning to be a team member whether in the classroom or clinical setting. Early in the nursing program, students are introduced to the role(s) of team members and providers of care in the clinical setting. As students move through the program, they develop competencies needed to collaborate with the interdisciplinary team and coordinate the care of patients. As seniors, students develop the ability to manage care for groups of clients in a rapidly changing, complex health system. Throughout the program, students learn the importance of working with the client, the family, and other health care providers to provide patients with the highest quality care.
6. **Health Care Policy:** Baccalaureate-prepared nurses must have an understanding of the larger health care system in order to advocate for safe, quality care for their patients and promote the standards of the profession. Students are introduced to their legal scope of practice and the health care system early in the program. Social justice in advocating for vulnerable populations is essential to nursing practice so students learn how regulatory and financial policies affect institutional policies and thus, the ability of their patients to access affordable, high-quality care. At the senior level, students engage in the legislative process in order to advocate for patients, families, communities, and the profession.
7. **Informatics and Information Technology:** Today's nurse must be able to effectively and efficiently utilize technology to communicate, manage knowledge, mitigate error, and assist in decision-making. In addition, knowledge of patient care technologies is essential to nursing practice. Early in the program, students learn the principles and processes used when accessing patient information and documenting care and the importance of evaluating online resources. As they progress through the program, they increasingly use a variety of technologies to plan and deliver nursing care. As seniors, they should be able to effectively use technology to access, review, and evaluate evidence for practice.
8. **Evidence-Based Practice:** Evidence-based nursing practice involves the use of the best available evidence in conjunction with the nurse's clinical expertise and the patient's preferences and values. Students should be able to identify practice issues, evaluate current evidence, integrate that evidence into practice, and evaluate the outcomes. To accomplish this, students learn the principles associated with analyzing research studies and are expected to use evidence-based guidelines when providing care. After synthesizing evidence,

students are expected to disseminate their findings to other members of the health care team.

9. **Liberal Arts Education:** As previously mentioned, the general education curriculum guides students in interpreting new knowledge, clearly articulating thoughts, working in interdisciplinary groups, and making reasoned judgments about factors that influence the human condition. Early in the nursing curriculum, students apply their writing, speaking, and math skills to the study and practice of nursing. As they progress through the sequence, they gain perspectives on what it means to be a human and how our perspectives have changed over time. They are eventually able to use this knowledge when planning, providing, and evaluating individualized, holistic, quality-focused care.

The undergraduate Bachelor of Science in Nursing (BSN) at Illinois College has two tracks: 1) the traditional pre licensure track, and 2) the online RN to BSN track

Traditional BSN Track: (pre-licensure)

The pre-license or traditional track prepares you to take the National Council Licensing Examination (NCLEX) which upon successful completion of the exam, allows you to practice as a licensed Registered Professional Nurse (RN). Our traditional track requires a total of 130 credits and combines classroom instruction, and hands-on practice in our nursing laboratory and various clinical sites.

PROGRAM OF STUDY FOR TRADITIONAL BSN PROGRAM

Bachelor of Science in Nursing: students must have a minimum of 120 credits to graduate from Illinois College; however, the nursing program generally requires 130 credits in 29 courses (67 credit hours of nursing, and 63 credit hours of prerequisite and general education courses). The nursing courses at the 300-level require admission into the program. The prerequisite and 200-level nursing courses do not require admission into the program.

Prerequisite Courses:

- EN 121 Writing
- CO 101 Speech
- BI 107 Human Biology OR BI 110 Biological Investigations
- PS 101 Introduction to Psychology
- BI 245 Microbiology
- CH 103 GOB Chemistry OR CH 110 General Chemistry
- BI 315 Anatomy & Physiology I
- BI 316 Anatomy & Physiology II
- BI 215 Medical Terminology
- SO 218 Social Problems
- PS 276 Lifespan Development
- Statistics
-

Traditional BSN Nursing Courses:

- NU 254 Foundations of Nursing I
- NU 255 Foundations of Nursing II
- NU 311 Pharmacology I
- NU 312 Pharmacology II
- NU 336 Adult & Geriatric Nursing
- NU/PH 350 Biomedical Ethics

- NU 338 High Acuity Nursing
- NU 400 Nursing Research & Evidence-Based Practice
- NU 426 Maternal/Child Nursing
- NU 432 Mental Health Nursing
- NU 428 Public, Community & Population Health Nursing
- NU 450 Leadership and Health Policy in Nursing
- NU 460 Nursing Transitions

RN to BSN Track:

The purpose of the online RN to BSN is to provide current licensed registered nurses with the skills, knowledge, and abilities necessary to provide excellence in health care practice and leadership within a variety of health care settings. This is a fully online program.

PROGRAM OF STUDY FOR RN-BSN PROGRAM

Bachelor of Science in Nursing for those with an RN license: minimum of 36 credits in 9 courses (24 credit hours of nursing, and 12 credit hours of interdisciplinary/cross-over courses). The core nursing courses require admission into the program. The three interdisciplinary, or cross-over, courses do not require admission into the program.

RN to BSN Track: Required Nursing Courses

- NU 320 Concepts of Professional Nursing and Healthcare Policy
- NU 340 Advanced Health Assessment
- NU 360 Pathophysiology in Disease Management & Health Promotion
- NU 410 Ethical Leadership & Management in Nursing
- NU 420 Community & Population Health Nursing
- NU 430 Nursing Research & Statistical Analysis
- NU/PH 350 Biomedical Ethics
- NU/HS 370 Serving 21st Century Populations
- NU/CO 381 Health Communication

NURSING ADMISSION AND PLACEMENT

Admission criteria for Traditional BSN program:

First-time, first-year students will take science pre-requisite and other general-education courses in their first and second year.

Requirements for declaring a nursing major (all three must be met):

- ❖ A “C-” or better in all science and general education pre-requisite courses, with at least six of the prerequisite courses completed before declaring the major
- ❖ A college cumulative GPA of 2.75 or higher
- ❖ A TEAS score of 70 in reading and an overall TEAS score of 70

Special circumstances for enrollment in NU 254:

NU 254 also serves as an elective within the Health Sciences major. Students may request to enroll in NU 254 if they have met **all but one** of the requirements listed above. If the cumulative GPA is below 2.75, permission to enroll in NU 254 will only be granted if the GPA is at least a 2.5.

Nursing students complete all BLUEprint requirements. Students who enter needing the 101-level of language may substitute GB 270 for the second semester language requirement. Students must maintain satisfactory progress through completion of all nursing courses in each semester according to the four-year degree plan, as nursing courses are sequential. Students must maintain a cumulative GPA of 2.75 throughout their enrollment in the nursing program. If a student drops below a 2.75 GPA after declaring a nursing major, they will have one semester to bring their GPA up.

Obtaining CNA Certification

Students who wish to obtain their CNA certificate after successful completion of NU 254 and NU 255 may do so with the approval of the Director of Nursing. Students will be required to complete an application and submit it to the Director. They will then be placed on a roster for testing with additional information to follow in their personal email. A test will then be given outside of the college for a fee of approximately \$70.

Admission Criteria for RN to BSN Program

An entering student must possess an associate degree or diploma in nursing, from an approved nursing program, as well as a valid and unencumbered RN state license issued in the U.S. ADN/transfer credits must include the following courses:

- English Composition I
- English Composition II (preferred) or another writing-intensive course
- Human Anatomy and Physiology I
- Human Anatomy and Physiology II
- Microbiology
- Introduction to Psychology

ADN/transfer credits should include the following courses (although these courses may also be completed concurrently):

- Statistics
- Introduction to Sociology or Social Problems (one of these is preferred; other sociology courses may be allowed by special permission)
- An additional humanities course

Applicants who meet the following criteria will be granted admission into Illinois College's RN to BSN Program:

- Cumulative college GPA of 2.5 or higher
- Grades of "C" or higher in all previous nursing and nursing support courses
- Graduated from an accredited institution with an Associate Degree in Nursing
- Diploma graduates will be reviewed on an individual basis by the Director of Nursing and RN to BSN coordinator

PROGRESSION IN NURSING

Traditional Track BSN Grading Scale

Students must maintain a cumulative GPA of 2.75 throughout their enrollment in the nursing program. If a student drops below a 2.75 GPA after declaring a nursing major, they will have one semester to bring their GPA up. Grades are percentage based; there is no grading curve in nursing courses. Letter grades for nursing

coursework will be assigned according to the following criteria:

100-95: A
94-93: A-
92-91: B+
90-87: B
86-85: B-
84-83: C+
82-79: C
78-77: C-
76-75: D+
74-71: D
70-69: D-
68-0: F

In the clinical nursing courses, students must score an average of 77% on exams (including the final exam) before the final grade is calculated. Once this criterion is met, other course assignments are graded and added to the overall average score. The addition of the assignments may also cause the overall average grade to fall below 77%. Students must score 77% average on exams AND achieve an overall average of 77% to be successful ("C-" or better). An earned C- is considered a passing grade.

In the non-clinical courses, students must score an overall 77% average ("C-" or better). An earned C- is considered a passing grade.

Exam grades are rounded to the nearest hundredth. Final grades are rounded to the nearest whole number. If you have a 78.65 average at the end of the semester, your final grade will be a 79. If you have a 78.43, your final grade will be a 78.

Exam grades will not be shared with students until faculty have time to analyze the exam results.

For all clinical courses, the clinical and skills component is pass/fail. **A failure in the clinical practicum will result in failure of the course, regardless of classroom performance.**

Faculty are not required to provide students with final course grades before official final grades are released by the registrar's office.

The nursing curriculum progresses in a sequential manner which provides continuity and integration of cognitive, affective, and psychomotor skills. The following policies have been developed to assist students in progressing toward completion of the nursing program within a reasonable amount of time and to promote safety for the patients we serve.

1. Students must earn a grade of "C-" or higher in all nursing and nursing support courses required for the nursing major.
2. A student who receives a grade of "D" or "F" in any nursing or nursing support course must repeat that course. While waiting to repeat a course, the student is strongly encouraged to audit the course(s) prior to or concurrent with the course depending on space availability.
3. A maximum of one nursing course may be repeated. Failure of a second nursing course will result in removal from the program.
4. Students must complete the introductory Biology and Chemistry courses with the grade of C- or better prior

to entering NU 254 in the fall. Additionally, Anatomy & Physiology I must be completed with the grade of C- or better prior to entering NU 255 in the spring semester.

5. Anatomy and Physiology II requirements must be completed by the conclusion of the spring semester of the sophomore year in order to progress in sequential nursing courses.
6. In Nursing, students are required to take math exams to show competency in drug calculations and conversions. A grade of 100% on the Math competency is required in order to pass. Students can repeat the competency exam twice to achieve 100%. Students needing help in preparing for these exams should use the math tutorials provided through ATI or consult a campus math tutor.
7. Progression through the nursing program is sequential. Students who receive an unsatisfactory grade in a nursing clinical or nursing theory course will not progress in nursing until they successfully repeat the course.
8. Graduates of the Illinois College Nursing Program are expected to function as responsible members of the nursing profession by:
 - a) Engaging in ethical, moral, and legal behaviors
 - b) Demonstrating concern for the welfare of others
9. Throughout the traditional nursing curriculum, students take ATI standardized computer tests to ensure understanding of required materials and increase competency with computerized testing. An orientation to the standardized testing program is provided early in the fall semester. Review books and product codes for practice tests are distributed in class.
10. A student may be on probation, academic suspension, or dismissed in nursing but still be in good standing with the college. A student dismissed from the nursing program may be eligible to seek a degree in another area at Illinois College. The student should contact the Registrar's office regarding a change of major.
11. Readmission to the nursing program:

A student who has withdrawn in good standing from the program must submit a letter to the Director of Nursing for readmission. The letter should explain the student's reasons for leaving the program at the time of exit.

Requests for readmission should be made no later than **January 1** of the academic year for which the student is petitioning. Readmission is not guaranteed. Decisions will be made by the Nursing Faculty as a whole, based on the student's previous performance and the projected space available in the course the student is re-entering. Students who re-enter will be subject to the requirements of the most current catalog. Nursing coursework completed more than two years prior to readmission will be reviewed on a course-by-course basis, and students may be required to take proficiency exams and/or retake selected courses.

12. All communication from the Nursing Faculty and staff will be sent to the student's college email address. Students are responsible for checking their email regularly and ensuring that their mailboxes have adequate space for incoming messages.

PROFESSIONAL INTEGRITY AND BEHAVIOR POLICIES

The Nursing Program acts in accordance with the academic policies described in *The Blue Book: A Student's Guide Illinois College* and all nursing students should be well-versed regarding these policies. However, given

the unique nature of the nursing profession, students should be aware that the sanctions for violating these policies may be more stringent than for the general college population.

The *American nurses' Association (ANA) Code of Ethics* (2015) is used as a guideline for expectations of professional and ethical nursing behavior. The Nursing Faculty expect students to abide by the expected values, ethics, and behavioral standards of the profession. Failing to observe this expected ethical behavior, no matter the setting or circumstances (including off campus), may result in failure of the course, dismissal from the nursing program, or ineligibility to take the NCLEX-RN licensure exam.

PROFESSIONAL BEHAVIOR

We know that the majority of nursing students are working to achieve the highest degree of professionalism and we want to work with you to promote your growth.

Respect for the inherent dignity, worth, and uniqueness of every individual is the first provision in the *ANA Code of Ethics* (2015). Nursing students are held to the same standards as professional nurses. Nursing students must demonstrate appropriate conduct in the classroom and clinical setting. Additionally, nursing students must demonstrate appropriate conduct anywhere they are representing Illinois College and the nursing profession. Therefore, nursing students are to:

- Demonstrate respect for peers, faculty, patients, and others with whom they have contact on campus, in clinical sites, or in any setting where they represent the college, nursing program, and nursing profession.
- Display a commitment to nursing with an attitude of enthusiasm, cooperation, and self-direction.
- Adhere to the dress code when in the clinical setting; the nursing uniform is to be clean and neat. No sweatshirts are to be worn as part of the nursing uniform.
- Never wear uniforms outside of clinical settings except for College sanctioned events AND with permission of the director of the Department of Nursing; because you, as an Illinois College nursing student represent both the College AND the nursing profession, the school uniform shall not be worn in unprofessional situations and locations such as bars, parties, etc.
- Assume accountability for their actions or lack of action.
- Contribute to a classroom atmosphere that is conducive to learning.
- Comply voluntarily and without reminders with the spirit, rules, and policies of the nursing program, college, and any clinical settings.
- Provide the same standard of care for all patients regardless of age, race, ethnicity, gender identity, disability, religion, economic status, or diagnosis.

Examples of disrespectful behavior include, but are not limited to:

- Lack of attentiveness, including sleeping, in the classroom.
- Distracting side conversations in the classroom.
- Uncollegial behaviors with peers.
- Use of cell phones during class; cell phones are to be silenced during class.
- Disruptive behaviors or threats of violence.
- Intimidating or demeaning conduct and unwarranted comments.
- Addressing faculty, staff, or peers with disrespect or defensiveness.
- Arguing about test questions, grades, or grading procedures.
- Theft or defacement of property belonging to individuals, the nursing program, the college, or clinical sites.

Nursing Faculty have the option of publicly or privately discussing the problem with the individual(s) involved, asking the individual(s) to leave the classroom, or canceling class. If the instructor deems that the behavior is threatening to the learning environment and/or asks the individual to leave the classroom, the

situation will be referred to the Director of Nursing and the student conduct processes of the College. Disrespect for any member of the Illinois College community may be cause for dismissal from the program.

ACADEMIC AND PROFESSIONAL DISHONESTY

Regardless of the form that academic dishonesty takes, the outcome of such behavior eventually trickles down to the patients in our care. Examples of academic and professional dishonesty include but are not limited to:

- Fabricating assessments, progress notes, or any other patient information in the patient's chart or on submitted clinical assignments.
- Failing to report errors or near-misses to the instructor.
- Falsely logging clinical hours and activities for clinical.
- **Any form of cheating** related to nursing examinations including unauthorized acquisition, use, or distribution of examination content or acquisition of information during an examination.
- Any form of lying (including omission) related to clinical practice.
- Plagiarism as defined in *The Blue Book*, the official Illinois College Student Handbook. This involves theft of another person's ideas. **All references and quotes for nursing coursework should be cited according to APA format.**
- Collaboration with others on an individual student assignment or without faculty authorization.
- Submitting work previously presented in another course.
- Providing opportunities for others to cheat during examinations or on written assignments. This includes saving documents in public files on campus or personal computers.
- Use of cell phones and smart watches used during examinations.

Faculty who identify an individual case of academic dishonesty will follow the process identified in *The Blue Book* and a grade of "F" will be assigned for the assignment.

Students who wish to report academic or professional dishonesty must provide the Director of the Department of Nursing with a signed letter describing the alleged incident. This letter will remain confidential.

Professional dishonesty that involves acts that have the potential of harming a patient or the public immediately or in the future will be investigated by the Director of the Department of Nursing and sanctions will be applied. Sanctions may include dismissal from the Nursing Program.

CONFIDENTIALITY

Patient information is protected under the Health Insurance Portability and Accountability Act of 1996 (HIPAA) and patient confidentiality is explicitly discussed in the *ANA Code of Ethics*. Students will refrain from talking about patients and their conditions with anyone except the nursing instructor, team leader, and/or physician. When in doubt, the student should consult with the clinical instructor. When preparing for and engaged in clinicals, the following guidelines must be conscientiously followed:

- Do not make copies or take photographs of patient chart information. Write down information that you need in order to prepare for clinicals, complete care plans, and provide care.
- Do not carry any identifiable patient health information from the clinical setting. Identifiable health information includes items such as the patient's name, social security number, room number, date, address, and employment.
- Obliterate with a black marker any information you believe might be identifiable before leaving the facility.

- Empty your pockets and check your clipboards before leaving for the day to make sure you have disposed of any identifiable information.

Breaches of patient confidentiality may result in clinical failure or immediate student dismissal from the Nursing Program.

SOCIAL MEDIA POLICY

The Department of Nursing recognizes that social media sites have become important communication tools for students, faculty, and staff. Organizations, including healthcare and educational institutions, are rapidly integrating the use of social media into their education, outreach, and marketing strategies. However, boards of nursing are receiving reports of inappropriate use of social media that have the potential for eroding the image of the profession *and affecting the individual's licensure status*.

As students, you want to represent the College and program in a fair, accurate, and legal manner while protecting both your reputation and the reputation of the College. However, keep in mind that published information may be public for anyone to see and can be traced back to you as an individual. Since social media typically enables two-way communication with your audience, you have little control about how materials you post are used by others.

In keeping with the Department of Nursing Professional Integrity and Behavior Policies, the National Council of State Boards of Nursing, and the American Nurses Association, it is your responsibility to comply with the following:

- HIPAA regulations must be followed at all times. Identifiable information about patients, clinical rotations, or clinical sites must not be posted through any form of social media. Keep in mind that patients, their families, or their employers may recognize de-identified information.
- Do not refer to patients through any social media site, even if the patient is not identified.
- Maintain your professional boundaries. Avoid online social contact with patients or former patients. The fact that the patient may initiate contact does not permit you to engage in a personal relationship with the patient.
- Do not post confidential or disparaging information about the college, its employees, or its students.
- At NO time shall patients be videotaped or photographed.
- Do not post any lecture or course materials through any form of media.
- **Personal phone conversations or texting are not allowed at any time while in patient areas, in the classroom, or in the labs.** Cell phones must be set to silent at all times in the clinical setting.
- Avoid posting materials that belong to someone else. This can lead to copyright violations which have strong legal repercussions.
- Promptly report any identified breach of confidentiality or privacy to the Director of Nursing.

The basic guidelines for social media suggest that you remember the following:

- Think twice before posting. Privacy does not exist in the social media world. Search engines can find posts from years after they are created. Content that has been deleted from a site can still be accessed. If you would not say it in front of your classmates, faculty, or parents, do not post it.
- **Anonymity is a myth.** Write everything as if you are signing it with your name.
- Consider the professional image you want to portray. Many employers search social networking sites as part of their background checks for new employees.

Consequences:

- **Lack of compliance with this policy may result in clinical failure or dismissal from the Nursing Program.**
- **If a HIPAA violation occurs, the student will be held personally accountable for any civil or criminal penalties.**
- **If a copyright violation occurs, the student will be held personally accountable for any civil or criminal penalties.**
- **If misuse of social media is reported to the board of nursing, this could affect the student's potential for licensure.**

For more information, please see the following documents that are accessible online:

American Nurses Association (2011, September). *Principles for social networking and the nurse*. Silver Spring, MD.
National Council of State Board of Nursing (2011, August). *White Paper: A nurse's guide to the use of social media*. Chicago, IL.

POLICY ON CHEMICALLY IMPAIRED NURSING STUDENTS

Client safety is essential in nursing practice and safe nursing care requires sound judgment. Thought processes and decision making can be adversely affected when a nurse is chemically impaired and patient safety can be jeopardized. Since nursing students are held to the same standards of practice as registered nurses, the following policies on fitness to practice go beyond the Illinois College *Drug-Free Campus Statement (The Blue Book)*.

Congruent with College policies (*The Illinois College Drug Law Violation Policy*), the policies of clinical affiliates, and the *Illinois Nurse Practice Act*, the Nursing Program prohibits:

- The unlawful manufacture, distribution, dispensing, possession, and/or use of alcohol, marijuana, or illicit drugs on campus or in the clinical setting.
- Attending class or reporting to clinicals under the influence of illegal substances, alcohol, or marijuana.
- Attending clinicals while suffering adverse effects from prescription or over-the-counter drugs, illegal drugs, alcohol, or marijuana.

Prescription Drugs

Students who are taking prescription medication that could adversely affect their performance and ability to perform safely shall notify the instructor. The student will not be able to attend clinical until they obtain a release to return to the clinical setting from the prescribing health care provider and the provider must provide assurance that the student is able to perform in the clinical setting. If the student cannot return to clinical within one week or a release cannot be obtained, the student may be removed from the clinical setting and be required to repeat the course the following year.

If a student exhibits signs of impairment, is unsafe, or exhibiting inappropriate behavior, the faculty may immediately remove the student from the classroom or clinical. The student will then be subject to Reasonable Suspicion Testing (see below).

Random Drug/Alcohol Screening

Unannounced drug screens, throat cultures or other tests may be requested by the Illinois College Nursing

Program or the clinical agency. Participation in these tests is a requirement to continue in the program.

Reasonable Suspicion Testing

1. When objective behaviors similar to, or consistent with, the examples provided above are identified by any member of the College community or clinical agency, the student will be dismissed from clinical or class and asked to report directly to the Director of Nursing or designee. Students are not permitted to drive if they are suspected of being impaired. If at a clinical site, the student must find transportation from the clinical site to the campus. If they are unable to find a ride, they should contact the Director of Nursing immediately. The Director of Nursing or designee will then escort the student to the drug testing facility.
2. All lab tests will be done at the student's expense.
3. The student will be required to sign a release of information form asking that the Director of Nursing be informed of the results of a drug/alcohol/psychological assessment and screening completed by a licensed clinician.
4. If the student refuses to submit to the assessment and screening or fails to respond to the Director of Nursing's request for a meeting, the student will be disqualified from continuing in the nursing program.
5. Students testing positive, or who are deemed unfit for clinical practice, will be required to withdraw from the nursing program for at least one year in order to obtain treatment.
6. As registered nurses, faculty members are required to report signs of impairment and are held harmless.

Reinstatement

1. To be considered for readmission to the nursing program, the student must supply a signed release of information for the Director of Nursing and the Coordinator of Health Services so that communication can occur with the treatment provider.
2. Students who are considered for readmission to the program must supply sufficient evidence from the recognized program or individual supporting continued compliance with the treatment plan. This evidence must be given to the Director of Nursing prior to each remaining semester in the program. The student may also be subject to random drug/alcohol screening.

ATTENDANCE POLICY/COURSE POLICIES

Classroom Expectations

1. Attendance is essential at all class sessions. The instructor must be notified prior to any absence. Classroom absences will affect your grade. **Preparation and reading before class is highly recommended for success.**
2. Missed exams will be made up at the convenience of the instructor. It is the student's responsibility to contact the instructor. The instructor is not responsible for follow-up phone calls. Any student who does not notify the instructor of an absence on an exam day, and/or does not make arrangements to make up a missed exam will receive a zero for the missed exam.
3. Exams are expected to be completed as scheduled. Trends to the contrary will be addressed with nursing faculty to determine outcomes.
4. In the event that a student is late or absent for class, the professor is not responsible for providing make up quizzes or in-class activities that are part of the course grade. A missed quiz will result in a grade of 0 for that quiz unless special arrangements are made with the instructor in advance.

5. Students are to leave all bags, electronics devices, smartwatches, and cell phones in the front of the room during testing and review sessions. When reviewing returned exams, only a highlighter is permitted on the desk.
6. Prior to final examinations, faculty may establish a one-hour period so that students can review old exams. Students will not be permitted to bring writing equipment, cell phones, cameras, etc. to this test review session. Attempts to circumvent the purpose of the study periods will result in a grade of “F” on the final examination and possible dismissal from the program.
7. Recording (audio and digital) is only allowed in classes with the express permission of the instructor. Students should seek permission individually and are prohibited from posting or sharing the lecture or course materials through any form of media. A signed agreement must be provided to the instructor.
8. Guests may only attend class with permission of the instructor.

Late Work

All work is expected to be completed when scheduled. The student is expected to contact the instructor immediately if a deadline cannot be met. Failure to comply with this requirement will result in an automatic zero for the assignment unless special arrangements are made with the instructor in advance. Failure to hand assignments in on time could result in the overall grade falling below the required 77% to progress in the nursing program.

Clinical Expectations

- Attendance at all clinical sessions is **mandatory**. If a student must be absent, the Clinical instructor must be contacted prior to the start of clinical.
- Students with a justifiable emergency may miss no more than one clinical session. Any missed clinical must be made up at the instructor’s convenience. More than one missed clinical may result in failure of the clinical component of the course.
- Tardiness is unacceptable. Tardiness is defined as not being present and prepared to begin clinical at the scheduled time. Being late three times will count as one clinical absence.
- The Nursing Faculty Meetings serve as a vehicle to review each clinical absence to determine if an absence is “excused” or “unexcused.” Absences caused by failure to comply with health and safety requirements, failure to complete and submit the Clinical Absence Documentation Form, failure to complete agency requirements, failure to submit written clinical work or lack of preparation for clinical will be treated as unexcused absences and result in failure of the clinical component of the course, thereby affecting progression to the next nursing course.

Clinical Dress Code

Student uniforms must comply with the policies of each clinical facility. The requirements listed below are based on these expectations. Failure to adhere to the uniform policy will result in the student being dismissed from the clinical unit and a clinical grade of unsatisfactory will be given for that day. Clinical agencies may request that a student leave their premises should they view the student’s dress, hygiene or grooming as inappropriate. Illinois College nursing uniforms are not to be worn when working as an employee in any health care setting or at any social environment.

The Illinois College student nurse must wear only the college approved uniform to clinical. One uniform shirt and

pants will be provided by the college. Additional college approved uniforms may be purchased at the student's discretion.

Formal fittings for the college approved uniform will be held in November each year.

The clinical uniform also consists of a college issued ID badge. This ID badge is to be worn at all times when in the clinical setting, including when obtaining information or preplanning for assignments.

Acceptable additions to the college approved clinical uniform:

- A plain white crewneck T-shirt or turtleneck to be worn under the uniform top.
- Clean, non-skid professional shoes in good repair. No canvas or mesh shoes.
- A college approved scrub jacket obtained from the provider of the nursing uniforms is the only approved cover attire.
- Hoodies, sweatshirts, sweaters, and other types of outerwear are not permitted to be worn in the clinical setting.

Hygiene and grooming:

- Uniforms should be washed after being worn in the clinical setting and be wrinkle free.
- Uniform pants should be hemmed to prevent walking on and wearing out fabric.
- Uniforms are to be well-fitting and not too tight.
- Hair is to be clean and pulled back out of your face and the patient's personal space.
- Beards/mustaches are highly discouraged. However, if worn they should be clean and well groomed.
- Nail polish if worn must not be chipped or cracked.
- Fingernails are to be trimmed to a reasonable length. Long nails and nail tips are inappropriate for patient care.
 - **Artificial nails are strictly prohibited** in the clinical setting because research demonstrates the presence of bacteria associated with these types of nails. Artificial nails include press-on nails, gel nails, acrylic nails, etc.
- Only post earrings are permitted, no hoops. A maximum of two sets may be worn in the ears only.
- Post earrings (as described above) and a watch are the only pieces of jewelry that are permitted during clinicals. Rings should not be worn.
- Perfumes should not be used on clinical days due to their effects on patients with nausea or respiratory problems.
- Body odor that is offensive to others may result in the student being asked to leave the clinical setting
- Gum should not be chewed in the clinical setting.
- If you smoke, we ask that you come to clinical with clean hair and clothing. Students cannot smoke on any clinical campuses.

While Enrolled in Nursing Clinical Courses

IC nursing students are a reflection of Illinois College, the Nursing Department, and the nursing profession. Therefore, students should continually reflect on the image they project, whether in the clinical setting, on break, or in the community. Professional standards, values, and ethics should guide student behavior.

1. Students are responsible for their own transportation to and from clinical agencies.
2. All clinical objectives must be fulfilled in order for a student to receive a passing clinical grade.
3. Along with failure to meet the clinical objectives, behaviors that can result in clinical failure include recklessness, lying, no call/no show, lack of preparation, failure to maintain learned skills, failure to follow up on instructor recommendations, and repetitive negative behaviors.
4. All students are expected to maintain the skills they have learned in the program. Students who have

dropped out must be able to demonstrate previous clinical skills they have learned. This requires independent lab practice.

5. All clinical written work is expected to be submitted by the date it is due. Any clinical work submitted to the instructor after the due date will result in a zero. Late work resulting from a justifiable absence will be reviewed by the full nursing faculty. If you choose not to submit your work, a zero will be recorded.
6. Students must comply with the department of Nursing Professional Integrity and Behavior Policies and the Social Media Policy.
7. The Illinois College Department of Nursing adheres to the Patient/Client Bill of Rights as designated by the clinical facility. We believe that patients have the right to the highest nursing care standards; the rights of privacy, confidentiality, and informed consent; and the right to refuse care provided by a student nurse.
8. Students are expected to complete required planning prior to clinical, come to each clinical with their computer PIN numbers and clinical resources, and be dressed according to the clinical dress code. If a student comes to clinical unprepared, the instructor can ask that they leave the clinical setting. This will result in an unexcused clinical absence.
9. If you are extremely ill or an emergency arises, the clinical instructor must be informed as early as possible before the scheduled clinical. The student should:
 - a) Directly contact the clinical instructor one (1) hour prior to your scheduled arrival time. Email is not sufficient.
 - b) If you are in a community clinical, contact the agency first and then inform your clinical instructor as instructed.
 - c) Complete the Clinical Absence Documentation Form and submit it electronically to the course coordinator and clinical instructor within 24 hours of the absence. Within 24 hours of receipt, the clinical instructor will complete section II of the form and submit to the course coordinator. The course coordinator will determine whether a makeup clinical day is feasible or assign an alternate assignment and specify a due date. The alternate assignment will be completed within the specified time frame.
 - d) The student will not be able to return to the clinical area until the Clinical Absence Documentation form has been submitted as outlined above.
11. If weather is questionable and you are scheduled to leave your residence prior to the college deadline for posting emergency closings, the faculty typically relies on your judgment to determine whether you should travel to clinical or not. Hospitals do not close, and nursing staff usually make every effort to get to the facility. However, we do not want you to put yourselves in harm's way. If you are unsure, please contact your clinical instructor.
12. Clinical faculty reserve the right to cancel clinical due to weather if traveling conditions are unsafe. Decisions on weather related closings will generally not be made until the day of the clinical. Clinical instructors will notify students of cancellations.
13. In an effort to create a culture of safety among students, any clinical errors or near misses should be documented using the Healthcare Event Reporting Form included in the Clinical Education Manual and available on the Moodle General Nursing Reference page. This documentation will be submitted to the course instructor and Director of Nursing.
14. At times, patients may try to offer gifts to nursing students and may be hurt or offended when the student refuses the offer. This is a difficult situation for a novice student or nurse. Students should gently remind

the patient that they are not allowed to accept gifts and refer the patient to their instructor if needed. Despite the best intentions in the world, there is always a possibility that someone may construe acceptance of a gift as a form of extortion, so it is best to play it safe.

SKILLS AND SIMULATION LAB EXPECTATIONS

Nursing Skills and Simulation Labs

The program's state-of-the-art nursing skills and simulation labs provide an essential link between classroom and clinical learning experiences. The labs provide a safe environment for students to practice and refine assessment, clinical reasoning, communication, and psychomotor skills.

As indicated in the faculty's Philosophy of Nursing Education, we believe students must be able to think critically beyond classroom content and be active participants in the education process. Students are expected to use the labs to practice skills and prepare for lab proficiency as well as specific clinical assignments. Lab proficiencies and clinical experiences continually build on prior knowledge, so ongoing review is necessary.

- For courses with a lab component, attendance is expected at all lab sessions.
- Based on individual course expectations, lack of preparation for lab and lab proficiencies may result in the course grade being lowered or course failure.
- The Attendance policy is strictly followed.

General Policies

- All students utilizing the labs will be required to sign a Confidentiality and Simulator Use Agreement.
- The Fundamental Skills and Assessment Lab and the Intermediate Skills Simulation Lab are available to students for practice Monday through Friday by appointment unless course-specific labs or lab proficiency assessments are scheduled. Students may also schedule practice time with the instructor or lab coordinator.

ATI

The Department of Nursing uses learning resources from Assessment Technologies Institute (ATI) throughout the nursing program, including NCLEX preparation content. This product includes predictor exams to measure student success throughout the program. Students will be required to engage with this learning resource, including recommended remediation activities and focused review activities. ATI also includes a live NCLEX review scheduled during the final semester of the program.

GRADUATION REQUIREMENTS

1. One hundred thirty (130) semester hours of credit are required for graduation. Students must complete all nursing courses, nursing support courses, BluePrint courses and general education courses to qualify for graduation. While your advisor monitors your progress toward graduation, you are ultimately responsible for monitoring your plan of study.
2. All traditional seniors are expected to complete a senior exit interview with the Director of Nursing after the midterm of the spring semester. RN to BSN students will receive their exit materials via email.

3. Graduating seniors should anticipate additional expenses associated with graduation, pinning, and applications for NCLEX-RN testing and nursing licensure. While costs change from time to time, a list of cost estimates is provided in Appendix E.

GRIEVANCE PROCEDURE

When a student has concerns about the content, conduct, and/or grading procedures in a course, the student should meet with the instructor to discuss the issue. Following this consultation, if the student feels a serious attempt has not been made to resolve the issue, the student should submit a detailed, written notification to the Director of Nursing. Upon notification, the Director will discuss the notification with the student and faculty member and an attempt will be made to fully explore the situation. Within one week of receiving the written notification, the Director of Nursing will provide written feedback to the student and instructor. If a student chooses to contest a final course grade, the College's procedure for contesting course grades should be followed. This procedure is described in the current edition of The Blue Book, under Academic Policies-Contested Grades.

STUDENT RECORDS AND REQUESTS FOR LETTERS OF REFERENCE

Students frequently need letters of reference sent from nursing faculty members when they are seeking employment or admission to graduate schools. To make the reference more meaningful and the process easier for faculty to complete, the student should provide the faculty member with a professional resume or complete the Request for Letter of Reference form. Students should allow two weeks for faculty to complete the reference. (See Appendix B)

When job references are received without the faculty member's prior approval, a form letter will be issued stating the facts of public knowledge which may include enrollment, dates of attendance, date of graduation, degrees, and honors confirmed.

Student nursing records will be destroyed 5 years following graduation or withdrawal. However, the Registrar's office maintains the academic record forever.

STUDENT EMPLOYMENT GUIDELINES

In accordance with the Illinois Statutes and the Rules and Regulations of the Department of Financial and Professional Regulation, students may be employed only in a capacity that does not require a nursing license. This excludes students with professional license, i.e. LPNs, RNs. For more information, students are encouraged to review the scope of practice statements found in the Illinois Nurse Practice Act. It is assumed that students will be employed at a nurse aide level, or in a role specifically designed by the agency for employees who are enrolled in nursing programs, e.g., nurse tech.

Neither Illinois College nor the Department of Nursing assumes responsibility for the nursing care of patients rendered by the student outside of clinical education hours. The hospital or other health care agency and the student should take adequate measures to protect the student from possible liability for acts of negligence while employed. The student has no connection with IC while employed in a health service organization and is not covered by IC insurance.

Full-time students are expected to direct major energy to their studies. Although many students need to work, faculty recommend a limit of 12 to 16 hours per week of outside employment during periods when classes are

in session.

Neither the school uniform nor any part of it is to be worn in or around the place of employment.

APPENDIX A: SENIOR NURSING EXPENSES

EXPENSE SHEET

SENIOR NURSING STUDENTS -- MAY GRADS

NOTE: COSTS AND DATES FOR ORDERING ARE ESTIMATES BASED ON PREVIOUS YEAR INFORMATION.

ITEM	<i>Approximate COST</i>	DATE TO ORDER	PAYMENT DUE	NOTES
Cap, Gown, & Graduation Announcements	Varies	March	When Ordered (<i>Out of pocket</i>)	Herff Jones Website (<i>items picked up mid-April at IC Store</i>)
Nursing Pin	\$24-\$500	February (Last day to order: March 6th)	When Ordered (<i>Out of pocket</i>)	Several materials / <u>prices available</u>
Illinois Complete NCLEX-RN® Exam Applications	\$107 \$200	Complete by May 1st (Can be done before)	When Submitted (<i>Out of pocket</i>)	<u>Continental Testing Services, Inc.:</u> https://continentaltestinginc.com/ <u>Pearson Vue:</u> https://portal.ncsbn.org/ Director will send letter of approval following <u>commencement.</u>
Fingerprinting	\$58-65	Complete by May 1	When fingerprints are taken (<i>Out of pocket</i>)	

APPENDIX B: REQUEST FOR LETTER OF REFERENCE

REQUEST FOR LETTER OF REFERENCE

Student name _____ Date _____

Signature (release of information) _____

When did you enter Illinois College? _____

Date reference is needed (please allow 2 weeks) _____

Briefly describe what you are applying for:

Who is the reference going to?

Agency/Institution _____

Name _____

Address _____

City, State, Zip _____

Describe activities you have been involved with during your time at Illinois College (these can be community or campus activities):

Additional information about this position that we should know?

(COMPLETE AND RETURN TO THE NURSING DEPARTMENT OFFICE)

2023-2024
ILLINOIS COLLEGE NURSING PROGRAM
STUDENT ACKNOWLEDGMENT SHEET

The Nursing Program requires its students to understand and comply with the following. Please initial each acknowledgment statement and sign below.		Initials
a.	I understand that I must adhere to the policies outlined in the <u>Department of Nursing Student Handbook</u> , the college-wide student handbook, and the College catalog to progress in nursing.	
b.	I understand that my personal health care arrangements and health insurance are my responsibility.	
c.	I understand that I must keep confidential all patient and agency information revealed to me in the educational process as required by HIPAA regulations.	
d.	I understand that criminal background checks are required on entry into nursing courses and that agencies have the right to exclude me from clinical experiences.	
e.	I understand that I may be expected to participate in laboratory experiences for learning including practicing assessment and skills between classmates.	
f.	I understand that all Health and Safety Requirements are my responsibility and must be completed prior to fall nursing course attendance. Precluding medical contraindications, I must be willing to complete immunizations to go to clinical. Failure to complete these requirements may result in clinical failure or dismissal from the program.	
g.	I understand that I must adhere to the Nursing Program Professional Integrity and Behavior Policies, the Policy on Chemically Impaired Nursing Students, and the Social Media Policy.	
h.	I understand that licensing by national examination to be a registered nurse is not part of the Nursing Program but is to be arranged by me through the appropriate testing service and the state in which I seek licensure.	
i.	I understand that qualifications for taking the national licensure examination are not solely based on my successful completion of academic and clinical requirements within the Nursing Program and my graduation from Illinois College.	

Printed Name: _____ Signature: _____ Date: ____/____/____