

NORTHWESTERN MICHIGAN COLLEGE

2023 – 2024

NURSING PROGRAM

POLICY MANUAL

Mission: To provide a quality curriculum through which nursing students are prepared to be competent, professional nurses and develop a commitment to lifelong learning.

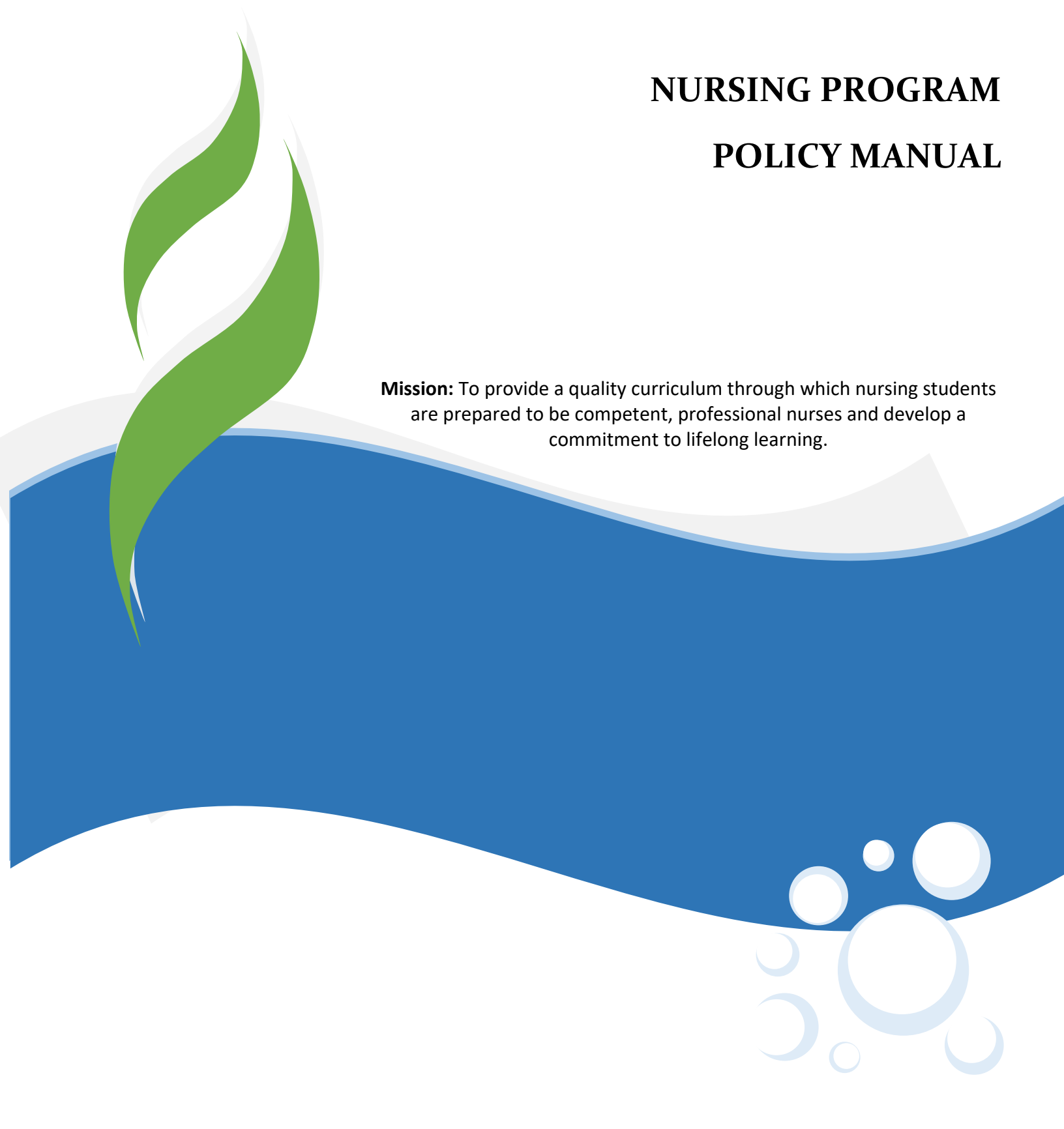


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WELCOME

Dear Nursing Student:

Welcome to Northwestern Michigan College's Nursing Program. As a practicing nurse, I can promise that you have chosen an excellent profession that will bring a great deal of gratitude to your life. I can also promise the path to realizing your goal will be rewarding but will bring challenges along the way, just as your new career will. This policy book is meant to guide you through navigating your academic journey to also becoming a practicing nurse.

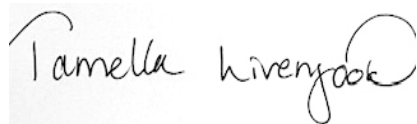
Our faculty and staff are here to support you as you pursue your goal. The faculty are experts in nursing education AND in professional nursing practice. They will provide instruction and advisement along the way, both in the classroom and in the clinical setting. The nursing department staff are experienced in the processes that are part of your education and are here to assist you as well. Finally, I am here to provide guidance and support throughout your education.

With all of that said, it is important to remember the real key to success is you. It is a challenging program, because it has to be. The profession of nursing is challenging in addition to rewarding. Be sure that you take full advantage of every learning opportunity. Study hard, put in the time, and most importantly, ask for help. We are in this journey together and know that you always have assistance.

This policy book is provided so that you may have a full understanding of the Nursing Program philosophy, student expectations, policies, and clinical regulations. Read it carefully as your signature on the verification form indicates that you understand and will abide by the policies of the program.

We all want to welcome you and wish you success as you pursue nursing as your chosen profession.

With best wishes for success,

A handwritten signature in cursive script that reads "Tamella Livengood". The signature is written in black ink on a light-colored background.

Tamella P. Livengood, MSN, FNP-BC
Director of Nursing & Allied Health

Mission

To provide a quality curriculum through which nursing students are prepared to be competent, professional nurses and develop a commitment to lifelong learning.

Statement of Philosophy

The Department of Nursing strives to fulfill the Mission, Vision, and Values of Northwestern Michigan College. The faculty have designed a curriculum to meet the needs of students which provides a foundation necessary to facilitate successful completion of the NCLEX exam and, ultimately, successful entry into the nursing profession. In addition, the nursing programs encourage lifelong learning through collaboration with community partners and universities. The curriculum of the nursing programs is based upon the following beliefs:

Human beings are unique, holistic individuals. They function within families, groups, and communities in a dynamic interaction with the environment. Human beings have the potential for learning and developing over the life span. They are autonomous beings who have the right and responsibility to make choices as they attempt to attain or maintain optimal health states.

Health is a dynamic state across the wellness-illness continuum, through which the patient actively engages in the process of living and dying and is comprised of biological, psycho-social, and cultural aspects.

Environment is the context within which the nurse and patient live, interact, and function. It is comprised of all conditions, circumstances, and influences surrounding and affecting the development and behavior of individuals, families, groups, or communities. Environment has the potential to enhance or diminish the health of human beings.

Nursing is a unique, holistic, and caring profession. The professional nurse utilizes the nursing process which is guided by evidenced-based research, various types of thinking, and ethical and legal standards to facilitate progression of the patient toward optimal health throughout the lifespan. Nursing responds to the needs of individuals, families, groups, and communities and collaborates with other healthcare professionals and consumers to promote healthy environments and lifestyle behaviors.

The nursing faculty members believe that ADN graduates of the Northwestern Michigan College Nursing Program are professional practitioners. Graduates of the Practical Nursing Program are technical nurses. All program graduates provide safe, effective, holistic care within the scope of practice of the nursing profession. The Associate Degree and Practical nurse use various types of thinking such as clinical reasoning and critical thinking within their practice. The graduate nurse is an excellent communicator and views the bigger picture to include the family and significant individuals in the patient's life. They are a collaborator of care with other members of the health care team. The plan of care for their patient is evidenced based and incorporates education to help promote a healthy lifestyle.

As educators in the Department of Nursing, we believe that students must accept responsibility for their learning but also understand that we must support, guide, and facilitate student learning. Education is believed to be a lifelong journey that begins with learning the basic knowledge needed to practice and progresses through continual improvement of the individual's own professional practice. We believe in keeping learning at the center and encourage our students to advance their education to continue the learning process.

Organizing Framework

The organizing framework for the Northwestern Michigan College Nursing programs provides a foundation to implement the mission, philosophy, and curriculum of the nursing program. It encompasses the beliefs of the faculty and the understanding that learning is at the center of our mission. The level 4 student learning outcomes are the core components of this framework:

- Communication & Collaboration Skills
- Patient-Centered Care
- Nursing Judgment
- Professional Identity
- Safety

Students will successfully reach these outcomes through immersion in an evidence-based curriculum that values the nursing process and offers opportunities to experience nursing through various clinical placements in the acute care and community settings.

Student Learning Outcomes

	Level 1 (Semester 1)	Level 2 (Semester 2)	Level 3 (Semester 3)	Level 4 (Semester 4)
Communication & Collaboration	Definition: <i>The use of professional verbal and written communication skills to promote knowledge, facilitate quality patient-centered care, and function effectively within nursing and interdisciplinary teams.</i>			
	Recognizes the impact of professional communication skills in promoting knowledge, facilitating quality patient-centered care, and in promoting effective team functioning.	Explains the impact of professional communication skills in promoting knowledge, facilitating quality patient-centered care, and in promoting effective team functioning.	Utilizes professional communication skills to facilitate shared decision-making in providing patient-centered care, and in promoting effective team functioning.	Integrates professional communication skills to facilitate shared decision-making in providing patient-centered care, and in promoting effective team functioning.
Nursing Judgment	Definition: <i>The use of various types of thinking that includes, but is not limited to, critical thinking and clinical reasoning to provide safe, effective, quality, evidence-based patient care.</i>			
	Recognizes various types of thinking required to implement the nursing process.	Explains various types of thinking required to implement the nursing process.	Applies various types of thinking required to implement the nursing process.	Integrates various types of thinking required to implement the nursing process.
Patient-Centered Care	Definition: <i>The recognition of the autonomy of the patient or his/her designee when implementing coordinated care that respects the patient's culture and values, and includes the family/significant others, while holistically addressing the physical, mental, and spiritual needs.</i>			
	Implements holistic patient-centered care for one to two assigned patients with guidance.	Implements holistic patient-centered care for an assigned group of patients.	Implements holistic patient-centered care for an assigned group of patients.	Coordinates holistic patient-centered care provided to an assigned group of patients.
Professional Identity	Definition: <i>Upholds professional standards, ethics, and legal regulations in the practice of nursing while implementing interventions that are consistent with established policies and procedures.</i>			
	Implements nursing actions based on decisions that are consistent with standards for nursing practice, established policies and procedures, and legal/ethical parameters with guidance.	Implements nursing actions based on decisions that are consistent with standards for nursing practice, established policies and procedures, and legal/ethical parameters with guidance.	Implements nursing actions based on decisions that are consistent with standards for nursing practice, established policies and procedures, and legal/ethical parameters.	Employs nursing actions based on decisions that are consistent with standards for nursing practice, established policies and procedures, and legal/ethical parameters.
Safety	Definition: <i>The potential for harm to patients and health care team members is minimized by implementing current practice policies and procedures.</i>			
	Demonstrates safe care practices that minimize the potential for harm to patients, self, and health care team members with guidance.	Performs safe care practices that minimize the potential for harm to patients, self, and health care team members.	Implements safe care practices that minimize the potential for harm to patients, self, and health care team members.	Integrates safe care practices that minimize the potential for harm to patients, self, and other health care team members.

Updated 2/6/12

Mathematics Requirements within the Nursing Program

Accurate pharmacological calculation skills will be developed and evaluated in HNR 106 Pharmacology I. In each clinical course students will be required to validate their calculation competency. These calculation skills are a prerequisite for all subsequent clinical course work. The following math requirement must be met prior to students administering medications in a clinical course. **If the math requirement is not met, the student will receive an Unsatisfactory (U) for the class and will be dismissed from the program.**

A 10-item calculation skills exam will be administered in second, third, and fourth semester clinical nursing courses during the first week of classes each semester. A score of 100% is required by the first clinical day of the second week in the following courses: HNR 126, 242, 248, 252, 262. For HNR 102 Fundamentals of Nursing, the student must obtain a 100% by the end of the 10th week of the semester. Bring a calculator to use for this exam. *Phone calculators may not be used.* The student can retake the exam once prior to remediation as described below.

Students who are unsuccessful in meeting this requirement must present documentation of participation in tutoring/remediation activities to their instructor after which the test may be taken a third time. This must be done by the end of the second week of clinical for second, third and fourth semester students and the end of week 11 for first semester students. If this test is not passed at 100%, this will be considered a course fail and the student will be ineligible to continue in the course. This will also result in a program failure and the student will complete a Change in Sequence form to request readmission. If this is a second program fail, the student will not be eligible for readmission and must follow the recommendations in the policy book related to *Readmission*.

Language Requirements within the Nursing Program

It is an expectation of the Nursing Department that students use correct grammar, spelling, punctuation, word selection, and sentence structure in all written assignments. The goal is to have each student able to document patient care accurately and succinctly. If a student does not demonstrate satisfactory language skills, the student may not continue in the program. Examples of errors include spelling, grammar, incorrect verb forms, punctuation, sentence structure, paragraph structure, failure to capitalize proper names, incorrect word choice/incorrect use of English language (there vs their vs they're; who vs whom; to, too, two; its vs it's; then vs than; your vs you're; lead vs led; already vs all ready; past vs passed; affect vs effect; do vs due, etc.).

APA format is used for all nursing papers. If the student does not demonstrate knowledge of APA format at the level defined below, the student may not continue in the program:

Course Requirements for Graduation

It is the student's responsibility to be sure he/she has completed and received credit for all courses required for graduation. This is particularly important to the student who has completed any coursework at a college or university other than Northwestern Michigan College.

Each transfer student must request an evaluation of their transcripts to determine transfer course equivalencies. This request should be made to the Records & Registration Office as soon as possible after admission to the college. It is highly recommended that each student obtain and retain a written and signed copy of this evaluation.

CPR certification is recommended to be completed prior to admission or taken as a co-requisite with HNR 102 within the first five weeks of HNR 102. It is a pre-requisite for all subsequent clinical nursing classes. The following courses are acceptable courses: AHA Basic Life Support for Health Care Professionals (CPR and AED), HeartCode® BLS, and the American Red Cross BLS for Health Care Providers.

During the third semester of the ADN program, students are to apply for graduation through the Records & Registration Office. Once the graduation application is completed and reviewed, students will receive an audit letter confirming they have met the graduation requirements or identifying what is needed for graduation. By applying during the third semester, students have a semester prior to graduation to complete graduation requirements.

The following courses are required for completion of an ASSOCIATE DEGREE IN NURSING:

	<u>CREDITS</u>
*BIO 227 Anatomy & Physiology I	5
*BIO 228 Anatomy & Physiology II	5
*MTH 111 Intermediate Algebra	4
*ENG 111 English Composition	4
*ENG 112 English Composition	4
*PSY 101 Intro to Psychology	3
*Group 1 Humanities Elective	3
*HAH 100c Informatics Essentials	1
HNR 101 Fundamentals of Nursing – Lecture	4
HNR 102 Fundamentals of Nursing – Clinical	4
HNR 106 Pharmacology I	1
HNR 107 Pharmacology II	2
HNR 125 Nursing Across the Lifespan – Lecture	5
HNR 126 Nursing Across the Lifespan – Clinical	5
*HNR 241 Advanced Maternal & Child Nursing – Lecture	2
*HNR 242 Advanced Maternal & Child Nursing – Clinical	3
*HNR 221 Nursing Management of Complex Patients I- Lecture	1.5
*HNR 222 Nursing Management of Complex Patients II- Lecture	
*HNR 248 Nursing Management of Complex Patients I – Clinical	4
*HNR 251 Mental Health Nursing – Lecture	2
*HNR 252 Mental Health Nursing – Clinical	1
*HNR 261 Nursing Management of Complex Patients II – Lecture	3
*HNR 262 Nursing Management of Complex Patients II – Clinical	4

Licensed Practical Nurses admitted to the ADN Completion Option must complete the (*) courses above. Graduates of other Practical Nursing programs and of NMC's Practical Nursing program prior to 2018 may also need to complete an individualized self-study class to update their skills and/or knowledge base to prepare for the nursing classes.

Note: A maximum of 22 nursing credits will be awarded for Practical Nursing course work. A minimum of 16 - degree credits must be completed through NMC classes.

The following courses are required for completion of the PRACTICAL NURSING PROGRAM:

	<u>CREDITS</u>
BIO 227 Anatomy & Physiology I	5
BIO 228 Anatomy & Physiology II	5
MTH 111 Intermediate Algebra	4
ENG 111 English Composition	4
HNR 101 Fundamentals of Nursing – Lecture	4
HNR 102 Fundamentals of Nursing – Clinical	4
HNR 106 Pharmacology I	1
HNR 107 Pharmacology II	2
HNR 125 Nursing Across the Lifespan – Lecture	5
HNR 126 Nursing Across the Lifespan – Clinical	5
HNR 145 Practical Nursing Role & Issues	1
HAH 100c Informatics Essentials	1

Academic Plan

The Nursing Program Model Schedule was developed to identify the required sequence of classes. The availability of non-nursing courses cannot be guaranteed at times other than those in the model schedule. While these courses may be offered at other times, it may not be possible to schedule them along with the required nursing courses. Failure to complete courses according to the model schedule may result in a delay in graduation and licensure. It is the student's responsibility to enroll in and to complete all required courses. See current [NMC Catalog](#) for course prerequisites and co-requisites.

Criminal Background Checks

Criminal Background Checks are now required on all students entering the Associate Degree in Nursing and the Practical Nursing programs at NMC. This is due to the change in legislation that requires Criminal Background Checks be completed for certain health care institutions. The background check will be required by NMC upon admission to the program and prior to the beginning of the first course. An updated Ichat background check will also be required for any student readmitted to the program based on the NMC Nursing Background Check Records policy in the Health Occupations Office. The costs associated with this background check will be the sole responsibility of the nursing student. Following graduation all nursing license applicants in the State of Michigan are required by the Bureau of Health Professions to complete an updated criminal background fingerprint check prior to taking the NCLEX exam.

The following link provides information on the State of Michigan exclusions for criminal history. Please review the information if you have a criminal history to determine if you are eligible for clinical placement as a nursing student. Felonies typically have restricted admission until after a 10-15 year period from the time of completion of sentence and all probation time served. Misdemeanors vary in the severity of the crime and the time frame a student would be excluded from placement in a health care setting. Misdemeanor guidelines do not require completion of probation time in the exclusion time period.

- [Michigan Health Code \(http://legislature.mi.gov/doc.aspx?mcl-333-20173a\)](http://legislature.mi.gov/doc.aspx?mcl-333-20173a)
- [Public Health Code Act 368 of 1978 \(http://legislature.mi.gov/doc.aspx?mcl-333-16174\)](http://legislature.mi.gov/doc.aspx?mcl-333-16174)

Once admitted to the program, students subsequently convicted of crimes identified at the State and/or Federal level as exclusionary will be dismissed from the Nursing Program. It is the student's responsibility to report changes in the status of their criminal background to the Director of the Nursing Programs.

Licensure

In order to attain licensure as a Practical Nurse and thus be permitted to participate in the practice of nursing, a person must successfully pass the National Council Licensure Examination (NCLEX-PN) for Practical Nurses. In order to attain licensure as a Registered Nurse and be permitted to participate in the practice of nursing, a person must successfully pass the National Council Licensure Examination (NCLEX-RN) for Registered Nurses.

The Board of Nursing may deny a license for a previous felony conviction, previous treatment for drug or alcohol abuse or after finding the existence of one or more grounds for board action listed in 333.16221 of the Public Health Code, Act 368 of 1978. If a student has a conviction, he/she should contact the Michigan State Board of Nursing and discuss his/her eligibility for licensure before taking any classes. Also, employers may not hire prospective employees who have a conviction on their record.

General Policies

Students will be subject to the policies and procedures of Northwestern Michigan College, the Health Occupations Discipline, and the Nursing Department. In addition, policies of all clinical agencies will also apply to students during the times they are scheduled for clinical coursework in each institution.

Cell Phone Use

Due to the potential disturbance to others, cell phones are to be turned off or silenced when in class or lab. Cell phones are not permitted in patient care areas. If a special arrangement is needed, the student is to contact the instructor. Due to the capabilities of current cell phones, they may not be used in the testing environment. Students violating this policy will be dismissed from class, lab, or clinical and will be placed in the disciplinary process dependent on the severity of the situation. Subsequent occurrences will result in progressive discipline up to and including dismissal from the program.

Clinical Assignments

Students may only provide direct nursing care for the specific patients to whom they are assigned by their nursing instructor or health facility designee. While they are expected to contribute to teamwork and to respond to other patients' needs, any direct nursing care must be approved and/or supervised by the nursing instructor.

Clinical Facility Policies

Students must follow the policies set forth by the clinical facility. Students must follow the clinical facility's guidelines for their employees, including but not limited to searches, drug screening, and theft. If a student becomes ineligible to work in a clinical facility (i.e. fired, not eligible for rehire, etc.), this information must be communicated to the Director of Nursing. As a result, students may be ineligible to complete the nursing program.

Communication

To assure confidentiality related to student issues, all communication through the Department of Nursing will be through the student's NMC e-mail account. It is the student's responsibility to monitor e-mail on a regular basis (at least 3-4 times per week).

Drug Screen

All new and readmitted students will be required to complete a drug screen as part of the admission process. A negative screen is required for admission to the nursing program. Random drug screens will continue as per the Alcohol and Drug Nursing Policy & Procedure in Appendix A. **If a drug screen is positive, the student will be dismissed from the nursing program.**

Instructor-Learner Expectations

Nursing at Northwestern Michigan College (NMC) is committed to providing a quality curriculum through which nursing students are prepared to be competent, professional nurses and develop a commitment to lifelong learning. The nursing programs hold in high regard professional behaviors and attitudes, including duty, honesty, respect for others and a commitment to excellence. All members of the nursing department, including students, faculty, staff, and administrators, are held to high standards in these areas. (See Appendix B for entire document)

Liability Insurance

Students are covered by the College liability insurance policy. In addition, it is recommended that students have their own liability insurance coverage.

Occupational Safety and Health Administration (OSHA) Regulations

The nursing program is required to comply with all OSHA regulations. Students will receive instruction related to these guidelines within the nursing program course content.

Social Networking Statement

Social networking websites and other electronic communication can be important methods of communication. As a result, users must take advantage of the privacy settings available on their personal online activities and separate personal and professional sites. Information covered under Health Insurance Portability and Accountability Act of 1996 (HIPAA) or Family Educational Rights and Privacy Act (FERPA) regulations may not be discussed on social media or any electronic communication. The following actions are strictly prohibited:

1. Information related to any patient you care for in a clinical setting may not be shared. Removal of an individual's name does not constitute the proper way to protect a person's identity or health information. This would be a HIPAA violation.
2. Academic information on another student or graduate is protected under FERPA. Sharing this information such as grades, evaluation, etc. may violate state and/or federal privacy laws and regulation.
3. Representing yourself as someone else is not acceptable and would place the student in the disciplinary process.
4. Discussion of classroom activities such as exams and quizzes is also not acceptable and could be considered as cheating.

The following links will provide more information:

- [A Nurse's Guide to the Use of Social Media](https://www.ncsbn.org/3739.htm) from the National Council of State Boards of Nursing (NCSBN) (<https://www.ncsbn.org/3739.htm>)
- [FERPA General Guidance for Students](https://studentprivacy.ed.gov/?src=fpco) (<https://studentprivacy.ed.gov/?src=fpco>)
- Information on HIPAA guidelines: [Health Information Privacy](http://www.hhs.gov/ocr/privacy/) (<http://www.hhs.gov/ocr/privacy/>)

Student Health

1. Health Assessment

Since the nursing program is strenuous and involves direct care of patients, all students must be in good mental and physical health. Students are required to have a health assessment completed by their own health care provider. A Certificate of Health (form available in the nursing department) must be completed within one year of admission or readmission to the program. This form and immunization documents must be submitted to the nursing department through the Project Concert by the due date. Failure to submit the required forms will result in the inability to attend classes. Immunization records are required to participate in clinical health care facilities and must be kept up to date during the entire nursing program.

Performance of safe and competent patient care is always of the utmost importance. Therefore, if at any time a Nursing Instructor or the Director of Nursing has reason to believe that a student's health or behavior may compromise safe patient care, that student may be required to obtain a health appraisal including a random drug screen by a practitioner designated by the college (Appendix A).

2. Patient Safety and Prescription Student Medication

To best ensure patient and student safety, all students must notify their current nursing instructor of all prescription **and** non-prescription medications they are taking at the time of any clinical session that may impair their clinical judgment and /or skills. Since some medications affect cognitive awareness and/or motor skills, it may be necessary to alter and/or limit that student's clinical assignment during medication usage. Every reasonable effort will be made to accommodate the student while ensuring patient safety. However, depending on the extent and length of this clinical limitation, it may or may not be possible to complete all clinical requirements for that course within the current semester of study (see Alcohol and Drug Nursing Policy and Procedures in Appendix A).

3. Health Care Costs

As Northwestern Michigan College and the Department of Nursing are not responsible for health care costs incurred by students because of clinical practice, it is strongly recommended that all students obtain personal health care insurance and/or make arrangements for the payment of any such expenses.

Every effort will be made to prevent accidental injury and illness, and to ensure that students are assigned to care for patients whose health care needs are estimated to be within that student's expected skill levels. Each student will be informed of and expected to maintain Universal Precautions in the performance of all patient care. It is the student's responsibility to thoroughly prepare themselves at the appropriate learning level, for the nursing care of their assigned patients and to take appropriate precautions against personal injury and illness. It is important to note though, through no fault of the college, instructors, or clinical agency that the possibility exists that a student could accidentally injure or expose him/herself to disease. If an injury occurs in the clinical setting, the facility may require emergency room care and/or medical follow-up. The cost of this and any other care is the responsibility of the student. All students, therefore, should have personal health care coverage. Information about student health insurance is available through NMC's Health Services.

4. Updating Health Information

It is the student's ongoing responsibility to keep required health information current. CPR status must be updated annually. TB testing will be required upon admission to the program and when required by clinical facilities in subsequent clinical semesters. All major health changes that effect your completion of the student learning outcomes or are on the clinical exclusions list must be documented in your student file through the Health Occupations office. Medical releases following an injury or illnesses are included in these health update requirements.

5. Immunizations

Students are required to complete all immunizations as identified in the Certificate of Health. In addition, students must also obtain specific immunizations required by the clinical health care facility.

Personal Attributes and Professional Behavior

While preparing to enter the profession of nursing, students are expected to demonstrate professional behaviors and personal attributes. The integrity and honesty of the nursing student must be above reproach. The nursing student must accept accountability and responsibility for all actions.

The nursing student must assure that interaction with assigned patients is maintained at a professional level. The nursing student must recognize that all patient information is confidential and therefore, to be shared only with other health personnel who are directly involved in the care of that patient. In addition, nursing student/patient interaction is restricted to the clinical hours when the student is assigned to care for the patient. Personal contacts (phone calls, visits etc.) outside of assigned clinical hours are inappropriate and are a violation of confidentiality and expected professional behavior.

It is expected that the nursing student will demonstrate interest in and enthusiasm for the study of nursing. The nursing faculty expects the nursing student to be dependable; that is, he/she is seldom absent and arrives for all classroom and clinical experiences on time. The nursing student must conduct him/herself professionally and follow all policies of the clinical agencies.

The student is responsible for learning. However, the nursing faculty is available to assist and support each student in mastering the requirements of the nursing program. All students are assigned a nursing faculty academic advisor and are encouraged to seek their advisor if they are having difficulty with any aspect of the program.

The nursing faculty recognize that personal problems may have a detrimental effect on a student's academic performance. Solutions to a personal problem must be determined by the student. Nursing faculty will listen and offer guidance to promote resolution of problems at the discretion of the student if she/he chooses.

Dress Code for Nursing Students

The following regulations apply to all students in the Nursing Program at Northwestern Michigan College. The appearance of the students enrolled in the nursing program should reflect aspirations to attain professional standards. Professional appearance includes much more than the clothing one wears. It includes grooming, hygiene, and showing a positive therapeutic demeanor toward others. In the healthcare setting professional appearance can impact both the safety and comfort of the patients we serve. Therefore, in addition to the items described in the following dress code, the student is expected to avoid any aspect of appearance and hygiene that would fall outside professional standards.

Northwestern Michigan College and the NMC Nursing Program fully recognizes and respects that clothing, including head coverings and garments, beards, cosmetics, hair style, etc. may be an expression of religious values or gender identity. Safety and asepsis is a priority of the nursing profession and the dress code is driven by those needs. This policy will not limit individual expression of such beliefs and values if patient safety is not compromised.

The student must also be in compliance with the dress code of any institution where they are assigned to do clinical. If the policy of the facility is more restrictive, the policy of that facility takes priority.

- HAIR:** Hair should be styled in a manner appropriate to maintaining asepsis and patient comfort in the clinical setting. Hair needs to be off the face so as not to present a safety or infection control hazard.
- FACIAL HAIR:** Sideburns, mustaches and beards must not interfere with work in any way. For safety and infection control reasons, employees working in patient care areas or around equipment where facial hair could interfere with the safe operation of equipment, will be required to cover beards that are not closely trimmed. In some areas, facial hair may be prohibited if it interferes with proper use of PPE (Personal Protective Equipment) requirements.
- JEWELRY:** A watch with a second hand for taking pulses and respirations is required. A plain band ring and non-loop earrings may be worn. Hanging necklaces are not permitted.
- PIERCINGS:** Visible body piercings that could interfere with performing job duties, maintaining asepsis or pose a safety risk to the student or patient are not allowed.
- NAILS:** Nails should be kept short, no longer than the fingertip, clean and well rounded to promote asepsis and hygiene. Nail polish and acrylic nails are not permitted.
- FRAGRANCE:** Fragrance free products are to be used due to sensitivities by patients and staff members. This also includes any smell of tobacco from products used outside the clinical setting. Students are expected to maintain regular personal hygiene.

- UNIFORM:** All students wear a hunter green uniform. Information on the specific uniforms required is available through the Health Occupations Office. If you have any questions regarding the appropriateness of any uniform, please call 231-995-1235 or your academic advisor prior to making your uniform purchase. Sweaters worn over a uniform are not permitted. A clean white shirt may be worn under the uniform top. The NMC student patch is worn on the left sleeve approximately one inch from the shoulder. Protective eyewear (goggles) are required in the clinical area for designated procedures. These must be taken to the clinical area on each day of clinical. Bandage scissors, leak proof black pen and small notebook are also considered a vital part of the uniform.
- BADGE:** A NMC provided identification badge must be worn at all times in the clinical setting.
- SHOES:** Clean well-kept shoes must be worn in the clinical setting. Shoes should be washable or easily cleaned, and students should be able to easily determine if they are soiled. Shoes used in clinical settings should be exclusively used for this purpose. Open toe shoes are not acceptable.
- HOSIERY:** Clean socks that reach above the ankle must be worn.
- LAB COATS:** White laboratory coats instead of a uniform may be worn to the clinic areas over business casual attire on non-patient care days. Business casual is defined as slacks or khakis, dress shirt or blouse, dress or skirt, top or sweater. Dress shoes must be suitable to the clinical area.
- TATTOOS:** Tattoos that are newly acquired and still in the healing process must be covered. Such a covering cannot interfere with hand hygiene or aseptic technique. If this occurs, the student will be suspended from clinical activity until the issue is resolved. Tattoos that promote violence, discrimination, racism or sexism need to be covered in the clinical setting.
- *NOTE:** All students and instructors are to follow all facility policies.

Attendance

Students are to regularly attend all classes and lab/clinical sessions as assigned. During certain health problems, the student will be unable to care for patients in the clinical setting. Absence from a scheduled clinical session for any reason may require that the experience be made up at an additional fee to the student. The nursing instructor always has the final decision of whether a student is capable of clinical performance on any one day. After any illness/health problem, a student may be required to obtain and submit a statement from his/her health care provider which describes that student's ability to perform patient care.

In the event of a health condition, which might affect a student's ability to complete a normal clinical assignment (ex: pregnancy, surgery, etc.), the student must obtain and submit a written release to continue clinical that includes any restrictions from their provider. If the nursing faculty believes that the student, with reasonable accommodations, may be able to meet the clinical objectives, the student will be given the option to remain in the course. The nursing faculty reserves the right to decide that the risks to the student or patients are too great OR that the objectives cannot be met within the restriction. At that time, the student must withdraw from that course and it would not be considered a course failure. Provided the student withdraws in good academic standing, he/she may apply for readmission to the program after submitting proof that the health restrictions are alleviated. Readmission would be dependent upon the availability of space in the required course.

Absence

If you are scheduled for a class on campus and will not be present, call your instructor's office (all instructors have voice-mail) or send an e-mail. If you do not have your instructor's office telephone number, call the Health Occupations office manager at 231-995-1235 and leave a message for the instructor. The Health Occupations office manager is usually present from 8:00 a.m. to 4:00 p.m. **If there is no answer, leave a message for your instructor on his/her voice mail.**

If you are scheduled for a clinical experience and will not be present, you must notify the clinical unit and your instructor prior to the time that you are expected to report for the experience.

You are not to arrive for your clinical experience when ill; you will be sent home. Therefore, it is imperative that you utilize all measures to maintain your health, such as proper rest and nutrition.

MAKE-UP CLINICAL: Clinical experience is critical to the study of nursing and the attainment of nursing skills. Clinical experience includes time that is scheduled on the clinical unit, time scheduled in the campus lab, pre-conference time, clinical seminar time, or any other assigned use of clinical hours. Students are required to make-up missed clinical time. The clinical instructor will determine how the time is to be made up. It is the responsibility of the student to make arrangements with the instructor for such experience during the next clinical day.

Should make up experience be possible only at times other than those ordinarily scheduled for clinical experience, an additional clinical fee will be levied. **The student must pay the clinical fee prior to the experience.**

However, it may not be possible to make up clinical time; even with the use of the clinical fee if there have been an excessive number of absences. Therefore, it would be necessary to repeat the course. **EXCESSIVE ABSENCE IS DEFINED AS MISSING THREE CLINICAL CLASS PERIODS PER CLINICAL COURSE.** As a result of excessive absences, it will be the lead instructor's decision through consultation with the Director of Nursing and documentation of release by the medical provider to determine if the student can meet the class outcomes and continue in the clinical course.

NOTE: *A standard clinical day is up to eight hours per session. Any absence greater than eight hours in one clinical day will count for more than one clinical day missed.*

NO CALL/ NO SHOW: The overall clinical grade may be Unsatisfactory (U) for any no Show/No Call. This includes failure to notify the clinical unit and clinical instructor prior to the scheduled time of arrival.

EMERGENCIES: In the event of a serious family illness or funeral of an immediate family member, special consideration will be given. However, it is possible that such absence will interfere with meeting the requirements of the course.

CLINICAL STARTING TIME: When students are assigned a starting time in the clinical area, this time is not the arrival time. Students are to arrive in sufficient time to be ready to begin their clinical experience at the starting time. Dependent upon the experience and the particular clinical unit, the arrival time may be from fifteen minutes to a half hour prior to the starting time.

LATENESS/ SKIPPING CLASS: Repeated tardiness and/or absence may cause a FAILING GRADE in the course.

INCLEMENT WEATHER: In the event of the **official closing of the college** due to inclement weather, nursing students should not report for clinical. Clinical will be cancelled. The decision to cancel class will be announced by 5:30am. Since this cancelation will include all classes that

begin prior to 5pm, all day and evening clinical sections will be cancelled. If the college has a delayed start time, the student will report to the clinical setting when the college opens.

If the announcement is not made sufficiently early, students are expected to use good judgment in deciding whether to travel to the clinical facility. However, if the instructor is unable to reach the hospital, students may not care for patients and should not remain on the clinical unit, unless another instructor is present and able to assume supervision. If an instructor cancels class but NMC is open, the instructor and students will be expected to make up the time missed to meet the requirements of the class.

Testing Policy

TEST PREPARATION

- Proctored standardized tests administered in theory classes will maximally account for 10% of the total course points.
- Test questions are derived from End of Program Outcomes specific to the Associate Degree Nursing Program and Practical Nursing Program. These are then used to derive Student Learning Outcomes (SLO) for each nursing course as well as more specific individual unit outcomes within the course. Each semester is designed to expand upon the knowledge gained in the previous semester; therefore questions may reflect outcomes and expectations from previous courses within the Nursing Program and pre-requisite courses, such as Anatomy and Physiology. This is a comprehensive program and questions may include outcomes and expectations from previous courses.
- Weighting of exams and other assignments is established in the criteria for grade determination found in each course syllabus.
- Nursing exams use Bloom's Taxonomy with some application and analysis style questions beginning first semester. The number of application and analysis style questions on each exam will progressively increase throughout the program.
- Nursing exams are modeled after the NCLEX-PN and NCLEX-RN. All question types may include exhibits of multimedia, tables, graphics, sound and video. Question types may include but are not limited to:
 - Multiple Response
 - Multiple Choice
 - Fill-in-the-Blank
 - Calculation
 - Hot-spot
 - Drag-and-drop/Ordered Response Item

TEST ADMINISTRATION

- No additional items should be brought to the testing room by the student unless approved by the instructor. Any items brought into the testing area should be placed in the designated area away from the student's computer.
 - All non-approved items, such as cell phones, smart watches, earbuds, and all other electronic devices may not be used during the test and must be turned off.
 - Written material, without prior instructor approval, is not allowed to be used during the exam.
 - Students should use scratch paper provided by the faculty. Scratch paper must be turned into faculty when the exam is completed and will include the student's name.
 - Any other documents or items brought to the testing area must be pre-approved by faculty.
 - Head coverings (hats/hoodies/scarves) are not allowed in the testing area, with the exception of religious head coverings.

- All tests, answer sheets, and scratch paper must be turned in to the instructor at the end of the test period and accounted for prior to students leaving.
- All borrowed laptops and/or calculators must be returned to the instructor and accounted for prior to student dismissal.
- No exam assistance by the instructor and/or proctor is allowed. Computer and technical assistance is allowed for computerized exams.
- Scheduled tests and pre-announced quizzes must be taken on the scheduled date, at the scheduled time. Please see the excused absence and make-up procedures below.
- Public communication about test questions is a violation of the Academic Code of Conduct and the rules governing this violation will be upheld. This includes discussion in public venues or on social media.
- In the event that a student who has taken the exam discusses the exam with a student who has not taken the exam, both parties will be found to be in violation of the Academic Honesty Policy and the rules governing this violation will be upheld.
- Grades will be entered and calculated based upon the formatting of the Learning Management System. The nursing program does NOT round grades.
- Group testing may be utilized. Guidelines for group testing will be provided at the time of test administration.
- Tests are formatted to be consistent with NCLEX; therefore there is only forward progression on exams. Once an answer is entered, students may not return to a previous question.
- Once testing has begun, students may not enter or exit the room until all exams are completed (see below for procedure regarding late entry to exams).

Absences from Exams and Make-up Procedure:

The grading policy for missed exams within a course is specified in the course syllabus.

- All exams are to be completed at the regularly scheduled time. A student may take any exam or test one time only. It is the responsibility of the student to be prepared for all testing.
- In the event of an unexpected situation that is beyond the student's control (serious illness, accident, death of an immediate family member, etc.), the student must notify faculty **by email or voicemail prior** to the beginning of the scheduled examination, to request an excused absence prior to the exam. A healthcare provider's documentation of the student's inability to complete an exam will be required for an excused absence based on student health. Such documentation may be obtained from the student's provider. Failure to obtain an excused absence, to submit the appropriate documentation, or to complete the make-up exam at the scheduled time will result in a grade of "0" for that exam.
- Students will not be admitted to examinations once testing has begun. If a student is late, the student will report to the Health Occupations Office and wait there until further directed by the faculty member. The determination for whether the student will be allowed to complete the examination will be at the sole discretion of the faculty. If the student is not allowed to complete the examination, a score of "0" will be assigned for the examination. In addition, the attendance policy for the course will be implemented.
- If a test is missed and the absence is excused, students must be prepared to take the examination that was missed on or before their *first* day back in class. Make-up exams are scheduled outside of class time. Students are expected to arrange their work and family schedules accordingly.

Exam Security

To ensure the security and integrity of the exam process, a proctored experience will be required for successful completion of a Nursing department course at NMC. A proctored exam is one in which the student is monitored while taking the exam.

All exams will be proctored. Proctoring options include:

- Proctor present
- Approved online testing company
- Approved testing center

Additional exam security requirements:

- There is no clicking outside the testing window during the exam. Browser lockdown software may be utilized.
- There are no cell phones, note pages, books, or educational testing materials allowed at the exam station.
- Paper will be distributed by the instructor, if requested by a student, and must be returned to proctor at completion of the exam.
- Students must have their own basic calculator if not provided by exam software.
- The student will be required to come to campus for all exams. In the event that a student is unable to come to campus for a proctored exam, the student will be required to pay a fee for a proctored examination at an **approved** testing center or through an online proctored service. This process will require the student to plan in advance and get approval of the testing center from the course instructor.
- Most quizzes and exams will require use of ExamSoft Testing Software. While using ExamSoft, students are unable to print, copy, go to another URL, or access other applications. Once an exam has been started in ExamSoft, it must be finished in the same session.
- In the event an instructor requires the use of a proctoring service or testing center, the student will be responsible for all charges incurred as a result of using that proctoring service.
- The student will be required to show picture identification to the proctor (online or face- to-face) at the start of the exam. Proctor must approve breaks during the exam. The student will follow the environment requirements listed in this policy. Any unauthorized notes or attempts to cheat will be reported to the instructor.
- Quizzes and exams will have set time frames for access availability. They will also have a set time for completion once the quiz or exam is accessed. These time frames will be set by the individual instructor of the course. For didactic exams, there will be 80 seconds allowed per question.
- Students are expected to adhere to the academic standards and policies set forth in the NMC Student Handbook and Nursing Programs Student Handbook. By acknowledging receipt of the Nursing Programs Student Handbook, the student is affirming that they are aware of all required security practices and agree to follow them during the administration of an exam. Academic dishonesty for nursing students can mean the expected learning outcome was not met. If a learning outcome is not met, this could potentially lead to a detrimental outcome for patient safety.

Technical requirements:

- [ExamSoft](#)
- [ATI Testing](#)

Theory Grading

The specific objective to be attained by the student and the method of calculating the final course grade is written in each course syllabus. Students are responsible for reading each course syllabus to apprise themselves of the particular objectives and grading system for each course.

While the overall course grade may consist of exam points combined with other course assignment points and/or extra credit points, the average of the designated course exam scores must be at least 80% before other scores are added to determine the final grade for the course. This 80% average will be calculated by averaging the scores for all course exams including standardized tests identified as exams. Failure to obtain an 80% average for course exams will result in course failure regardless of the number of points earned for other course activities. NOTE: Grades will not "round." – e.g. 79.91 will be recorded as a 79.91.

Clinical Grading

Clinical components of courses are graded as Satisfactory (S) or Unsatisfactory (U). Students are required to accomplish satisfactory completion of clinical component regardless of exam average for successful completion of the course.

Reviewing Exams with Students

Class Review:

- At faculty discretion, completed exams, questions, or content may be reviewed in class. It is at the faculty's discretion if a group review is conducted. If so, the students will not be allowed to take any notes; they can only access questions in ExamSoft with provided passwords, and may only discuss questions with other students who have also completed the exam or the faculty.
- Concepts identified as weaknesses by the majority of the class may be reviewed with the group.
- Test scores will be posted in the online grade book no later than one week after test administration.
- Concerns regarding an exam score must be done within 2 business days (48 hours) following the posting of exam scores.
- The faculty member will respond to the student's concern regarding exam questions within one week.

Individual review:

- The student may also review completed exams in the instructor's office during scheduled office hours or by appointment.
- All students earning less than 80% on two consecutive exams or who have an overall exam average of less than 80% are encouraged to make an appointment with the faculty for an individual review of the tests.
- Any review of an exam with a score of less than 80% requires the student to complete the [Study Habit Counseling Form](#) before meeting with an instructor.
- The student will be encouraged to make and attend an appointment with the Academic Success Center.

Analyzing Exam Results

Following each exam, the faculty member may perform an item analysis on question items. The following statistical information may be considered during the test analysis:

- Mean
 - Average score: Total sum of scores divided by the number taking the test.
- Median
 - The middle score: 50% of test takers above and 50% below this number
- Item Analysis
 - Level of achievement on mastery items: attempt to have 100%
 - Difficulty level: attempt to have 50% on non-mastery items.
- Mastery Item
 - Mastery Items are pre-identified and anticipated to perform at 90-100%. Content of a mastery item should be based on safe practice concepts
- Standard Deviation
 - The standard deviation indicates how much scores vary from the average, ranging from 0% to 100%. A high standard deviation indicates that scores are spread out from the average, whereas a low standard deviation indicates that scores are close to the average
- Discrimination Index
 - The discrimination index indicates how well a question differentiates between high and low performers. It can range from -100% to 100%, with high values indicating a "good" question, and low values indicating a "bad" question.
- Point Biserial Correlation Coefficient
 - The point biserial correlation coefficient is an analysis only applied to multiple choice and true/false question types that have only one answer with weight 100%, and all others with weight 0%.
 - Similar to the discrimination index, the point biserial correlation coefficient relates individuals' exam scores to whether or not a correct answer was given. It ranges from -1.00 to 1.00, with high values indicating a "good" question, and low values indicating a "bad" question.

Following this analysis, the faculty member will determine what action will be taken if the stats are unacceptable. Options include, but are not limited to:

- Give credit for more than one choice.
- Nullify the test item by giving credit for all choices.
- Delete the test item from the exam and recalculate with one less total item.

Test Item Dispute

Disputing exam items can only be done through the [Test Item Dispute Form](#) during faculty office hours.

- Incivility (as defined by the instructor) will not be tolerated and will cause the student to forfeit their right to challenge a test item.
- All students have full access to the Nursing Department and College-wide Appeals process as stated in the student handbook and college catalog.

For security purposes, this form may only be completed in the presence of the instructor. This form may not leave with the student. All students are held to academic integrity which states that no test item may ever be discussed with other students in any way.

Health Occupations Academic Code of Conduct Policy:

- **Introduction**

The education of Health Occupations students at Northwestern Michigan College is based on the concept of integrity, sense of responsibility, and self-discipline which are all inherent attributes of the health occupations professions. It is the responsibility of Health Occupations students to sustain high ethical standards and be accountable for their actions and, therefore, truth and honesty are expected. Academic misconduct is prohibited by this policy. Academic misconduct is any action or attempted action that may result in creating an unfair academic advantage for oneself or an unfair academic advantage or disadvantage for any other member or members of the academic community. This includes a wide variety of behaviors such as cheating, plagiarism, altering academic documents or transcripts, gaining access to a professor's course materials utilizing online search, and helping another individual to gain an unfair academic advantage.

- **Definitions of Unacceptable Behaviors**

The following behaviors are examples of violations of the academic code of conduct policy. This list is not intended to be all-inclusive of behaviors that violate the basic ethical or professional standards expected of the health occupations students. In addition, attempts at misconduct, as well as completed acts, are violations of the conduct policy.

- **Plagiarism**

Taking credit for someone else's work or ideas regardless of the media; stealing others' results or methods; copying the writing of others without proper citation, quotation marks, or other forms of proper acknowledgment; or otherwise taking credit falsely. Make sure you understand not only what counts as plagiarism and cheating, but also how to avoid engaging in these practices.

- use of material produced by another person without acknowledging its source
- use of another person's ideas or words without giving appropriate credit
- submission of the same or substantially similar work of another person (e.g., an author, a classmate, etc.)
- use of the results of another individual's work (e.g., another individual's paper, exam, homework, etc.) while representing it as your own
- improper documentation/acknowledgement of quotations, words, ideas, views or paraphrased passages taken from published or unpublished sources
- wholesale copying of passages from works of others into homework, essays, term papers, or other assignment without acknowledgement
- paraphrasing of another person's characteristic or original phraseology, metaphor, or other literary device without acknowledgement

- **Cheating**
 - fraud, deceit, or dishonesty in an academic assignment, text, or examination
 - use or consultation of unauthorized or inappropriate materials (e.g., notes, books, etc.) on assignments, tests, or examinations
 - unauthorized discussion of a test or exam during its administration or after its administration
 - copying content on an assignment, test, or examination from another individual
 - obtaining a test or examination or the answers to a test or examination before administration of the test or examination
 - studying from an old test or examination whose circulation is prohibited by the faculty member
 - use or consultation of unauthorized electronic devices or software (e.g., calculators, cellular phones, computers, tablets, etc.) in connection with assignments or during tests or examinations
 - use of paper writing services or paper databases
 - unauthorized collaboration with another individual on assignments, tests or examinations
 - permitting another individual to contribute to or complete an assignment, or to contribute to or take a test or examination on the student's behalf
 - unauthorized submission of the same or substantially similar work, assignment, test or exam to fulfill the requirements of more than one course or different requirements within the same course
 - tampering with, disabling, damaging, or circumventing equipment for testing or evaluation

- **Misuse of Technology**

Misuse of technology including cell phones, iPads, laptops, etc. for cheating. Use of phones and screen shots are prohibited. Using, uploading, downloading, or purchasing any online resource that has been derived from material pertaining to a NMC course without the written permission of the professor, when unsure if a source is a violation of the policy, ask permission from the faculty member to verify if it is acceptable to use.

- **Falsification/Forgery/Lying**

Dishonesty in reporting either verbally or in written material, false data, or information.

 - falsification or fabrication of data/information for an assignment, on a test or exam
 - citation of nonexistent sources or creation of false information in an assignment
 - forgery of NMC or other official documents (e.g., letters, transcripts, etc.)
 - impersonating a faculty or a staff member
 - request for special consideration from faculty members or officials based upon false information or deception
 - fabrication of a reason (e.g., medical emergency, etc.) for needing an extension on or for missing an assignment, test or examination
 - claiming falsely to have completed and/or turned in an assignment, test or examination
 - falsely reporting an academic ethics violation by another student
 - failing to identify oneself honestly in the context of an academic obligation
 - providing false or misleading information to a faculty member or any other NMC official

- **Aiding and Abetting Dishonesty**

Providing material, information, or assistance to another person with the knowledge or reasonable expectation that the material, information, or assistance will be used to commit an act that would be prohibited by this Code or that is prohibited by law or another applicable code of conduct. Students are responsible for reporting cheating or dishonesty if they observe a breach in the honor code.

 - intentionally or knowingly aiding another student to commit an academic ethics violation
 - allowing another student to copy from one's own assignment, test, or examination

- making available copies of course materials whose circulation is prohibited (e.g., old assignments, texts or examinations, etc.)
 - completing an assignment or taking a test or examination for another student
 - sharing paper mill / answer bank websites / or information with other students
- **Violations: Sanctions**
Sanctions include, but are not limited to:
 - failure/grade penalty on the assignment
 - failure/grade penalty on the test/exam/quiz
 - failure in the course.
 - expelled from their program of study, without the option of readmission, and be ineligible for applying for NMC's other health occupational programs.
 - additional sanctions may be applied by the college in cases involving egregious incidents or multiple infractions.

Grading Policy

Theory/Lecture Course Grading

In accordance with Northwestern Michigan College's grading policy, grades will be recorded using the numerical system. The following scale is used to determine the numerical grade:

<u>Percentage</u>	<u>Numerical Grade</u>
95-100	4.0
90- 94.9	3.5
85- 89.9	3.0
→ Passing exams 80- 84.9	→ 2.5
75- 79.9	2.0
70- 74.9	1.5
65- 69.9	1.0
64.9 & below	0.0

The specific objective to be attained by the student and the method of calculating the final course grade is written in each course syllabus. Students are responsible for reading each course syllabus to apprise themselves of the particular objectives and grading system for each course. ***While the overall course grade may consist of exam points combined with other course assignment points and/or extra credit points, the average of the designated course exam scores must be at least 80% before other scores are added to determine the final grade for the course. This 80% average will be calculated by averaging the scores for all course exams including standardized tests identified as exams. Failure to obtain an 80% average for course exams will result in course failure regardless of the number of points earned for other course activities.***

Passing includes:

- Achievement of a 2.0 on course exams and a 2.0 cumulative grade point average or higher if admitted prior to Fall 2018 & following the original model schedule
- Achievement of a 2.5 on course exams and a 2.5 cumulative grade point average or higher beginning Fall 2018

NOTE: Grades will not "round." – i.e. 79.9 or 2.49 will be recorded as 2.0.

Clinical Course Grading

Clinical courses are graded as Satisfactory (S) or Unsatisfactory (U). Clinical course grades are based on specific performance expectations for each individual course.

In order to earn an overall satisfactory clinical grade, students must demonstrate consistent satisfactory performance for all of the S/U performance objectives identified in the evaluation tool for the clinical course in which they are

enrolled. A copy of the evaluation tool is included in each clinical course syllabus. The clinical instructor will provide ongoing feedback and instruction to assist the student in achieving the required level. **An unsatisfactory “U” is a course failure and will result in dismissal from the program.** Failure to submit an assignment by the due date will result in a grade of NI (need improvement) for the clinical assignment. If two or more episodes of late assignments occur, the grade will be U for the clinical day.

Critical Learning Objectives

Certain performance behaviors are deemed to be essential in the practice of nursing. The student's clinical coursework involves the provision of nursing care for actual persons with real health care needs. These persons are often more vulnerable due to their state of health and/or circumstances. The student's classwork must also meet these critical learning objectives since patient care is discussed and reported in the classroom setting. Honesty, integrity and confidentiality must be maintained in all nursing courses; whether it is working with patients or completing class assignments. Therefore, these essential behaviors are identified as CRITICAL objectives for each nursing course.

While it is understood that students are inexperienced and are involved in an educational situation, failure to consistently demonstrate these particular critical behaviors could have severely detrimental physical and/or psychological effects on another person. Therefore, students are required to satisfactorily demonstrate these CRITICAL objectives in all nursing courses:

- a. Demonstrates integrity / honesty / accountability
- b. Maintains patient safety
- c. Maintains patient confidentiality, privacy, respect, and dignity

Critical performance issues that put the safety and welfare of patients at risk can result in immediate probation or failure. The lead instructor and director of nursing will assist with decisions requiring this level of response.

Individual courses may have additional CRITICAL objectives. The student is directed to each course syllabus for further information.

Failure to satisfactorily demonstrate any CRITICAL objective will result in a final course grade of “0.0” or “U” and dismissal from the nursing program. Dismissal from the nursing program may occur prior to the end of the course.

Supervision of Medication Administration/Invasive Procedures

NMC policy requires that the student have supervision throughout the act of preparing and administering medications. The clinical instructor or the instructor's licensed designee can provide supervision. The student is responsible to seek such supervision and to delay the medication administration if supervision is not available throughout the procedure. In this case, the primary nurse must also be informed of the medication delay.

Supervision is also expected for new and/or invasive complex procedures. The student is expected to be prepared and knowledgeable regarding any assigned procedures. The student must confer with the instructor regarding the amount and method of supervision required. Giving medications and performing procedures without adequate supervision is a violation of the Critical Objective: Maintains Patient Safety. Violation can result in course failure and program dismissal.

Remediation

If a student is required to do remediation, it must be completed before returning to the clinical setting. If this does not result in improvement to a consistently “satisfactory” level, the instructor will work with the student to develop a plan for success. This may be written in the evaluation tool, an improvement plan contract, or implementation of a due process document if appropriate (e.g. written warning, probation, and/or dismissal). The student will be notified and understand the performance areas that continue to be unsatisfactory and the expectations that must be met for the student to pass the course. If this inconsistency results in the failure to meet the outcomes of the clinical, this **will**

be course failure and dismissal from the program due to unsatisfactory program progression. (See Progression, Dismissal sections of Nursing Policy Manual.)

Nursing Due Process

When the instructor notices that a violation of some aspect of expected performance persists (clinical and/or classroom), the due process will begin. The due process consists of a verbal warning, written warning, probation, and/or suspension. In assessing the significance of a student performance issue, there will be review of the student's file for previous related performance issues and/or existing due process documents. The steps of the due process are cumulative and go with the student from course to course for the remainder of the program. Whenever the due process is implemented, the event details are documented in writing. It includes a discussion of the concern with the student and suggestions for improvement.

Course Withdrawals

Policy Related to Withdrawal Before 33% of Course has been Completed

Students who withdraw from a health occupations course *before 25% has been completed* may request to re-enroll pending space available. *Before 33% of the course has been completed* is defined as by the end of the 3rd week of classes for 7.5-8 week courses or by the end of the 5th week for 15-16 week courses. A "Change of Sequence Application" must be completed to determine eligibility for reenrollment. If a student drops one class and continues in remaining registered classes, they must still complete a "Change of Sequence Application."

Policy Related to Withdrawal After 33% of Course has been Completed

Withdrawing from a course after 33% has been completed is considered failure to progress in the program and will result in program dismissal. See section on Progression for policy related to this circumstance.

Progression

Students must achieve a grade of 2.5, 80% or better, or a Satisfactory rating in any nursing (HNR) course that has been attended beyond 33% of the course. For courses that are graded on an S/U basis, the student must achieve a satisfactory grade for each course evaluation criterion listed. It is the responsibility of the student to satisfactorily complete the nursing program **within five (5) years** from the official start of the program.

Dismissal

If a student does not meet the requirements for the nursing program, they will be dismissed. See below for readmission criteria.

Successful completion of all nursing programs requires the student:

- Must successfully complete all (HNR) nursing courses in which they enroll with minimum of 2.5/80% or better in all courses with numerical grades and S for those with S/U criteria.
- Must successfully complete all (HAH) Allied Health courses that are required for the program
- Must successfully complete the specific nursing program within 5 years from the official start date of the first nursing course taken.
- Must achieve 2.5/80% or better in all courses with numerical grades
- Must achieve an (S) Satisfactory rating in all courses with Satisfactory/Unsatisfactory grades

If a student fails one HNR/HAH course, the student may only repeat one (1) course one (1) time. The student must:

- Meet all compliance requirements when they return to repeat the course

**Registration to repeat a nursing course is dependent on space availability*

**The student will be held to all of the same policies as the cohort in which they return to repeat the program.*

If a student fails a second HNR/HAH course (even if the two courses are in the same semester), it will result in dismissal from the nursing program in which they are enrolled.

Withdrawal Policy

Students may withdraw from a HNR/HAH course only once during the nursing program.

- If a student withdraws from a nursing course **before 33%** of the course is completed, they will receive a W as their grade and there will be no academic penalty
- If a student withdraws from a nursing course **after 33%** of the course is completed, it will be treated as a course failure. (See Progression Policy)
- A student may withdraw from the nursing program, prior to the beginning of a semester, without penalty.

Important Reminders for Students withdrawing from a nursing course or a nursing program:

- The student must fill out a Change of Sequence Request Form
- If withdrawing from a course, the student must also withdraw from all corequisites.
- All nursing programs must be completed within 5 years from the official start date of the first nursing course the student takes.

**Registration to repeat a nursing course is dependent on space availability*

**The student will be held to all of the same policies as the cohort in which they return to repeat the course.*

Readmission Policy

A student who has been dismissed from a nursing program due to late withdrawal or failure to achieve satisfactory grades, may apply for readmission into the nursing program following a waiting period as listed below. The wait period begins from the official last day of the semester in which the student was dismissed. Readmission consideration applies to students who are in good standing otherwise in the academic area (see Academic Dishonesty Policy). Readmission consideration prior to the wait time requirement will be provided if the student's dismissal is secondary to extenuating circumstances, medical or otherwise. All readmission decisions are made by the Director of Nursing with Nursing Faculty consultation.

Readmission for ADN students:

- If the student was dismissed from the ADN program during the first year (Semester 1 or 2), they will be readmitted into first-semester nursing courses following a three (3) year waiting period.
- If the student was dismissed from the ADN program during their third semester, they will be readmitted into third semester courses after one (1) year time frame by demonstrating the following:
 - Successful completion of HNR 145
 - Achieve passing score on NCLEX-PN
 - Possess an unencumbered LPN license in the State of Michigan
 - 12 months of documented employment as an LPN
- If the student was dismissed from the ADN program during their fourth semester, they will be readmitted into fourth semester courses after one (1) year time frame by demonstrating the following:
 - Successful completion of HNR 145
 - Achieve passing score on NCLEX-PN
 - Possess an unencumbered LPN license in the State of Michigan

- 12 months of documented employment as an LPN
- If the student was dismissed during the second year (Semester 3 or 4) and chooses not to complete the above listed requirements, they will be eligible for readmission in three (3) years and will be readmitted into the second semester courses.
- Failure in any required course after the readmission will result in permanent dismissal from the nursing program.

Readmission for PN students:

The student will be readmitted into the first semester courses as a PN student following a three (3) year wait period.

- This is consistent with the readmission policy for ADN students who are dismissed during year one.

Readmission for ADN-C students:

- If the student was dismissed from the ADN program during their third semester, they will be readmitted into third semester courses after one (1) year time frame by demonstrating the following:
 - Possess an unencumbered LPN license in the State of Michigan
 - 12 months of documented employment as an LPN
- If the student was dismissed from the ADN-C program during their fourth semester, they will be readmitted into fourth semester courses after one (1) year time frame by demonstrating the following:
 - Possess an unencumbered LPN license in the State of Michigan
 - 12 months of documented employment as an LPN
- This is consistent with the ADN readmission policy for readmission during second year.
- Failure in any required course after readmission will result in permanent dismissal from the nursing program.

Reminders for students that have applied for readmission:

- The student must meet all compliance requirements at the time of their return.
- Registration for readmission students is dependent on space availability
- The student will be held to the policies in place at the time they are readmitted.
- Must successfully complete the program within 5 years from the official start date of the first nursing course the student takes.

Transfer Student Policy

Students who withdrew in good standing from another nursing program may apply for admission to NMC's Nursing Program. The student must:

- Apply to NMC by submitting an application to the Admission Department.
- Submit official transcripts from all schools previously attended
- Provide a letter of reference from the Director of Nursing from the previous nursing school stating that the nursing student was in good standing. The letter of reference would be sent to the NMC Nursing Department.

Admission to the Nursing Program will be subject to:

- The documentation provided
- The student's ability to meet all eligibility requirements
- Space availability

The student may apply for transfer of credit for nursing courses through the Director of Nursing at NMC. For any nursing course being considered for transfer, the student must:

- Submit a course description, the course objectives, and the lecture outline for each course being considered

- Course transferability approved by faculty teaching courses for which credit is being requested
- Have achieved a minimum of 2.5/80% or Satisfactory rating in the nursing course to receive credit
- Not all nursing courses allow for direct transfer
- The courses would need to be within the five year completion policy to apply

Students who were dismissed from another nursing program due to academic or non-academic reasons will not be eligible for admission to the NMC Nursing Program. Students who do not disclose this information at the time of application will be automatically dismissed from the program without the opportunity for readmission.

Student Dissatisfaction with Course Grade

A student who has reason to believe that the grade received is incorrect or unfair; he/she will follow this process to resolve the complaint.

- Unfair grading practices by faculty members are prohibited. Unfair grading practices are defined as the assignment of a particular grade to a student because of the student's age, color, disability/handicap, height, marital status, national origin, political affiliation, race, religion, gender, sexual orientation, veteran status, or weight; and/or the failure to apply equal standards of academic evaluation to all students in a course; and/or the assignment of a grade on the basis of standards other than those announced in the syllabus or by the instructor. It is recognized that in college level instruction, some reasonable non-quantifiable judgements must be made in determining grades.
- Evaluation of all students in a course and/or the assignment of a grade on the basis of standards other than those announced in the syllabus or by the instructor. It is recognized that in college level instruction, some reasonable non quantifiable judgments must be made in determining grades.
- Health Occupations students who wish to protest a faculty grading decision must do so in writing within ten (10) college business days after assignment of the grade to the faculty member involved, with a copy delivered to the Director of the relevant Health Occupations program.
- The student complaint of unfair grading will be addressed through a series of informal conference(s) until the complaint is resolved. The order of the conferences is as follows:
 - 1) The student and the faculty member;
 - 2) The student, the faculty member, and the Department Head* or Academic Chair;
 - 3) The student, the faculty member, and the Vice President for Student Services and Technologies.
- If the conferences fail to resolve the dispute, the Vice President for Student Services and Technologies shall uphold the grade unless there is compelling evidence that warrants overturning the faculty member's decision. If a decision is made to overturn a grade, the Vice President for Student Services and Technologies shall be mindful of the following:
 - 1) Under no circumstances shall the Vice President review the quality of an instructor's teaching methods, the course content, the appropriateness of the standards established for the course, or the right of the instructor to establish standards for the course.
 - 2) The due process system does not deny that the right and responsibility to assign grades rests with the faculty member. The responsibility to apply disciplinary rules related to the classroom and programs of instruction rests with the faculty member and, as appropriate, with administrators charged with program responsibility.
- Either the faculty member or the student may appeal the decision of the Vice President for Student Services and Technologies to the Academic Review Board. Notice of appeal must be submitted to the office for the Vice President for Student Services and Technologies in writing within ten (10) college business days after receiving notice of the decision.

**NOTE:* If the Program Director is the instructor of the course or is unavailable, the student is to first seek resolution with the Program Director and then seek counsel with the Academic Area Chair if no resolution is found. All other procedures will remain the same.

Student Dissatisfaction with a Program Policy

A student who has a concern with a program policy will follow this process to resolve the concern.

Rules of Procedure:

- The student who wishes to appeal a program policy must do so in writing within 10 calendar days after notification of the policy implementation, with a copy delivered to the Vice President for Student Services and Technologies.
- If the conferences listed below fail to resolve the dispute, the Vice President for Student Services and Technologies shall uphold the policy unless there is compelling evidence that warrants overturning the program policy

The student will follow the order of conferences listed below.

1. The student, the Director of Nursing, and faculty member(s)
2. The student, the Director of Nursing, and the Academic Chair*
3. The student, the Director of Nursing, and the Vice President for Student Services and Technologies

**NOTE:* If the Academic Area Chair is a nursing faculty member or the instructor of the course, another occupational Academic Area Chair will be appointed. All other procedures shall remain the same.

Appendix A

Northwestern Michigan College Health Occupations Departments of Nursing and Surgical Technology

Alcohol and Drug Policy and Procedures

I. Introduction

The Health Occupations Academic Area at Northwestern Michigan College (NMC) recognizes its responsibility to provide a healthy environment within which students may learn and prepare themselves to become members of the nursing or surgical technology professions. The Departments of Nursing and Surgical Technology are committed to protecting the safety, health, and welfare of their faculty, staff, and students, and the people who come into contact with their faculty, staff, and students during scheduled learning experiences. The Departments of Nursing and Surgical Technology strictly prohibit the illicit use, possession, sale, conveyance, distribution, and manufacture of illegal drugs, intoxicants, or controlled substances in any amount or in any manner, and the abuse of nonprescription and prescription drugs.

Any nursing or surgical technology student who tests positively for illegal, controlled, or abuse-potential substances and who cannot produce a valid and current prescription for the drug is at risk of being in violation of this policy, the NMC Student Handbook, the NMC Nursing or Surgical Technology Program Policy Manual, and the NMC Student Rights & Responsibilities Policy, in addition to possible violation of state and federal law. The intent of the Alcohol and Drug Policy and Procedures is not simply to identify those students who are chemically impaired, but also to attempt to assist the student in the return to a competent and safe level of practice and to achieve his/her goal of becoming a nurse or surgical technologist. Emphasis is upon deterrence, education, and reintegration. All aspects of the policy are to be conducted in good faith with compassion, dignity, and confidentiality to the extent allowed by state and federal law. This Alcohol and Drug Abuse Policy and Procedures is consistent with policies incorporated in the Student Rights & Responsibilities Handbook, however, this policy and procedures only apply to the NMC Departments of Nursing and Surgical Technology. A student disciplined for violation of this policy may appeal pursuant to the NMC Department of Nursing or Department of Surgical Technology Student Discipline Procedures and Due Process.

II. Testing Procedures

When the testing may occur

The NMC Departments of Nursing and Surgical Technology require a student to submit to a 5 panel drug screen under any or all of the following circumstances:

Mandated Program Admission testing;

Random testing as may be required by clinical agencies;

For cause (see Section VI);

As a part of a substance abuse recovery program.

Program Admission Testing

- All nursing and surgical technology students will participate in their specific program admission testing.
- The students with non-negative results will be contacted by the Medical Director at SureScan to determine reason for a non-negative result.
- The Medical Director will contact the Director of Nursing to discuss all non-negative results and a report will also be sent via email.
- The students will follow the procedure outlined above under Section V. Admission and reapplication with a history of substance abuse.

Cost

The approximate cost of the 9 panel drug screen is \$65 (price may change without notice).

Facility

The NMC Department of Nursing or Surgical Technology will provide the student with a name and location of an approved laboratory to perform testing utilizing that laboratory's policies. The approved laboratory facility will interpret and report positive test results to the NMC Director of Nursing or designee.

Substances

Substance-related disorders are listed in the Diagnostic and Statistical Manual of Mental Disorders, 5th Edition, and as subsequently amended. Substance abuse is grouped into eleven classes: alcohol, amphetamines or similarly acting sympathomimetics, caffeine, cannabis, cocaine, hallucinogens, inhalants, nicotine, opioids, phencyclidine (PCP), or similarly acting arylcyclohexylamines and sedatives, hypnotics or anxiolytics. Testing may include any of these drug categories. The NMC Departments of Nursing and Surgical Technology have the authority to change the panel of tests without notice to include other illegal substances as suggested by local, state, and national reports or circumstances.

Positive results

Test results will be considered positive if any substance level is detected for classes of substances defined above, excluding caffeine and nicotine. If the test results are diluted or adulterated, the student may be allowed one retest at his/her expense. Positive tests may be run twice to verify substances. Split samples saved at the original lab may be sent to another approved lab for additional testing at the student's expense.

III. Confidentiality

All testing information, interviews, reports, statements, and test results specifically related to the individual are confidential to the extent allowed by state and federal law. The NMC Director of Nursing or designee will receive drug test results from the lab, and only authorized persons will be allowed to review this information. Records will be maintained in a password protected electronic database.

IV. Treatment and referral

The outcome of a positive drug screen may include any of the following: a verbal warning, a written warning, probation, a referral for a medical evaluation, suspension, or immediate dismissal from the program. The Director of Nursing or the Surgical Technology Program Coordinator will refer persons identified as having substance abuse problems for therapeutic counseling regarding substance withdrawal and rehabilitation to a reliable source.

V. Admission and reapplication with a history of substance abuse

The student will not be denied learning opportunities based on a history of substance abuse. The admission and reapplication process for a student who tested positive for substance abuse will include:

- Once the Director of Nursing or designee is notified of a positive drug screen from the Medical Director at SureScan, the student will be notified and instructed to complete the following process:
 - Contact Munson Behavioral Health Outpatient Clinic at 231-935-6382.
 - Set up an appointment for a Substance Abuse Assessment with a Substance Abuse Professional (SAP).
 - Sign a release of information for the Director of Nursing or designee to obtain information as needed.
 - Arrange for a copy of the treatment plan/program to be sent to the Director of Nursing.
 - Follow the plan as directed by the SAP.
 - Submit appropriate documentation to the Director of Nursing stating:
 - student completed the treatment plan/program as required and has been cleared;
 - student obtained a negative drug screen; and
 - student is eligible to be reconsidered for admission to the Nursing or Surgical Technology program.
- Once admitted or readmitted, the student must sign an agreement to participate in monitoring by random drug screening consistent with policies then in effect by NMC and any clinical agency where assigned client care may occur. The student will pay for testing.
- Once admitted or readmitted, the student must abstain at all times from the use of controlled or abuse-potential substances, which may include alcohol, except as prescribed by a licensed practitioner from whom medical attention is sought. The student shall inform all licensed practitioners who authorize prescriptions of controlled or abuse-potential substances of the student's dependency on controlled or abuse-potential substances, and the student shall cause all such licensed practitioners to submit a written report identifying the medication, dosage, and the date that medication was prescribed. The prescribing practitioners must submit the report directly to the NMC Director of Nursing or designee, or the Surgical Technology Program Coordinator or designee within ten (10) days of the date upon the prescription was issued.

Once a student who is readmitted to the Nursing or Surgical Technology Program has a positive test for substance abuse, the student will be dismissed from the program and will be ineligible to return.

VI. Testing for Cause

Any nursing or surgical technology student who demonstrates behavioral changes suspected to be related to substance abuse, including but not limited to alcohol, will be subject to testing. The nursing or surgical technology faculty member's decision to drug test will be drawn from those facts in light of the experience of the observer(s) and may be based on, but not limited to:

- Observable phenomena, such as direct observation of drug use and/or physical symptoms or manifestations of being under the influence of a substance of abuse.
- Erratic behavior, slurred speech, staggered gait, flushed face, dilated/pinpoint pupils, wide mood swings, and/or deterioration of work performance.
- Information that a student has caused or contributed to an accident as a result of substance abuse.

- Information that a student has been arrested or charged with a substance abuse-related offense.
- Conviction by a court or being found guilty, plea of guilty, or a plea of no contest for substance abuse-related offense.

Testing will be conducted using the following procedure:

- The faculty member observes suspicious behavior. If circumstances permit, another appropriate person will be asked to confirm the suspicious behavior.
- The student will be asked to leave the area and go with a faculty member and a witness to discuss the situation in a location ensuring privacy and confidentiality. The discussion will be documented, and the decision whether to drug test will be made. The faculty member will then immediately notify the NMC Director of Nursing or designee, or the Surgical Technology Program Coordinator or designee.
- If warranted, the student will submit appropriate laboratory specimens in accordance with this policy and, if appropriate, clinical agency policies. The student will be given a Health Occupations Student Authorization to Test form and immediately sent to MCHC/Occupational Health & Medicine Clinical for a 5 Panel Drug Screen. The student will be suspended from all clinical activities until the case has been reviewed by the appropriate personnel or committees, as designated by the Nursing or Surgical Technology Program. The student may continue to participate in classroom activities unless otherwise advised by the NMC Director of Nursing or Surgical Technology Program Coordinator.
- If the laboratory test is negative for substances classified as provided in this policy, the student will be allowed to return to class and clinical learning experience without penalty. Arrangements to make up missed work must be initiated by the student on the first day back to either the classroom or the clinical program.
- If a laboratory test is positive for substances classified as provided in this policy, the decision may include, but is not limited to, any one or more of the following: a verbal warning, a written warning, a referral for medical evaluation, suspension, or immediate dismissal from the program. The student will follow the procedure outlined above under Section V. Admission and reapplication with a history of substance abuse.
- Confidentiality will be maintained to the extent permitted by state and federal law.

Revised: August 2023

**Northwestern Michigan College
Health Occupations**

Departments of Nursing and Surgical Technology

Student Discipline Procedures and Due Process

This procedure applies to students in the Nursing or Surgical Technology Programs at Northwestern Michigan College (“NMC”). The purpose of this procedure is to provide a prompt and equitable means to address violations of the Nursing or Surgical Technology Program Policy Manuals, and the Alcohol and Drug Policy and Procedures, in a manner consistent with the Student Rights & Responsibilities Handbook of NMC, and to address and resolve issues/concerns raised as communicated through Alcohol and Abuse Faculty Reports. Each case is handled individually; while due process is employed, some of the procedures may not be necessary in each case.

I. Definition

- A. **Deadlines**: Failure of NMC to meet any of the deadlines specified in this procedure shall not be construed against NMC or result in finding in favor of the student.
- B. **Fees**: Students who are suspended or dismissed from the NMC Nursing or Surgical Technology Programs shall not be refunded or credited any fees paid by and/or for the student.
- C. **Notification**: Whenever this procedure calls for or permits notification to be given, current student contact information will be utilized and deemed sufficient for this provision. NMC will use reasonable means to transmit notice and communications, using the information provided by the student. It is the student’s responsibility to ensure that NMC has updated and current addresses and telephone contact information at all times. Personal delivery shall also be deemed compliant with any mailing requirement. Any e-mail sent to the student’s NMC e-mail address shall be presumed to be received by the student. A student’s failure or refusal to sign a receipt to indicate it was received shall not invalidate the contents of the notice. Notification is deemed given at the time an e-mail is transmitted or a telephone call is placed. Student contact is not required.

II. Student’s right to appeal

The student will follow their specific program manual to appeal a decision.

Revised: August 2016

**Northwestern Michigan College
Health Occupations**

Departments of Nursing and Surgical Technology

DRUG TESTING LIABILITY RELEASE AND WAIVER AGREEMENT

I understand that as a requirement for admission to the nursing or surgical technology program, I must submit to a drug test at a designated laboratory when required by the Northwestern Michigan College Health Occupations Nursing and Surgical Technology Policy and Procedures, including but not limited to admission to the clinical component of the program. I understand and agree that the designated laboratory will provide the result of the test to the administrator of the nursing or surgical technology program. I understand that if the test result is positive, I will be denied admission to the program. I further understand that I will be subject to drug tests while enrolled in the program, or as otherwise specified in the NMC Health Occupations Nursing and Surgical Technology Policy and Procedures. A positive drug test or refusal to submit to testing will result in dismissal from the nursing or surgical technology program.

1. As the participant, I understand, recognize, and acknowledge that there are risks of physical injury related to a drug test, have had the opportunity to call or speak with the NMC Nursing or Surgical Technology Department to ask any questions that I may have, and I agree to assume full risk of all dangerous conditions associated with the requirements of a drug test at a laboratory designated by NMC. I further agree that I am solely responsible for any illness, injuries (including death), damages, or loss which I may sustain as a result of participating in any and all activities arising out of, connected with, or in any way associated with such a drug test(s).
2. I will defend, indemnify, and hold harmless Northwestern Michigan College, its agents, employees, volunteers, and officers (collectively the "Released Parties) from and against any and all liability, claims, losses, damages, actual attorney fees, settlement expenses, and causes of action from injuries or illness (including death), damages or loss which I may have or which may accrue to me arising out of, connected with, or in any way associated with any drug test required under the NMC Health Occupations Nursing or Surgical Technology Program Policy and Procedures. This is a complete and irrevocable release and waiver of liability. Specifically, and without limitation, I hereby release the Released Parties from any liability, claim, or cause of action arising out of any person or persons, including the Released Parties, negligence in referring me for the drug test and for any harm or injury to my reputation resulting from such referral. I covenant not to sue the Released Parties from any alleged liabilities, claims, or causes of action released hereunder. This provision is not intended to waive the defense of government immunity that may be asserted by Northwestern Michigan College in an action against it.
3. In the event of any emergency, I authorize the Released Parties to secure from any licensed hospital, physician, and/or medical personnel any treatment deemed necessary for my immediate care and agree that I will be responsible for payment of any and all medical services rendered. I acknowledge and agree that the above release, waiver, indemnification, and hold harmless provisions apply to any such treatment or testing.
4. I understand and agree to adhere to the Northwestern Michigan College Nursing or Surgical Technology Program Policy Manual of which I have received a copy.
5. I expressly acknowledge and agree that the foregoing release, waiver, hold harmless, and indemnity agreement provisions are intended to be as broad and inclusive as is permitted by law and that if any portion thereof is held invalid, it is agreed that the balance shall, notwithstanding, continue in full legal force and effect.

I have read and fully understand this Acknowledgment and Release of Liability set forth above, including the permission to secure medical treatment and the release of all claims, including claims of the negligence of any person or persons, including the Released Parties. I am 18 years or older. This document is binding upon me and my heirs, children, wards, personal representatives, and anyone else entitled to act on my behalf.

By signing this document, I indicate that I have read, I understand, and I agree to the nursing or surgical technology program drug testing policy. I understand that a negative drug test is required for admission and for progression in the nursing or surgical technology program.

This signed document constitutes my consent for drug testing by a designated laboratory. It also constitutes consent for the laboratory to release the results of my drug test to the administrator of the nursing or surgical technology program.

By signing this agreement, I am agreeing that I will not sue Northwestern Michigan College, its employees, officials, volunteers, representatives or agents, and that I will indemnify Northwestern Michigan College, its employees, officials, volunteers, representatives, or agents against any and all claims brought by or on behalf of any person in connection with a referral to a designated laboratory for a drug test as provided in the Northwestern Michigan College Health Occupations Departments of Nursing and Surgical Technology Alcohol and Drug Policy and Procedures.

Date

Printed Name of Student

Student NMC ID

Student Signature

Revised: August 2016

Appendix B

Northwestern Michigan College Department of Nursing

Instructor-Learner Expectations

Nursing at Northwestern Michigan College (NMC) is committed to provide a quality curriculum through which nursing students are prepared to be competent, professional nurses and develop a commitment to lifelong learning. The nursing programs hold in high regard professional behaviors and attitudes, including duty, honesty, respect for others and a commitment to excellence. All members of the nursing department, including students, faculty, staff, and administrators, are held to high standards in these areas.

Effective learning is best fostered in an environment of mutual respect between instructors and learners. In the context of nursing education the term “instructor” is used broadly to include peers, faculty members, clinical preceptors, nurses and ancillary support staff, as well as others from whom students learn. Students and instructors share the challenge of learning and teaching not only the art and science of nursing, but also the acquisition of behaviors and value systems that characterize the ideal nurse.

This Agreement serves both as a pledge and a reminder to instructors and students that their conduct in fulfilling the nursing programs mission and student learning outcomes is an important quality within the department to enhance professionalism.

GUIDING PRINCIPLES

Duty: Nurse educators have a duty not only to convey the knowledge and skills required for delivering the profession’s standard of care but also to instill the values and attitudes required for preserving the nursing profession’s social contract with its patients.

Honesty: Learning environments that are conducive to conveying professional values must be based on honesty. Students learn professionalism by observing and emulating role models who personify authentic professional values and attitudes.

Respect: Respect for every individual is fundamental to the ethic of nursing. Mutual respect between students, as novice members of the profession, and their instructors, as experienced and esteemed professionals, is essential for nurturing that principle. Given the inherently hierarchical nature of the instructor/learner relationship, instructors have a special obligation to ensure that students are always treated respectfully.

RESPONSIBILITIES OF INSTRUCTORS AND LEARNERS

Instructors (including faculty, clinical preceptors, agency nurses and ancillary support staff) should:

- Treat students fairly, respectfully and without bias related to age, race, gender, sexual orientation, religion, disability or country of origin.
- Maintain high professional standards in all interactions with patients, students, colleagues and staff.
- Be prepared and on time.
- Provide relevant and timely information.
- Provide explicit learning and behavioral expectations early in a course.
- Provide timely, focused, accurate and constructive feedback on a regular basis.

- Display honesty, integrity, and compassion.
- Practice insightful (Socratic) questioning, which stimulates learning and self-discovery.
- Provide thoughtful and timely evaluations at the end of a course.
- Solicit feedback from students regarding their perception of their educational experiences and personal interactions.
- Encourage students who experience mistreatment or who witness unprofessional behavior to report the facts immediately (to a trusted faculty or a staff member). To the extent possible this report is to be treated as confidential, recognizing that there could be legal obligations to further disclose and investigate such reports.

Students should:

- Be courteous to staff, instructors and fellow students, employees of all clinical agencies, patients and their families and visitors, and anyone else they interact with at the clinical site, in class, or through social networking forums.
- Be prepared and on time.
- Be active, enthusiastic, curious learners who work to enhance a positive learning environment.
- Demonstrate professional behavior in all settings and anytime a student represents NMC – i.e. wearing NMC branded clothing, verbalizing they are an NMC student, wearing an NMC uniform, etc.
- Recognize that not all learning stems from formal and structured activities.
- Recognize their responsibility to establish learning objectives and to participate as an active learner.
- Demonstrate a commitment to life-long learning, a practice that is essential to the profession of nursing.
- Recognize personal limitations and seek help as needed.
- Display honesty, integrity and compassion; these attributes include the responsibility of reporting dishonest or unprofessional behavior to the appropriate individual.
- Recognize the privileges and assume the responsibilities coming from the opportunity to work with patients in clinical settings.
- Recognize the duty to place patient welfare above their own.
- Recognize and respect patients' rights to privacy and maintain confidentiality as to patient records and information.
- Provide instructors and the Nursing Programs with constructive feedback that can be used to improve the educational experience.
- Solicit feedback on their performance and recognize that constructive feedback is essential to the learning process.
- Information covered under Health Insurance Portability and Accountability Act of 1996 (HIPAA) or Family Educational Rights and Privacy Act (FERPA) regulations may not be discussed on social media or any electronic communication.

Relationships between Instructors and Students

Students and instructors should recognize the special nature of the instructor-learner relationship which is in part defined by professional role modeling, mentorship, and supervision. There is a power differential, as expressed by the fact that instructors often evaluate student performance and the results of their evaluation may affect the student's future. Conversely, students evaluate the quality of their instructors and this can, to a lesser degree, affect the instructor's future.

Because of the special nature of this relationship, students and instructors should strive to develop their relationship as one characterized by mutual trust, acceptance and confidence. They should both recognize the potential for conflict of interest and respect appropriate boundaries. Managing boundaries, understanding the slippery slope of behaviors which can lead to the perception of a boundaries violation, and avoiding major boundary violations is crucial to a good instructor/student relationship. Boundary violations or actions that may give the appearance of a boundary violation should routinely be avoided. A partial list may include:

- Romantic involvements
- Business relationships, other than those that might emerge from joint educational projects.
- Social contacts outside of the realm of learning or education
- Faculty or students accepting services or personal favors from each other, e.g., baby-sitting, house sitting, pet care, and work in the office.
- Accepting substantial gifts
- Special treatment of a student that differs substantially from the usual instructor-learner relationship with other students.
- Making exceptions for students because they are attractive or appealing.

RESPONSIBILITIES OF INSTRUCTORS AND LEARNERS TO ADHERE TO GUIDING PRINCIPLES

Students:

- If a student violates a guiding principle, the due process as identified in the Nursing Program Policy Manual will be implemented.

Faculty and Staff:

- If a faculty or staff member violates a guiding principle, the due process as identified in the NMC Employee/Faculty Handbook will be implemented.

January 2, 2015

Appendix C

**Northwestern Michigan College
Department of Nursing**

Acknowledgement Form

Student Name: _____

Student ID: _____

Part I: Student Confidentiality in Simulation Agreement

I understand that I will be participating in simulation scenarios and experiences throughout the nursing program. All experiences will be treated with confidentiality and non-disclosure as I would with any patient/client interaction. This includes the scenarios themselves (not sharing the specifics of the scenario) as well as what happens within the group of students that goes through the simulated and debriefing experiences (what students say and do during the scenario). For quality learning to occur, it is important that all students feel safe to be involved in the scenario without feeling that their nursing actions and statements will be evaluated and talked about by other students. If I fail to comply with this agreement, it will result in a warning and may prevent me from meeting course objectives and end in failure of the course.

Student Initials: _____

Part II: Information Release Form

I hereby grant my permission to Northwestern Michigan College Nursing Program to submit copies of all my immunization records, and/or the Waiver of Hepatitis Vaccination to all clinical agencies which I am assigned for NMC clinical coursework, and discuss my criminal background results and DHS clearance with clinical partners and government agencies if required to participate in clinical learning.

Student Initials: _____

Part III: Health Insurance Portability & Accountability Act (HIPAA) for Health Facility

My clinical education will be completed in one or more facilities approved by the Northwestern Michigan College Nursing Department.

It is the responsibility of each student, in their assigned facility, to exercise appropriate judgment and conduct himself or herself in a manner that reflects use of common sense and good judgment. The following general areas are for the information and guidance of all students in the facility. These guidelines do not mean that conduct not prohibited is allowed.

Students are to render care in a manner that enhances the personal dignity and rights of each patient. Any form of patient abuse and/or neglect will not be tolerated and staff members are to support facility policy and procedure in this regard.

Counseling of the patient regarding personal problems or involvement of students with patients outside the facility is discouraged and unacceptable.

Appropriate language is to be used at all times in all facility areas (patient, professional, and public).

Students are not to divulge any information or records concerning any patient without proper authorization. Unauthorized release of confidential information may constitute grounds for civil action.

Discussions regarding patients are not to be held in the presence of other patients or any other person not privileged to this communication.

Problems of a patient are not to be discussed with another patient by the student.

Patients are not to be named or discussed with anyone outside the facility setting or who does not have a legal right and reason to receive information about a patient.

Personal problems or concerns of staff members are not to be discussed with patient group or any member of this group.

I agree to abide by the above Code of Ethics. I have read the above and acknowledge receiving a copy of same.

Student Initials: _____

Part IV: Michigan Public Health Code PA 368

I have read the excerpt from the Michigan Public Health Code PA 368 and understand the reasons for which the Michigan State Board of Nursing may deny a license to practice as a Practical/Registered Nurse.

Student Initials: _____

Part V: Guarantee of Employment

I understand that completion of the Nursing Program of Northwestern Michigan College does not carry with it any guarantee of employment.

Student Initials: _____

Part VI: Nursing Policy Manual

I have received and read the policies of the Nursing Program of Northwestern Michigan College. I understand these policies and will act in an ethical, responsible manner upholding the integrity of all nursing program policies. I understand that I may be dismissed from the program for violations of said policies.

Student Initials: _____

Student Signature: _____

Date: _____

**Northwestern Michigan College
Department of Nursing**

Acknowledgement Form (Student Copy)

Student Name: _____

Student ID: _____

Part I: Student Confidentiality in Simulation Agreement

I understand that I will be participating in simulation scenarios and experiences throughout the nursing program. All experiences will be treated with confidentiality and non-disclosure as I would with any patient/client interaction. This includes the scenarios themselves (not sharing the specifics of the scenario) as well as what happens within the group of students that goes through the simulated and debriefing experiences (what students say and do during the scenario). For quality learning to occur, it is important that all students feel safe to be involved in the scenario without feeling that their nursing actions and statements will be evaluated and talked about by other students. If I fail to comply with this agreement, it will result in a warning and may prevent me from meeting course objectives and end in failure of the course.

Student Initials: _____

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Student Initials: _____

Part III: Health Insurance Portability & Accountability Act (HIPAA) for Health Facility

My clinical education will be completed in one or more facilities approved by the Northwestern Michigan College Nursing Department.

It is the responsibility of each student, in their assigned facility, to exercise appropriate judgment and conduct himself or herself in a manner that reflects use of common sense and good judgment. The following general areas are for the information and guidance of all students in the facility. These guidelines do not mean that conduct not prohibited is allowed.

Students are to render care in a manner that enhances the personal dignity and rights of each patient. Any form of patient abuse and/or neglect will not be tolerated and staff members are to support facility policy and procedure in this regard.

Counseling of the patient regarding personal problems or involvement of students with patients outside the facility is discouraged and unacceptable.

Appropriate language is to be used at all times in all facility areas (patient, professional, and public).

Students are not to divulge any information or records concerning any patient without proper authorization. Unauthorized release of confidential information may constitute grounds for civil action.

Discussions regarding patients are not to be held in the presence of other patients or any other person not privileged to this communication.

Problems of a patient are not to be discussed with another patient by the student.

Patients are not to be named or discussed with anyone outside the facility setting or who does not have a legal right and reason to receive information about a patient.

Personal problems or concerns of staff members are not to be discussed with patient group or any member of this group.

I agree to abide by the above Code of Ethics. I have read the above and acknowledge receiving a copy of same.

Student Initials: _____

Part IV: Michigan Public Health Code PA 368

I have read the excerpt from the Michigan Public Health Code PA 368 and understand the reasons for which the Michigan State Board of Nursing may deny a license to practice as a Practical/Registered Nurse.

Student Initials: _____

Part V: Guarantee of Employment

I understand that completion of the Nursing Program of Northwestern Michigan College does not carry with it any guarantee of employment.

Student Initials: _____

Part VI: Nursing Policy Manual

I have received and read the policies of the Nursing Program of Northwestern Michigan College. I understand these policies and will act in an ethical, responsible manner upholding the integrity of all nursing program policies. I understand that I may be dismissed from the program for violations of said policies.

Student Initials: _____

Student Signature: _____

Date: _____

Any portion of the Student Policy Book may be revised at any time by action of the Nursing Department. Such revision shall be binding on all parties.

Reviewed: July 2007

Reviewed: July 2008

Reviewed: June 2009

Reviewed: December 2008

Reviewed: December 2009

Reviewed: June 2017

Reviewed: August 2021

Reviewed: August 2022

Reviewed: August 2023

Revised: August 2010

Revised: August 2011

Revised: July 2012

Revised: July 2015

Revised: August 2016

Revised: July 2018

Revised: April 2019

Revised: August, 2021

Revised: August, 2022

Revised: August, 2023