

Nursing Student Handbook

2011/2012



Delta College

Experience the Delta Difference

University Center, MI 48710

The purpose of this document is to communicate information about the nursing program to its current and prospective students. Delta College personnel made every reasonable effort to determine that everything stated in this handbook was accurate at the time it was published. Courses and programs offered, tuition and fees, services, and the academic calendar, together with other matters contained herein, are subject to change without notice by Delta College for reasons related to student enrollment, level of financial support, or for any other reason, at the discretion of the College. Delta College further reserves the right to add, amend, or repeal any of their rules, guidelines, policies and procedures. Although the provisions of this handbook are not to be regarded as a legal contract, students enrolled at Delta College are responsible for all regulations in this handbook as well as additions or changes to regulations as they are posted or printed.

NURSING STUDENT HANDBOOK

Associate Degree Nursing Program

Full-time Track

Part-time Track

LPN/Licensed Paramedic Transition Track

Practical Nursing Certificate Program

Certified Nursing Assistant Program

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Web Page: www.delta.edu/nursing

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DELTA COLLEGE
Nursing Programs
Acknowledgement Page

As part of Delta's "green initiative," we will no longer be printing the Nursing Student Handbook. Instead, you must read the handbook online at <http://www.delta.edu/nursing>.

Please read the handbook carefully, then sign below and return this page to the Nursing Discipline Office (F-226) on the first day of class.

I, _____ have read and understand the policies
(Please Print Your Name)

in the NURSING STUDENT HANDBOOK. I understand that the handbook may be updated each semester and it is my responsibility to read the Nursing Student Handbook for any updates.

I am enrolled in the:

- ADN/RN Full-time Track
- ADN/RN Part-time Track
- Practical Nurse Track
- LPN/Licensed Paramedic to ADN Track
- Certified Nursing Assistant (CNA)

Signature

Date

PART 1: INTRODUCTION

Welcome!

As a Delta student nurse, you are now a member of the health care team. Health care team members are expected to be responsible, caring individuals who maintain the standards of the profession to which they aspire. The faculty is committed to the preparation of future nurses who will meet the needs and expectations of the community they serve. The programs at Delta are designed to provide student nurses with the opportunity to obtain knowledge and experiences that will help them grow personally and professionally. This handbook contains information on both the Associate Degree Nursing Program, the Practical Nurse Certificate Program, and the Certified Nursing Assistant program, including program requirements and policies.

You are expected to be knowledgeable with the content of this handbook and are accountable for following the guidelines provided. This handbook does not replace the college catalog; therefore, both the Nursing Student Handbook and the College Catalog policies and procedures must be followed.

History

Delta College opened its doors in 1961. An Associate Degree Program to prepare Registered Nurses was approved by the Michigan Board of Nursing in 1964. The Associate Degree Program in Nursing has been accredited by the National League for Nursing Accrediting Commission since 1968. The Practical Nurse Program was implemented in the Fall of 1990. Students use the facilities of a well-equipped Multimedia Learning Laboratory. Clinical learning opportunities are provided in various health care agencies. Delta graduates are very successful on the State Board Licensure Examination (NCLEX-RN; NCLEX-PN) each year and are in high demand by area health care agencies. The Delta graduate can be found not only in hospitals, but also in any setting where high quality nursing care is provided.

We have continued accreditation from the National League for Nursing Accrediting Commission (NLNAC) for our ADN program. Program complaints may be reported to the National League for Nursing Accrediting Commission, 3343 Peachtree Road, NE, Suite 500, Atlanta, GA 30326; ph: 404-975-5000 or go to www.nlnac.org

Philosophy of the Nursing Education Unit

Person

Person is a unique, integrated, self-determining individual, continuously interacting with his/her environment, both internal and external. Internally, person is composed of biological, psychological, cultural, and spiritual elements that interact as a unified whole. Externally, person is a social being engaged in a mutual exchange with family, community, and society.

Society

Society is a group of interdependent individuals with a variety of life styles in a constantly evolving system, held together by rules developed through various means of communication and interaction. As nurse educators, we accept the responsibility that society expects us to adequately prepare competent nurses to meet the health care needs of individuals, families, and the community as a whole.

Nursing

Nursing is a compassionate, dynamic process offering humane assistance to an individual's need for maintaining life, health, and well-being. Nursing supports dignity in death when disease is not responsive to curative treatment. It is a collaborative effort of planning, providing, and managing care for individuals in their environment, whether that is in the home, community, or health care agency. Nursing practice reflects core competencies, as well as psychosocial/spiritual/cultural, technological, and ethical elements. The nurse uses the nursing process to facilitate clients, meeting their health needs.

Health

Health is a state of physical, mental, and social well-being and not merely the absence of disease or infirmity. * It is a state of dynamic, continuous adaptation to the internal and external environments. Wellness is manifested as an effective adaptive response to stressors, which can be identified along the health continuum.

Learning Environment

Learning is a dynamic process wherein the learner accepts responsibility to acquire, retain, and apply the specialized knowledge and skills expected of a graduate nurse, and upholds ethical practices. The teacher guides and facilitates through effective and innovative pedagogy, and acts as a resource person in the teaching/learning process.

*Taken from the World Health Organization definition.

Associate Degree Nursing Program

Mission Statement

Our mission is to provide excellent learning opportunities to meet our students' diverse educational needs. Our purpose is to prepare entry level Associate Degree Nurses to provide comprehensive, quality care in response to the changing health care environment.

Program Outcomes

The program outcomes are derived from the philosophy and are based on the belief that the Associate Degree Nursing graduate is able to synthesize knowledge and skills acquired from a curriculum built upon the humanities, natural and social sciences, and nursing principles and competencies. The nursing program outcomes are to achieve:

- A licensure pass rate of > 85%
- A completion rate of > 70%
- A graduate and employer satisfaction rate of > 70% in areas measured
- A job placement rate of > 85%

Conceptual Framework and Student Outcomes

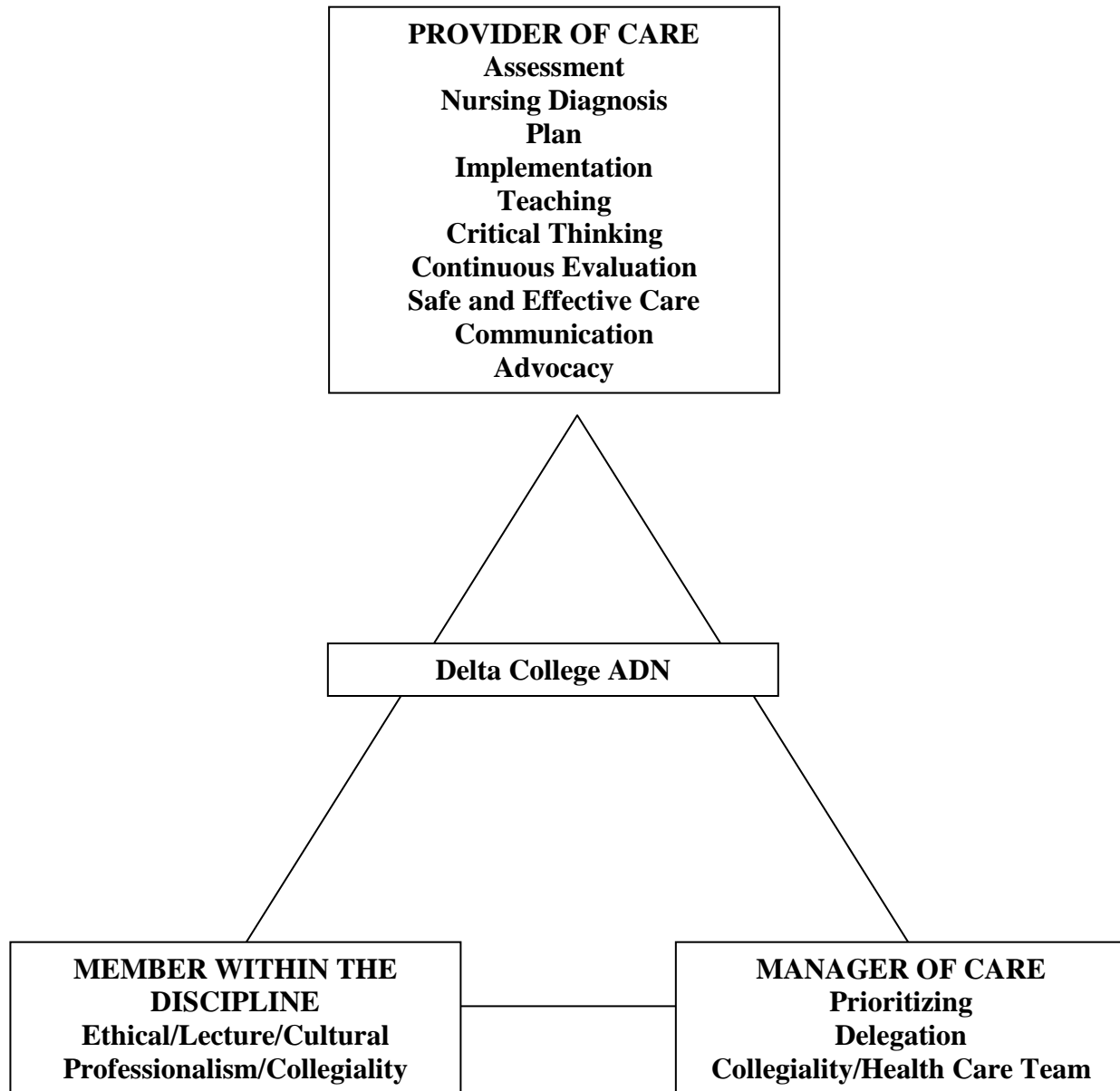
The conceptual framework for the nursing curriculum reflects contemporary philosophies of nursing. The curriculum embraces the professional nursing standards of the NLN "Educational Outcomes of Associate Degree Nursing Programs: Roles and Competencies" 1990, and "Competencies for Graduates of Associate Degree Nursing Programs" 2000, and closely adheres to the 2001 guidelines set forth by the Michigan Board of Nursing. The conceptual framework is the organizing structure for the program outcomes. The framework consists of three interrelated major concepts: Provider of Care, Manager of Care, and Member within the Discipline of Nursing. Each major concept has sub-concepts that are related to the major concepts and are interrelated with each other. Student outcomes define the role of the Delta College Associate Degree Nurse. The ADN student outcomes are:

As a PROVIDER OF CARE, the graduate uses the nursing process effectively, and performs psychomotor skills accurately and safely.

As a MANAGER OF CARE, the graduate delegates care, acts as a patient advocate, consults and collaborates with members of the multidisciplinary team to enhance patient outcomes.

As a MEMBER WITHIN THE DISCIPLINE OF NURSING, the graduate practices within legal and ethical parameters, and uses resources for continuous learning and self-development.

Delta College ADN Program Conceptual Framework Diagram



Practical Nursing Program

Mission Statement

Our mission is to provide excellent learning opportunities to meet our students' diverse educational needs. Our purpose is to prepare entry level Practical Nurses to provide direct and indirect nursing care under the direction of a Registered Nurse or physician in response to the changing health care environment.

Conceptual /Organizing Framework

The Delta College nursing faculty defines the Practical Nurse as a licensed nurse prepared to function in the two interrelated roles: Provider of Care and Member within the Discipline.

Program outcomes for the Practical Nurse Program are:

As a PROVIDER OF CARE, the Delta Practical Nurse demonstrates a level of competency in providing direct and indirect nursing care, which meets or exceeds that set by the faculty and the Michigan Board of Nursing. The Practical Nurse demonstrates the ability to perform psychomotor skills accurately and safely, and contributes to the development, implementation, and evaluation of client care with use of the nursing process.

As a MEMBER WITHIN THE DISCIPLINE OF NURSING, the Practical Nurse practices within legal and ethical parameters of nursing. As a life-long learner, the Practical Nurse uses resources for continuous learning and self-development.

Delta College PN Conceptual Framework

Provider of Care:

- Data Collection
- Planning
- Implementation
- Evaluation

Provider of Care & Member within the Discipline of Nursing:

- Collect client data in a holistic manner from many resources
- Provide safe client care at the level of defined expectations
- Contribute to the plan of care in a consistent mode
- Collaborate with peers in a collegial manner
- Utilize therapeutic communication in the care of clients and family
- Utilize a professional approach as a member of the health team

Member within the Discipline of Nursing

- Demonstrate a positive work ethic
- Consider career mobility
- Comply with the legal scope of practice for the licensed practical nurse

The Practical Nurse maintains competency in order to provide optimal direct or indirect activities that promotes health and prevents illness in an individual or a group of individuals while working under the direction of a Registered Nurse, Physician, or Dentist.

PART 2: PROGRAM DESCRIPTION

Associate Degree (RN) / Certificate (PN)

Delta College offers an Associate Degree Nursing Program, which prepares its graduates to function effectively as a member of the health care team. Upon successfully completing this Program, the graduate is eligible to take the Registered Nurse licensure exam (NCLEX-RN). Entrance into the program is preceded by prerequisite course work, and students may choose either the full-time or part-time track. This Delta College Program is accredited by the National League for Nursing and approved by the Michigan Board of Nursing.

The Practical Nursing program of study prepares its graduates to function effectively as a member of the health care team under the direction of the RN and/or the physician. Upon successful completion of the program, the graduate will receive an Advanced Certificate and is eligible to take the Licensed Practical Nursing licensure exam (NCLEX-PN). This Delta College Program is approved by the Michigan Board of Nursing.

Students with Practical Nurse or Paramedic licensure have the option of taking the Transition Track to complete the clinical portion of the ADN curriculum. Upon successfully completing this Program, the graduate is eligible to take the Registered Nurse licensure exam (NCLEX-RN). This Delta College Program is accredited by the National League for Nursing and approved by the Michigan Board of Nursing.

To be admitted to the ADN, PN, or Transition Nursing Clinical Track, a student must be validated as clinically eligible. Validation means the student has completed prerequisite requirements and has applied for entry into a selected clinical track. See current college catalog for details regarding programs and graduation requirements: www.delta.edu/nursing

1. Clinical Nursing Sequence:
Clinical courses must be completed in sequence with a grade of "C" or better in each required course to progress to the next course. If a student's final course grade is below a "C" , see Progression, Part 6, Process for Repeating.
2. Scheduling
The Nursing Discipline reserves the right to alter schedules and/ or sequencing for clinical courses, clinical laboratory settings, clinical laboratory time schedules, and staff assignments. Schedule changes are made when extenuating circumstances require that alternate arrangements must be implemented. Students will be notified as soon as possible when scheduling changes occur.

Dual Degree Option

Students who are seeking a degree in the Associate Degree Nursing Program may choose to graduate with a dual degree, Associate in Applied Science: Nursing, and Associate in Business Studies: General Management. Please see nursing counselor in the Counseling Center to discuss this option. Additional information on the nursing programs may be found at www.delta.edu/nursing, or you may call the Nursing Counselor in Counseling and Advising at (989) 686-9330 or the Nursing Discipline Office at (989) 686-9500.

PART 3: PROGRAM REQUIREMENTS

GENERAL

Handbook

Upon entry into a nursing program, the Nursing Student Handbook Acknowledgement Page (p. 1) must be signed and returned to the Nursing Discipline Office. This is an acknowledgement of receipt and understanding.

Travel & Parking

Students are expected to provide their own transportation. This may include parking fees.

Inclement Weather

1. The 24-hour weather hotline (989.686.9179 or 800.686.9179) has a recorded message which indicates the status of the college's operations. This information can also be found on Delta College's homepage at www.delta.edu/weather
2. Radio and TV stations will broadcast any college delays or closings within the tri-county area and beyond. This information can also be found via the Internet.
3. Students may decide that driving conditions are too hazardous to attend class or clinical even when the college has elected not to close. In cases such as this, it does remain the responsibility of the student to still meet the course outcomes and objectives (see Attendance Policy).
4. Due to various course schedules, especially at the clinical sites, attendance at required activities may occur before official college delays or closings are announced. In these cases the course instructor may use their discretion in deciding the best plan of action. If multiple sections are involved, consensus between the instructors should be reached.

A college delay or closing may not necessarily result in a cancellation of the class session if it is already in progress within the clinical setting.

Classroom/Simulated Lab:

Delays: Classes will resume on campus after a delay has expired. Rarely will an entire day of class/sim-lab be cancelled due to a delay in college opening due to the amount of content and material to be covered. If the college is delayed until afternoon, and less than 2 hours of class/simlab remain, the entire day will be cancelled. A make-up day may be required if a large portion of material is missed.

College Closing: Classes/simlab will not be held. This may also require a make-up day to cover essential material of the course.

Pagers and Cellular Phones

Clinical institution policy prohibits the use of cellular phones. If pocket pagers are utilized, they must be on vibration mode.

In the classroom setting, pagers and cellular phones are to be on vibration mode or turned off.

Code of Conduct

Professional behavior is expected in all components of the nursing programs. Students must demonstrate behaviors that convey respectful and caring attitudes.

1. Students are expected to follow the nursing discipline chain of command. The student must first discuss any issues or concerns with the faculty teaching that component of the course. If the situation is not resolved to the student's satisfaction, the student will make an appointment to speak with the Nursing Program Coordinator.
2. Students are expected to adhere to college policies related to alcoholic beverages and drug use as stated in the current college catalog under "Student Rights and Responsibilities."
3. Students are personally accountable for their own behavior and are expected to maintain the professional, ethical, and legal standards of nursing practice. They are also expected to conduct themselves according to the legal and ethical standards of the community and society. Students are expected to follow established lines of authority and communication in the college and clinical agency setting. Departures from these standards may result in clinical dismissal and/or program suspension.
4. Breach of client confidentiality will result in a course failure and possibly removal from the program.
5. Formal charges regarding a violation will result in suspension from the program until the courts resolve the matter.
6. Any student with a previous or current felony or misdemeanor conviction must inform the Nursing Discipline Coordinator and/or nursing counselor of said conviction. Students should be aware that a felony or misdemeanor conviction might constitute grounds for ineligibility to sit for the Nursing Licensure examination. The admittance to and/or continuation in a clinical sequence may be affected by a felony or misdemeanor conviction. You should be aware that the current licensure application form requests the following information:
 - a. History of felony conviction(s)
 - b. History of conviction of a misdemeanor punishable by imprisonment for a maximum of two years
 - c. History of conviction of a misdemeanor involving illegal delivery, possession or use of alcohol or a controlled substance (including motor vehicle violations)
 - d. Treatment for substance abuse in past two years
 - e. History of malpractice settlements, awards or judgments
 - f. Previous application for licensure/or NCLEX in Michigan or other jurisdictions
 - g. History of revoked, suspended, or denied licensure or registration, or other disciplinary action taken or presently pending

7. Students must maintain the level of mental and physical stability, which will ensure their safe, competent functioning in the classroom and clinical settings.

ACADEMIC

Attendance

Classroom/Simulated Laboratory: It is expected that the student be present for each scheduled Classroom and Simulated Laboratory experience. Attendance will be taken in every class and records maintained to comply with Financial Aid requirements. These learning opportunities are directly related to the clinical experience. Therefore, students who do not avail themselves of these learning situations cannot expect the instructor to provide make-up time.

In the event that a faculty member is not present in the classroom/simulated laboratory 10 minutes after class start time, students will contact the Nursing Discipline Office for directions. Do not assume that class is canceled until officially notified.

Clinical Laboratory is mandatory. If you are unable to attend or will be late, **you must** notify your instructor and the clinical area prior to assigned starting time as indicated in course syllabus.

Students will arrive at the clinical setting/simulated laboratory (pre-conference, assessment, or other) on time, projecting a professional appearance. They will have ready the appropriate equipment such as: stethoscope, watch, pen, scissors, penlight, care plans, picture ID badge, and reference books.

Missed clinical times are missed opportunities to meet course objectives. Make-up time is not an inherent feature of any clinical course. Clinical absences may lead to the inability to meet clinical objectives, which could result in a clinical or course failure.

MIOSHA Inservice: Is required of all students upon admission into the program. MIOSHA information may be covered again at the clinical placement site each semester.

HESI Testing Fees: All students are required to purchase a software package, through the college, designed to improve critical thinking, test taking skills, and familiarize themselves with NCLEX style questions each semester. The student will be given directions on how to access the program.

Recording Lectures: It is a courtesy for students to request permission of individual faculty before taping lectures. For test security reasons, students may not tape test review sessions.

Clinical Entry Orientation: The clinical entry orientation module is required of all incoming fundamental students. It can be found on The Learning Management System. You must complete all of the modules by the date indicated. Failure to do so will result in the issuance of a Performance Improvement Plan (PIP) and could possibly result in having to withdraw from the program.

Student Passport Alliance (SPA): *This orientation is required by all area hospitals. The student must complete both the generic and hospital specific orientation as outlined by the course instructor. You are not able to attend clinical if SPA has not been completed.*

Grading System

The instructor designates grades earned by the student based on the student's achievement of the course objectives. It is the instructor's responsibility to evaluate, during the course, the student's performance. Students are required to meet 100% of the student objectives as listed in the Course Evaluation Tool. Failure to meet any of these level objectives will result in a course failure and inability to progress in the program (regardless of theory grade for the course with an appropriate Performance Improvement Plan in place). The grading system is as follows:

ADN/PN Grading Scale:	100-93 = A	86-83 = B	77 = C
	92-90 = A-	82-80 = B-	76-70 = D
	89-87 = B+	79-78 = C+	Below 70 = F

Students must honorably achieve a minimum cumulative average of 77% on all exams within the course and a minimum cumulative average of 77% on all course work in order to pass the course.

The College policy for a disputed final grade is available to any student who wishes to dispute a final grade. Regulations pertaining to the grade dispute process are published in the college catalog.

Clinical Math Competency Policy

To ensure patient safety related to medication administration in the clinical setting, the Associate Degree and Practical nursing student will demonstrate math competency throughout the nursing program. Students must pass a math competency exam in each clinical course with a minimum score of 80% PRIOR to administering medications in clinical situations. Courses in which students are not assigned medication administration responsibilities are exempt from this requirement.

1. The student will have 40 minutes to answer 10 math questions. Questions will be reflective of current clinical practice and appropriate for the content level of the course.
2. Students will be permitted to use a basic, four-function, non-programming calculator.
3. This is a qualifying exam. The student's score will contribute no points toward the final grade.
4. Depending on the course, the first math competency exam may be taken PRIOR to the first day of class for a course that requires medication passes.

5. The student may attempt the math competency test a total of three times for each course; however, the student may attempt the test only one time per day. Math competency must be successfully completed within the first seven calendar days of the start of class.
6. The inability to safely administer medication represents unsafe practice and is grounds for clinical dismissal. If a student does not achieve 80% on the exam by the third attempt, this will result in an instructor-initiated drop from the course. An instructor-initiated drop will permit the student to seek more intensive Teaching/Learning assistance in math and other study habits, plus avoid a failed course. The student may have the option to return to the program by following the Reentry Board process. See the current nursing student handbook for Reentry Board information.
7. The student can have only one instructor-initiated drop due to the inability to successfully pass the clinical math competency for any course requiring this exam. If an additional instructor-initiated drop is necessary due to the inability to successfully pass the Math Competency Exam, the student will be ineligible to continue in the program.

Evolve-Elsevier/HESI Implementation

Near the end of select clinical nursing courses, students will take a proctored national nursing examination generated by the Evolve-Elsevier system. Each exam is worth a maximum of 15 points. Each student will receive a percentage of the 15 points based on how they scored on the exam. These points will apply toward the “Assignment” points in the course. Students are also required to participate in case studies and practice assessments as specified in each nursing course.

HESI Exit Exam – Capstone Course Only

Students are required to participation in a “live” NCLEX review course and take the HESI Exit Exam following successful completion of NUR250, NPT250 and PNE125, the programs’ capstone courses. A score of at least 850 is the desired score on the HESI Exit Exam.

- Students who achieve a score of 850 or above will be exempt from further remediation.
- Students scoring below 850 on their initial HESI Exit Exam must contact the Nursing Discipline Coordinator to establish a remediation plan. The prescribed remediation plan will include development of a self-study plan and completion of the suggested EVOLVE remediation located on the website: <http://evolve.elsevier.com>. Following completion of the remediation plan the student must take the HESI Exit Exam for a second time.
- Students who do not achieve a score of 850 on their second HESI Exit Exam may contact the Nursing Discipline Coordinator to determine further options. Further options may include further remediation, and taking the HESI Exit Exam for a third time.

Academic Integrity

Students are expected to adhere to the standards of academic honesty, as described in the College Catalog (Plagiarism and Honesty in Academic Work). No student will knowingly:

1. Obtain, give away, or accept any materials containing questions or answers to any exam that has not yet been given or is being given. The unauthorized possession of such materials will be considered prima facie evidence of a violation of this provision.
2. Do an assignment for another person or allow an assignment to be completed, in part or total, by another person.
3. Copy the work of another person (peer), including an author of a published book, pamphlet, or article, and turn it in as one's own. Quotations, statistics, and other factual data must be noted as such by documentation of the authoritative source.
4. Misrepresent performance or falsify documentation related to the performance of any activity required to complete course/ curriculum objectives.

If a question of academic dishonesty should arise, the first efforts toward the solution of the problem will be the responsibility of the faculty involved. The student will be notified of the allegation as soon as it becomes known to the faculty member and given a reasonable opportunity to respond to the faculty member before judgment is reached. Any penalty assessed will be at the discretion of the faculty member, who will take care to match the severity of the penalty with the seriousness of the situation. In any instance in which a failing grade in a course is given, based on a charge of academic dishonesty, the faculty will notify the division chair, discipline coordinator, and the student in writing of the circumstances and the evidence on which the action was based.

A student who receives a failing grade based on a charge of academic dishonesty may dispute the final grade. See the current Delta College catalog for Disputed Grade Procedure, plagiarism, and academic progression.

Social Networking Statement:

The administration of the Delta College Nursing program recognizes that social networking websites and applications, including but not limited to Facebook, MySpace, and Twitter, are an important and timely means of communication. However, students who use these websites and other applications must be aware of the critical importance of privatizing their web sites so that only trustworthy "friends" have access to the websites/applications. They must also be aware that posting certain information is illegal. Violation of existing statutes and administrative regulations may expose the offender to criminal and civil liability, and the punishment for violations may include fines and imprisonment. Offenders also may be subject to adverse academic actions that range from a letter of reprimand to dismissal from school or clinical training.

The following actions are strictly forbidden:

- With respect to information you may access in your professional role as a care-giver, you may not reveal the personal health information of other individuals except as specifically prescribed by law and regulation. Removal of an individual's name does not constitute proper de-identification of protected health information. Inclusion of data such as age, gender, race, diagnosis, date of evaluation, or type of treatment or the use of a highly specific medical photograph may still allow the reader to recognize the identity of a specific individual. This is a HIPAA violation and may violate other laws as well.
- You may not report private (protected) academic information of another student. Such information might include, but is not limited to: course or clinical grades, narrative evaluations, examination scores, or adverse academic/clinical actions. This may be a violation of state or federal privacy laws or regulations.
- In posting information on social networking sites, you may not present yourself as an official representative or spokesperson for Delta College Nursing Division or for Delta College.
- You may not represent yourself as another person.
- You may not utilize websites and/or applications in a manner that interferes with your official course/clinical commitments. That is, do not tie up a Delta College, hospital, medical office or clinic computer with personal business; these resources are provided solely for patient-related matters. Moreover, do not delay completion of assigned clinical responsibilities in order to engage in social networking.

In addition to the absolute prohibitions listed below, the actions listed below are strongly discouraged. Violations of these suggested guidelines may be considered unprofessional behavior and may be the basis for disciplinary action.

- Display of vulgar language
- Display of language or photographs that imply disrespect for any individual or group because of age, race, gender, ethnicity, sexual orientation or any other group characteristic.
- Presentation of personal photographs or photographs of others that may reasonably be interpreted as condoning irresponsible use of alcohol, substance abuse, or sexual promiscuity.
- Posting of potentially inflammatory or unflattering material on another individual's website, e.g. on the "wall" of that individual's Facebook site.

When using these social networking websites/applications, students are strongly encouraged to use a personal e-mail address, rather than their delta.edu address, as their primary means of identification.

Individuals also should make every effort to present themselves in a mature, responsible, and professional manner.

Discourse should always be civil and respectful.

Please be aware that no privatization measure is perfect and that undesignated persons may still gain access to your networking site, and information you post with the intention that it remain private may not be maintained as private by all recipients. A site such as YouTube, of course, is completely open to the public.

Future employers often review these network sites when considering potential candidates for employment.

Finally, although once-posted information can be removed from the original social networking site, exported information cannot be recovered. Any digital exposure can “live on” beyond its removal from the original website and continue to circulate in other venues. Therefore, think carefully before you post any information on a website or application. Always be modest, respectful, and professional in your actions.

Withdrawal Policy

When a student becomes ineligible to continue in the program, **it is the student's responsibility to immediately and officially withdraw from subsequent nursing courses.** If the student desires to reenter, they must submit a completed "Reentry Form" to the Reentry/Review Board (forms are available in the Nursing Discipline Office). Students receiving financial aid must inform the Financial Aid Office of their withdrawal.

Students may withdraw for reasons other than ineligibility to continue in the program. Check the current online college catalog for details related to the college policy pertaining to a grade of "W". Students who withdraw for any reason must follow the Reentry Process as outlined in Part 7 for guidance in reentry to the program.

The length of the course will determine if any grade will be issued when a student withdraws from a course or when an instructor initiated drop occurs. See the college catalog for withdrawal policy.

If the student withdraws between the 8th day of the course and 4/5's or the 12th week of the course, the transcript will reflect a "W" grade. **Please note:** If the student is failing at the time of withdrawal, the nursing office will maintain a record of the withdrawal and this will be considered a course failure. Notification will be sent to the student informing them of the failed attempt.

If a student does not officially withdraw/drop after 4/5's of a course (which is the 12th week of a 15 week course), the instructor will assign an appropriate final letter grade (A-F) in relation to total course requirements achieved.

Switching Program Tracks

Students may switch program tracks only once during their nursing clinicals. The student must consult their current instructor and/or discipline coordinator, then submit a completed Request for Reentry form to the Nursing Reentry/Review Board. Forms are available in the Nursing Discipline Office.

CLINICAL

Multimedia Learning Laboratory - Simulated Laboratory (MMLL)

1. No food or drink allowed in the computer or MMLL user area.
2. No children - it is not conducive to your study or that of your fellow students.
3. Students must present a photo ID card to obtain any audio/visual material.
4. MMLL personnel are here to assist you. Please don't hesitate to ask for assistance. Please notify MMLL personnel of any problems with material or equipment.
5. This is a quiet study area - please be considerate of others. Lab hours are posted on the MMLL door.
6. **Removal of multimedia materials from the Multimedia Learning Lab, without permission, will lead to disciplinary action, which may result in dismissal from the program.**

Clinical Behavior Code

1. Students are expected to report on and off to designate personnel during clinical experiences.
2. Gum chewing and profanities are unacceptable behavior in both the classroom and clinical agency setting.
3. Students are advised that the clinical agencies are non-smoking facilities. Students must adhere to agency smoking policy. It is recommended that smokers use breath mints in the clinical agency setting.

Dress Code for Clinical Experience

1. Male students are to wear hunter green trousers, shirt and/or tunic top. Hunter green uniforms with the Delta logo are available at Career Uniforms located in Bay City, Midland, and Saginaw.
2. Female students are to wear hunter green dress uniforms or pantsuits. Dress uniforms should come to the knee and pantsuit tops should cover the hip. All uniforms should be opaque (non-see-through). Jumpsuits or bib overalls are not acceptable. Nursing caps are optional. Only white sweaters may be worn. Hunter green uniforms with the Delta logo are available at Career Uniforms located in Bay City, Midland, and Saginaw.
3. When approved by the instructor, white laboratory coats, over professional street clothes, may be worn on some units during patient assessment.
4. On some units, street clothes, hospital provided scrubs, or colored tops are to be worn. Students will be advised when these variations apply. For Mental Health rotations, see criteria of individual clinical setting.
5. All students must wear clean, white clinical shoes*, hose, and undergarments.

6. Hair must be styled neatly and worn above the collar. Beards must be neat and well trimmed. Makeup, if used, should be conservative. Use of cologne/ perfume is not permitted. Nails are to be clean and short with smooth edges. If nail polish is worn, it should be a pale color and unchipped. **No nail polish in Peds and OB. Most agencies also do not allow artificial nails.**
7. A wedding band is the only ring allowed in the clinical area. No neck chains, ornamental pins, or bracelets are to be worn with the uniform/lab coat. Persons with pierced ears may wear **only** one pair of small, plain, post earrings. Visible ornamental body jewelry is not acceptable. A watch with a second hand is necessary.
8. Uniforms are not to be worn on campus except with permission for special occasions.
9. Students are responsible for purchasing uniforms, shoes, white hose, watch with second hand, bandage scissors, pen light and stethoscope. (Optional -- cap, lab coat and safety goggles).
10. Picture identification is required at agencies and can be purchased through the Nursing Discipline Office for \$1.50. Student must first obtain a student picture ID from the Department of Public Safety. The Clinical ID badge must be clipped to the collar of your uniform or lab coat whenever you are in the clinical setting. The Nursing Discipline Office will order the picture ID tags for students and distribute them on the first class day of NUR 101B, NPT 101B, NT 163, or PNE 121 (mid semester). Some clinical agencies require the student to purchase/obtain the organization's name badge.
11. Tattoos must be covered in the clinical setting.

Skills Inventory List: Students are responsible for keeping the Skills Inventory List updated. This will facilitate planning for appropriate clinical assignments. The Skills Inventory List is given to each student in his or her entry-level clinical course. The List is attached to the Course Evaluation Tool and accompanies the student in each course until graduation.

*Sandals, clogs, and general athletic shoes are **NOT** acceptable substitutes for clinical shoes. (All white, leather athletic shoes that meet agency guidelines are acceptable.)

Clinical Experience Expectations

1. Students may not care for patient(s) unless the instructor or instructor's designee is present in the clinical facility.
2. Students are not to perform any procedure until supervised or approved by the instructor in the clinical area.
3. Students are not allowed to independently take verbal or telephone orders.
4. All nursing students are covered by the college liability insurance policy while in the classroom, simulated laboratory, or clinical agency, but are encouraged to carry their own insurance also.
5. Students are to notify their instructor of a pregnancy. A written statement from the student's healthcare provider regarding approved activity and any limitations is required. These limitations may impact upon the student's ability to complete course/clinical objectives.
6. Students are to notify instructor of any significant permanent or temporary change in physical or mental health status. A written statement from the student's healthcare provider regarding their health status (mental/physical) limitations is required. These limitations may impact upon the student's ability to complete course/clinical objectives.
7. Students should be aware that some clinical experiences require the ability to work with computers. Practice time with computers, beyond scheduled clinical and class time, may be required.
8. Clinical experiences are a contractual matter between Delta College and the Health Care Agency. Students are not employees of the college nor of any clinical facility, and are not entitled to any benefits of employees. Therefore, students are expected to behave as guests in the health care agency, abiding by the agency's policies and procedures.
9. Agencies and clients/patients reserve the right to refuse student access to clinical experiences.
10. All experiences with IV therapy, fluids and medications must be supervised by an appropriate faculty or agency staff person.

Clinical Failure: A clinical failure is a failure, for the day, which results from unsafe or unprofessional practice issues within the clinical environment around the roles of Provider of Care (ADN/PN), Member of the Discipline (ADN/PN), or Manager of Care (ADN). All clinical failures will require that a Performance Improvement Plan (PIP) be initiated.

Two clinical failures will result in a course failure.

Course Failure: A course failure can result from poor academic performance in the didactic portion of the course, or poor clinical performance as noted above.

If the severity of a student's action in the simulated or clinical portion of a course is deemed to be so unusual and has the potential to cause harm or did cause harm to a patient, an immediate course failure will occur. Such situations may include, but are not limited to: Functioning beyond the scope of a nursing student within a practice role (RN or PN) or performing procedures or tasks that the student has not been educated in within the program unless verified by the instructor first.

Definition of Safe/Unsafe Clinical Performance

1. Safe performance, clinically, is defined as clinical behavior that exhibits consistent progress toward fulfillment of course objectives, i.e., increasing skill in the utilization of the nursing process especially in the area of evaluating nursing care, group dynamics and team interaction.
2. The student is expected to be prepared academically, mentally, and physically for all simulated and/or actual clinical experiences. The instructor may dismiss the unprepared student from the simulated laboratory or clinical setting.
3. Unsafe performance is defined as clinical behavior that jeopardizes the patient's safety even though actual harm to the patient may not ensue. Behavior that is potentially harmful to the patient shall be termed unsafe, i.e., failure to protect the physical safety of the patient, failure to accurately report and record observations, failure to update care plans, failure to be prepared. Incorrect spelling may lead to inaccurate communication, which is potentially harmful to the patient. Poor writing skills shall be considered unsafe. A pattern of clinical behavior that is inconsistent regarding preparation, application of principles, administration of care, selection of priorities, and evaluating care shall be considered unsafe. Errors of omission, as well as commission, are considered to be clinically unsafe. A student who exhibits a pattern of unsafe behavior shall fail the course.
4. A student whose clinical behavior is judged by the instructor to be unsafe may be immediately suspended from further clinical experience and receive a course failure. When making such a judgment, the instructor shall advise the student of their unsafe performance, describe the act(s) or omission(s), which are observed to be unsafe and, when applicable, provide supporting evidence. Faculty may request the assistance of another nursing faculty when observing and/or evaluating a student's clinical performance. The student may dispute a failing grade through the College's "Grade Dispute" process (see college catalog). If the student wishes to continue in the nursing program, the student must follow the procedures outlined (Part 6, Progression Process, Student Handbook).
5. To ensure patient safety related to medication administration in the clinical setting, all nursing students will demonstrate math competency throughout the nursing program (see Clinical Math Competency Policy).
7. Situations which are determined to result in harm to the patient, or to potentially harm the patient, will be addressed in the following manner:
 - The student will be notified by the instructor informing them of the concern.
 - The situation will be documented indicating to the student the severity of the issue and the consequences of the event.
 - A Performance Improvement Plan (PIP) will be initiated if the student does not demonstrate satisfactory progression toward level appropriate student objectives.

- If a Performance Improvement Plan (PIP) is initiated the PIP should clearly state what the student needs to do in order to achieve or proceed within the course.
 - Clear and measurable goals should be listed which allow the student to know what areas to focus on and encourage success.
 - Time should be granted for the student to demonstrate improvement.
- If a PIP is initiated, the PIP will follow the student through their duration of the program so that patterns of behavior and performance can be monitored for success. If clearly defined in the PIP, clinical failures can be cumulative within a program track.
- Since the Nursing Process is how we provide safe care to the patient the student must be able to demonstrate appropriate knowledge within this area as defined by their program/course outcomes.
- Two clinical failures will result in a course failure. Some issues will result in immediate course failure.
 - If the student is able they can apply for reentry into the program track. (See Part 7)
- Two course failures within a program (ADN or LPN) will prevent reentry into that program.
- Students should understand the implications of withdraw “W”, or receiving a letter grade for the course.
- Situations that demonstrate clinical practice beyond Scope of Practice for the defined Program as outlined by agency policy or State mandated curriculum guidelines will result in immediate course/program failure.
- All clinical failures need to be reported to the main faculty member of the course and Program Coordinator. In addition, all course failures need to be reported to the Program Coordinator.

For more information, go to www.delta.edu/nursing

Access To Clinical Agencies:

The clinical agency has final determination regarding who may participate in patient care at their facility. Delta College, in any form of representation, is a guest at the clinical agency and we must adhere to all rules, regulations, policies and procedures that the agency asks of us. At times, these stipulations may prevent clinical access to the agency. Denial to the clinical agency is on an individual basis. There is no responsibility on behalf of the college to find or make alternative arrangements for individuals restricted from entering clinical sites. Attempts will be made to accommodate mutually agreed upon changes in course sections to assist in these matters, but is not required. This may inhibit program completion. It is for these reasons and concerns that professional relationships, both performance and behavior, are maintained at all of our clinical agencies in any capacity.

The student who incurs a HIPPA violation while attending one of the program tracks within the Delta College Nursing Discipline will be dismissed from the program. The Nursing Discipline is under no obligation to readmit the student to any program track due to the seriousness of a HIPPA violation and/or admittance to the clinical agency. Any student who is not allowed entry into a clinical agency may incur a clinical and/or program failure due to inability to complete the required clinical component.

PART 4: HEALTH/CERTIFICATION REQUIREMENTS

Clinical Agency-Entry Requirements

As a clinical student, it is your responsibility to maintain current health records while in the nursing program. The student is expected to maintain a satisfactory level of mental and physical stability to enable a safe and competent level of functioning. Any student who is not in compliance with these regulations may be denied entrance to the clinical area. **For admission to all clinical agencies, students must have on file with the Nursing Discipline Office, a copy of the following: current physical examination, negative TB skin test or chest x-ray; documented Hepatitis B vaccine or signed waiver, Measles/Mumps/Rubella (MMR) and Tetanus documentation, current CPR certification, Current Criminal History release form, and Waiver & Release form for Health & Wellness.**

Physical Examination: Prior to entrance into the first clinical course, a student must submit a completed physical examination report to the Nursing Discipline Office. The physical examination must confirm that you are capable of performing all duties necessary for the safe care of patients. A physician, physician's assistant, or a nurse practitioner may complete this examination. The physical exam form may be obtained from the Nursing Discipline Office or Health & Wellness Division Office. If a student steps out of the program for a period of 1 year or more, or has a change in health status which would require a physician's physical exam, a new physical examination form must be submitted or documentation from the physician that the health issue is resolved and will not impact clinical performance.

TB Skin Test: Students must provide an annual negative TB skin test. A student with prior reactivity (positive skin test) will complete a questionnaire to assess symptoms of TB. If deemed appropriate, a chest x-ray may be required along with follow-up with a physician and a physician note stating that you are free of active TB before continuing in the program.

Latex Allergy: Each student in a health career program must be aware that if s(he) has an allergy to latex, the program may be unable to find placement in a clinical education center/agency to complete clinical education outcomes. Clinic sites may test for latex allergies and a positive test may jeopardize your ability to be placed in a clinical education center/agency. Please note that you may have a latex allergy and be unaware until tested. Additionally, be aware that hospitals/agencies may decide to hire only those who do not test positive to latex.

CPR Certification: All students must provide a copy of their current CPR certification. The CPR certification must include one- and two-person rescuer, infant rescuer and airway obstruction relief (Professional Rescuers CPR). The student must maintain current CPR certification throughout the program.

Hepatitis B Vaccine/MMR and Tetanus: Proof of Hepatitis B vaccine immunization must be submitted with the physical exam form or you must submit a signed waiver form. For persons born after 1957, documentation of immunization for MMR must be provided. If MMR documentation is unable to be obtained, a high rubella titer report can be substituted. Evidence of current Td immunization (within ten years) required.

Criminal Background Check/Fingerprinting

All entering nursing students must be fingerprinted as part of health care agency requirements and for the Michigan Nursing Scholarship. Students will complete and sign a release form allowing Delta College Public Safety to complete a background check. Information about this process will be provided to the student at orientation. Results of the background check will be secured and kept confidential, but may be shared with clinical agencies when requested or as otherwise required by law. If results indicate a felony/misdemeanor conviction, the Nursing Program Coordinator will discuss the findings and the process with the student. A felony/misdemeanor conviction may delay or end the student's nursing education, delay graduation, or change the curriculum from which the student may graduate.

Health & Wellness Waiver & Release Form

All students must submit a signed release form allowing Delta to share health documentation records and results of the criminal background check with the appropriate clinical agency to which the student will be assigned, if requested by the agency.

Student health records are discarded once they graduate from the program, with the exception of the Hepatitis B immunization record. Students might want to retrieve their health records upon graduation for future job-related documentation.

Injury/Accidents

If a student is injured during the course of clinical experience, it is the student's responsibility to inform the instructor immediately. Hospital contracts demand that certain procedural steps be taken in the event that a student becomes injured on the premises. Students are expected to follow the procedural steps dictated by the hospital in such matters. Depending on the agency policy and contract with Delta College Nursing Discipline, the hospital may agree to provide necessary emergency medical care for students. However, any such care will not be given without charge. The students should maintain health insurance and is financially responsible for any care provided. A copy of the Incident Report, or written summary of the incident, by the instructor, must be forwarded to the Nursing Discipline Coordinator. When an Incident involves a student's health status, a copy of the summary will be filed with the student's health records.

In cases where the student becomes involved in any situation requiring an Incident Report, the student must inform the instructor immediately. The student is covered by college liability insurance only while functioning in the role of a nursing student. Failure to report the incident and/or complete the required documentation related to the incident may result in dismissal from the program.

Students who are involved in an accident or become injured while on campus are responsible for reporting the circumstances immediately to the instructor, Discipline Coordinator, and (in certain situations) to Department of Public Safety at 686-9111.

Drug Screening

Some health care agencies may require drug screening (testing) prior to clinical experience at that agency. The student may incur the cost of such screening.

Health Insurance

Students are encouraged to carry health insurance in case an injury is sustained at the clinical agency and requires emergency and/or follow-up health care.

Clinical Work Restrictions

The following Recommendations for Clinical Work Restrictions apply to temporary conditions, which a student may experience during clinical courses. It is expected that the student inform the instructor whenever such situations exist. The instructor may require a signed authorization for the release of physician reports and records before permitting return to the clinical area. These restrictions may impact upon the student's ability to complete course/clinical objectives.

RECOMMENDATIONS FOR CLINICAL EXPERIENCE RESTRICTION*

Disease/Problem	Relieve from Direct Patient Contact	Partial Work Restriction	Duration
Conjunctivitis	Yes		Until discharges cease <u>or</u> until 24 hrs. after antibiotic initiated
Diarrhea, acute (with fever, cramps, or bloody stools, or last more than 24 hr.)	Yes		Symptoms resolve
Herpes Simplex Genitalia Orofacial	No Yes	Do not take care of high-risk/OB/Peds pts.	Until lesion heals
Herpes Zoster (Shingles)	Yes	Do not take care of high-risk pts.	Until lesions dry and crust
Pediculosis	Yes		Until 24 hrs. after treatment
Scabies	Yes		Until 24 hrs. after treatment
Staphylococcus Aureus (skin lesions)	Yes		Until lesions have resolved
URI with temperature elevation above 99.6 (0)	Yes	Do not take care of high-risk pts.	Until acute symptoms resolve
Skin/Soft Tissue Infection	No	Possibly	Glove or bandage
Pregnancy and other physical limitations**	Special condition may apply	Possibly	Physician's statement specifying level of activity and any other restrictions may be requested.

*Taken from Communicable Disease Center Publication, Atlanta, GA.

**Refer to Clinical Experience item #5, page 17

At times situations occur that affect the student's ability to perform tasks related to their role in the nursing program either through illness, injury, or planned medical procedures. If a student has alterations in, but not necessarily limited to, the following and as noted in the Essential Functions of Nursing:

- Physical mobility, strength, endurance, dexterity or coordination
- Sensory deficits
- Cognitive impairments especially related to concentration, memory, or communication
- Mental instability
- Allergies, especially latex

Proper documentation must be submitted before returning to the classroom, clinical, or simulated lab setting. Documentation must be obtained from an appropriate practitioner such as a physician, nurse practitioner, or physician assistant, listing the student's restrictions or clearing the student from any restrictions.

Restrictions may prevent the student from attaining course outcomes and objectives which will place the student at risk for course failure or require an incomplete depending on the situation. Documented restrictions do not excuse the necessity of meeting the essential functions required of the role or program. Restrictions may also prevent you from entering clinical agencies as outlined in agency contracts.

Returning to the classroom, clinical, or simulated lab setting with any health related restriction requires the student to complete a Waiver of Liability form available from the Nursing Discipline Office.

Essential Functions of Nursing

The essential functions listed are necessary for admission, progression and completion of the nursing program. They provide a basis for the provision of safe and effective nursing care. The essential functions include but are not limited to:

Strength

- Lift/push/pull 50 pounds is preferred in most clinical settings
 - If limitations are noted the ability to lift/push/pull 20 pounds is the minimum
- Perform repetitive movements if required
- Carry equipment and supplies

Manual Dexterity

- Perform procedures that require both gross and fine motor movement
- Perform procedure that require the ability to maintain aseptic technique
- Reach below waist and overhead
- Possess tactile abilities
 - Note temperature changes
 - Note tremors, vibrations, pulses
 - Determine size and shape differences
 - Assess surface characteristics

Coordination

- Coordinate hand/eye movements
- Ability to stand and maintain balance
- Ambulate without impairment
- Ability to assist clients with activities of daily living (ADLs)
- Write with pen

Mobility/Endurance

- Maintain physical tolerance for an entire assigned shift (6 to 12 hours)
- Physical ability to stand for long periods of time (3 to 6 hours)
- Bend, stoop and squat
- Move extremities quickly

Visual Discrimination

- Normal or corrected visual acuity
 - To observe or discern changes in physical condition
 - To assess color distinction
 - To possess depth perception
 - To read data/information from monitors and equipment
- Work in varying levels of light

Hearing

- Normal or corrected hearing
 - To discern appropriate assessment findings upon auscultation or other methods of assessment
 - To note tones and alarms
 - To interpret speech

Concentration/Attention Span

- Focus and maintain attention on tasks
- Ability to work in an environment that has multiple distractions

Conceptualization/Memory

- Read, write and understand English printed documents
- Utilize computer equipment
- Calculate and count amounts
- Measure and draw up medications
- Read measurement marks
- Evaluate patient care outcomes
- Process information
- Prioritize tasks
- Problem solve
- Synthesis knowledge and skills
- Use long and short term memory

Communication

- Communicate effectively in verbal and written form
- Establish therapeutic relationships in a supportive manner
- Negotiate interpersonal conflict
- Interact with others effectively
- Effective telephone skills
- Utilizes appropriate spelling and grammar when communicating
- Legible writing
- Work effectively in groups and independently

Mental Stability

- Remain calm in quickly changing environmental settings (trauma, code or violence situations)
- Handle multiple tasks concurrently

PART 5: FINANCIAL AID / SCHOLARSHIPS

Nursing students wishing assistance in financing their education should seek information through the college Financial Aid Office.

If you are interested in applying for available scholarships, you should fill out a Delta College Scholarship Application form regardless of whether or not you are seeking financial aid. Several scholarships established specifically for nursing or occupational program students who are not receiving financial aid are available.

Various tri-city hospitals/organizations offer significant funding through scholarships/grants/loans. Please check with their individual Nursing Education Departments for further information.

For current scholarship information and opportunities, check the nursing web page frequently at www.delta.edu/nursing.

PART 6: PROGRESSION

Progression in Clinical Courses

1. Students are expected to use skills and knowledge learned in all prerequisite general education and nursing courses.
2. Progression through the clinical sequence of the curriculum is dependent upon fulfillment of level appropriate student objectives.
3. Students must honorably achieve a minimum cumulative average of 77% on all exams within a course and a minimum cumulative average of 77% on all course work in order to pass the course.
4. Failure in a theory or lab/clinical section will require the student to retake both sections. A final grade of “F” will be assigned in both theory and lab if either course is not successfully completed. If a student withdraws from a course and is failing either theory and/or clinical at the time of the withdrawal, this will count as a failed attempt in the nursing program track. The nursing office will notify the student that the “W” is a failed attempt.
5. The student who has withdrawn and has achieved a 77% in theory and is passing the clinical component at the time of withdrawal will be issued a “W” grade. This “W” grade will not count as a course failure.

Process for Repeating Clinical Nursing Courses

1. Grades of “D” or “F” are considered failing grades. A student may attempt a particular nursing course more than once, but cannot have more than two course failures within a program (ADN or LPN). The student who experiences two nursing course failures within a program will not be granted reentry to the program. (See Part 7, Reentry/Review Process and Chart).
2. The College Grade Dispute Process is available to any student who wishes to dispute a final grade. Regulations pertaining to the grade dispute process are published in the college catalog.
3. The college reserves the right to remove, from class lists, those students who are identified as ineligible for that class or who have not followed the above procedures.

Inactive Students

If a student in good standing or granted reentry into the program has a period of inactivity within a program track that exceeds 18 months, the student will need to revalidate for a program track and complete the entire program.

PART 7: REENTRY/REVIEW BOARD

PURPOSE OF REENTRY/REVIEW PROCESS

The purpose of the Reentry/review Board is to review students' requests for reentry or advanced standing into the limited enrollment programs within the Nursing Discipline.

CLINICAL PROGRESSION PROCESS

First Clinical Sequence/Course

A student who does not successfully complete the first course(s) of a clinical/professional course sequence must re-validate. All validation procedures must be followed. Students may not validate more than twice for program entry.

Second and Subsequent Clinical Sequence/Course(s)

A student who is successful in the first course(s) but is not successful in any subsequent course(s) of the clinical/professional course sequence must follow the reentry progression process described below. Delta College reserves the right to require students to repeat one or more courses, which have been successfully completed if such a recommendation, will facilitate the student's ability to be successful. It is the student's responsibility to initiate and submit a Request for Reentry/Review form in order to be considered for reentry into the program after a withdrawal or failure.

ADN TRADITIONAL CLINICAL TRACK Progression Process to Follow If Clinical Sequence is Interrupted			ADN LPN/PARAMEDIC TRANSITION CLINICAL TRACK Progression Process to Follow If Clinical Sequence is Interrupted		
Clinical Course	Revalidate	Reentry Board	Clinical Course	Revalidate	Reentry Board
NPT/NUR 101A*	X		NT 161* or 162*	X	
NPT/NUR 101B		X	NT 160 *	X	
NPT/NUR 115		X	NT 163		X
NPT/NUR 116		X	NT 215		X
NPT/NUR 119		X	NT 216		X
NPT/NUR 240		X	NT 219		X
NPT/NUR 250		X	NUR 250		X

*Students who drop from class during the first week will keep their validation date.

Clinical Course	Revalidate	Reentry Board
PNE 121*	X	
PNE 122		X
PNE 123		X
PNE 124		X

I. APPLICATION PROCEDURE

- A. Students who fail, withdraw from a course, or interrupt the clinical sequence for any reason must follow the Reentry Process as outlined in Part 7 for guidance in reentry to the program.
- B. Reentry form (Review Board Form) or advanced placement application may be obtained from the Nursing Discipline office.
- C. Completed written request must be filed with the Nursing Discipline office.
- D. Placement into a program course will be determined by Review Board decision, and if the number of reentry students exceeds course capacity, placement is determined by the date and time that the Review Board form is received back into the Nursing Office. The student must officially withdraw from a course or have been issued a final grade for the course by the instructor before submitting the Review Board Form.
- E. Procedural Information
 1. Final grades of “D” or “F” are considered failing grades. The student who has withdrawn and has achieved a 77% in theory and is passing the clinical component at the time of withdrawal will be issued a “W” grade. This “W” grade will not count as a course failure. A student may attempt a particular nursing course more than once, but cannot have more than two course failures within a program (ADN or LPN). The student who experiences two nursing course failures within a program will not be granted reentry to the program. Any student who fails to pass a course due to a “clinical failure” may have to submit a video tape*** to the Nursing Reentry/Review Board, demonstrating safe and effective performance of level appropriate psychomotor skills prior to reentrance to the program.
 2. If a skills video is judged unsatisfactory, a second video*** may be submitted. However, if the second video is not satisfactory, the request for entry into the program will be denied. A video will be reviewed by the two faculty members for consensus of the decision.
 3. Transfer students must demonstrate competency of clinical skill procedures via a skills video***. Placement in the program will be determined in part by demonstrated competency. **Only one video submission will be allowed for transfer students.**

* Students who drop from class during the first week will keep their validation date.

***Students will be charged a fee for nursing supplies used in making the skills video.

4. Once videos are submitted, they become the property of Delta College.
5. No external advocate(s) will be allowed to attend the meeting.
6. Students wishing to switch from the full-time to the part-time track or vice versa must submit a Request for Review/Reentry Form to the Nursing Reentry/Review Board to be considered. Switching tracks is based on space availability and Review Board recommendations.
7. **Transfer students** -- all requests for advance placement in a nursing program will be reviewed by the Nursing Review/Reentry Board. Students are required to submit related materials at least two weeks prior to the meeting and may be requested to attend the meeting. Any student who has two nursing course failures in another college's nursing program is not eligible for advanced standing in our program.* We will not deny admission of such students to the Delta Nursing program provided they meet the admission requirements for Delta's nursing program, follow validation procedures, and start at the beginning of the program.
8. To qualify as a graduate of a Delta nursing program, the student must successfully complete a minimum of two semesters within the selected program.
9. The college reserves the right to remove from class lists those students who are identified as ineligible for that class or who have not followed the above procedures.

II. REENTRY/REVIEW BOARD COMPOSITION:

A. Membership of the Reentry/Review Board will be as follows:

1. Faculty representatives: A faculty member from each full-time RN level (4) and one faculty member from the part-time RN program (1) and the PN program (1).
 - a. The Chair of the Reentry/Review Board will be considered one of the faculty representatives.
2. Teaching/Learning Center representative (1)
3. Counseling Center representative (1)
4. Student representative (1) who functions as a non-voting member, but offers input to the situation. A student in the final semester of the program will serve as a student representative. An alternate will also be selected to fill in if needed.
5. Discipline Coordinator as needed

III. REENTRY/REVIEW BOARD OPERATIONAL GUIDELINES

A. Meetings will be:

1. Scheduled at the end of each 5-week block during Fall and Winter semesters and as needed during Spring/Summer
2. Convened with no fewer than three members present.
3. A participating faculty member at the same level as a student requesting reentry can be present during the discussion and can provide input into the discussion if the student is in agreement. If the faculty member is requested not to be present, they can provide a written summary.

B. Board Action.

- In an effort to maintain student success, the Review Board Committee will develop an individualized plan of success for each applicant which may differ from applicant to applicant.
 - To best determine the needs of the student, the Review Board may approve or deny a request for re-entry or advanced placement into the program based on the data presented to the committee.
 - Written decisions of the Board will be provided within two weeks of Board action.
1. Readmission and Advanced Placement is dependent upon one or more of the following:
 - a. Availability of space in defined courses/programs.
 - b. Completion of an individualized plan from the Nursing Review Board.
 - c. Registration with Add/Drop form from the Nursing Discipline Office.
 - d. If conditions of the Review Board are not met within the timeframe determined, readmission approval will no longer be valid and the student will need to resubmit a Request for Reentry form to the Review Board.
 2. Readmission or Advanced Placement denied:
 - a. The Review Board has the ability to deny reentry or advanced placement into the program if:
 - i. The student does not meet program requirements.
 - ii. The individualized plan is not completed.
 - b. New requests for Review Board consideration may be made if the student demonstrates progress that would indicate success within the program and meets all program requirements.
 3. An individual plan of success may not be appealed.
 4. If readmission to the program is denied, new information can be presented, an appeal can then be made to the Review Board to consider the information.

IV. Confidentiality Statement:

Participants of the Review Board should consider all matters covered in the Review Board committee meetings as confidential due to the nature of the situations and discussions that follow to resolve them. Any breach of confidentiality may result in suspension or dismissal according to college policy.

PART 8: STUDENT NURSE ASSOCIATION

The Delta College Student Nurse Association (DCSNA) is an affiliate of the National Student Nurse Association. All nursing students are welcome to join and become members of this professional organization. The purpose of the DCSNA is to:

1. Assume responsibility for contributing to nursing education in order to provide for the highest quality health care, and;
2. To provide programs representative of fundamental and current professional interest and concerns, and;
3. To aid in the development of the whole person, her/his professional role, and her/his responsibility for the health care of people in all walks of life, and;
4. To promote effective communications among students, faculty, administration, and the community resources, and to provide an opportunity for pre-professional organizational growth.

Further information regarding functions, by-laws, etc., may be obtained by contacting the President of the organization.

PART 9: GRADUATION

Graduation Expectations

Students are responsible for reviewing their academic status prior to entering the last semester of clinical nursing. They should check the college catalog for the "Graduation Requirements" required of all candidates for an associate degree. An application for the Associate in Applied Science Degree-Nursing or Practical Nurse Certificate must be filed with the Records and Registration Office at the beginning of the final semester of course work, prior to the deadline date. **The Registrar's office usually requires a minimum of 3 months prior notification or graduation can be delayed.**

Graduate nurses are expected to take part in the annual commencement ceremonies. Caps and gowns are rented through the college bookstore.

Graduate nurses may purchase the appropriate Delta Nursing School pin through the college bookstore.

The Francis Goll Mills Recognition Award, which acknowledges promise, performance and dedication to the field of nursing, is presented annually to an outstanding Associate Degree in Nursing graduate.

Licensure Application Information

During the final semester, after applying for graduation, students must submit licensure examination application forms to the designated testing agency and the State Board of Nursing. The appropriate application fees must accompany application forms.

Instructions for submitting applications for ADN/PN licensure and for taking the NCLEX (licensure exam) are distributed in the final course. After completion, the student will submit applications to the appropriate agencies stated in the directions. Forms for ADN licensure can be found online at http://www.michigan.gov/documents/cis_fhs_bhser_rnpkt_74438_7.pdf . Forms for PN licensure can be found at http://www.michigan.gov/documents/cis_fhs_bhser_lpnpkt_74433_7.pdf

The Records and Registration Office reviews all records for accuracy and fulfillment of degree or certificate requirements after the school's official final grades submission deadline date. If all is in order, the Director of Records and Registration and the Nursing Discipline Coordinator sign certificates of program completion. The Certificates of Completion are notarized documents and are sent via certified mail to the Michigan Board of Nursing for processing. Once processed, the Michigan Board of Nursing will notify the testing agency that you are eligible to take the test. At that point, the graduate will receive an Authorization to Test from the testing agency along with instructions for scheduling a testing appointment. This entire process may take 6-8 weeks to complete. Some employers now require licensure to begin employment. It is the graduate's responsibility to establish realistic employment start dates.

PART 10: SENIOR CELEBRATION

ADN and PN Programs

1. The Senior Celebration will be planned by faculty and will be held in the Delta College Lecture Theater or gymnasium.
 - a. The number of guests who can attend will be limited, based on the size of the graduating class and the lecture theater or gymnasium capacity. There is no limitation on guests if the gymnasium is used.
 - b. Student will be given three announcements for the event. Prepaid orders for additional announcements will be accepted.
 - c. The graduates will be in uniform.
 - d. Attendance at the celebration is **not** mandatory.

2. Students may choose:
 - a. to participate in the celebration
 - b. to have graduate photographs taken
 - c. to purchase a Delta nursing pin