ASSOCIATE DEGREE NURSING PROGRAM

STUDENT HANDBOOK

Fall 2020/Spring 2021

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Published Fall 2020

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Madison College School of Nursing
Associate Degree Nursing Program

Emergency Action Addendum to ADN Student Handbook
Effective Fall, 2020

Course Progression Deferment Policy

Due to the unprecedented situation with COVID 19, the ADN program leadership has developed the following policy to provide students with a course deferment option. Students may utilize this deferment policy for personal, family, academic, or employment circumstances that may affect student success in the ADN program related to COVID 19. This is a temporary policy, which is in effect short-term to manage the impact of COVID 19 on program students.

- **Prior** to the official start of classes in fall 2020, if a student determines the need to defer classes until spring 2021, the student will be granted a "deferment period" of one semester, only. This deferment period guarantees the student a seat in the Spring, 2021 semester classes, including clinical.

  While current policy in the Student Handbook indicates that students who defer or withdraw from classes may return only on a space available basis, this policy is being waived for the academic year of 2020-2021 in lieu of the temporary Course Progression Deferment Policy.

- The same policy will be in place for spring 2021. If a student is able to complete classes in the fall 2020 semester, but needs to defer classes in spring, 2021, the student will also be given a deferment of one semester and may return in fall 2021.

- Course progression deferment may be utilized for one semester, only. Further deferment beyond one semester will not be granted. Students needing to defer beyond one semester will reenter courses on a space available basis as outlined in the reentry policy in the Student Handbook.

- Students are required to communicate in writing their intent to defer a semester with the School of Nursing Associate Degree Program Director.

FORWARD

Welcome to the Associate Degree Nursing Program at Madison College. The *Associate Degree Nursing Program Student Handbook* has been prepared to provide you with important information you will need as you progress through your program of study in the Associate Degree Nursing (ADN) Program. In this handbook, you will find a description of the nursing program as well as specific policies that apply to nursing students. You should read through this handbook carefully as you begin your nursing studies and keep the handbook for future reference as you progress through your program.

In addition to this handbook, the Madison College website (Madison College) is an important reference for you. Policies that apply to all students in the college will not be found in the *Associate Degree Nursing Program Student Handbook*, but rather are found on the website. For those policies that are specific to School of Health Education students, you will find a reference in the *Associate Degree Nursing Program Student Handbook* to help you find the policy on the Madison College Website.

The nursing faculty believes that although learning is primarily the student's responsibility, the instructors will assist the student in developing talents, aptitude and the ability to participate as an effective member of the health team. The faculty welcomes you to what promises to be one of the most demanding, yet satisfying, experiences of your life. Welcome to the world of nursing!

MISSION and VISION STATEMENTS

NURSING PROGRAM MISSION STATEMENT

The nursing programs within the Wisconsin Technical College System (WTCS) are committed to educational excellence. We prepare nurses with the knowledge, skills and attitude to enhance and restore the well-being of individuals, families, and the community by using the nursing process. We value:

- Diversity
- Evidence-based practice
- Holistic, patient-centered care
- Honesty, integrity and fairness
- Life-long learning
- Safe and cooperative work environments
- Partnerships with students, businesses, government, educational systems and communities
- Wise use of technology and resources entrusted to us.

NURSING PROGRAM VISION STATEMENT

The Wisconsin Technical College System (WTCS) nursing programs provide a quality, dynamic learning environment, which prepares a diverse workforce of nurses to meet community needs.

WTCS 2013

MADISON COLLEGE MISSION, VISION, & VALUES

Mission:
Madison College provides open access to quality higher education that fosters lifelong learning and success within our communities

Vision:
The leader in accessible, affordable education that meets the evolving needs of our diverse communities

Values:
- Excellence
- Respect
- Commitment to students and diverse communities
- Making higher education available to all

NURSING CURRICULUM
PHILOSOPHY

This philosophy incorporates Wisconsin Technical College System (WTCS) faculty beliefs regarding nursing education as shaped by the WTCS nursing mission statement.

Nursing is the dynamic interpersonal goal-directed process that seeks to promote optimal health within the context of individuals, family, community and society. The concepts of caring and integrity are central to nursing and communicated through both attitude and action. Nursing uses the nursing process, a problem-solving approach to provide holistic, patient centered care to individuals, families, and groups. Nurses assess health and make clinical decisions to manage and provide safe and effective nursing care according to standards of practice within the legal, ethical and regulatory frameworks. Nursing is based on knowledge and science and is demonstrated by evidence-based practice. Through collaboration with other health care professionals, nursing is responsive to the needs of the community across the health-illness and lifespan continuum.

Individuals, families, and groups are diverse, complex living beings, in which physical, psychological, cultural and spiritual health processes are in constant interaction. This constant interaction provides the capacity for change. Individuals have inherent worth, dignity and autonomy in health care decisions.

Nursing education facilitates the development of knowledge, attitudes and skills appropriate to the learner's level of nursing practice. Nursing education integrates concepts from nursing and other disciplines and takes place in institutions of higher learning. As a practice discipline, nursing education requires the use of performance based instruction with measureable competencies. Faculty and learners create a safe, cooperative environment, which stimulates the spirit of inquiry, clinical reasoning, and self-directed life-long learning. Excellence in nursing education is achieved by providing students with a rigorous and dynamic curriculum using technology, partnerships and resources. Graduates are prepared to meet community specific healthcare needs as entry-level practitioners.

The WTCS System-wide curriculum for nursing programs provides a seamless curriculum, which is flexible and accessible for learners on a statewide basis. Prior learning, experience and career mobility are valued and efforts are aimed at facilitating articulation between levels of nursing. Information gathering within the community network that includes advisory committees, employers, and health care consumers enhances curriculum review and revision.

WTCS 2013

CONCEPTUAL FRAMEWORK

The conceptual framework of the Associate Degree Nursing statewide curriculum is derived from the mission and philosophy of the nursing program. This conceptual model is a visualization of the interrelationships between the nursing students, the values of the program, and main concepts that are threaded throughout the program outcomes and competencies.

The compass symbolizes the direction of the student's growth throughout the program as well as their future endeavors. The star focuses on the program itself, the customers and student resources. The outer circle depicts the environment where nursing care is provided and student learning develops. Eight core values defined in the mission are noted in the middle circle. The inner circle describes the threads of the nursing program, necessary for growth and direction for the student. The threads add structure to the content and attainment of program outcomes.

Three major concepts are integrated into this conceptual framework. The first concept is the tradition of nursing care in a holistic, patient-centered environment. The second concept is the Nursing Process and the integration of the process into every nursing course. The third concept is the outcomes that are woven throughout the program, which help to organize the course content.

The program outcomes are also the framework for evaluation of student progress, direction and performance. All of the concepts utilize evidenced-based practice and information from the sciences, technology, and humanities.

WTCS 2013

NURSING COMPASS
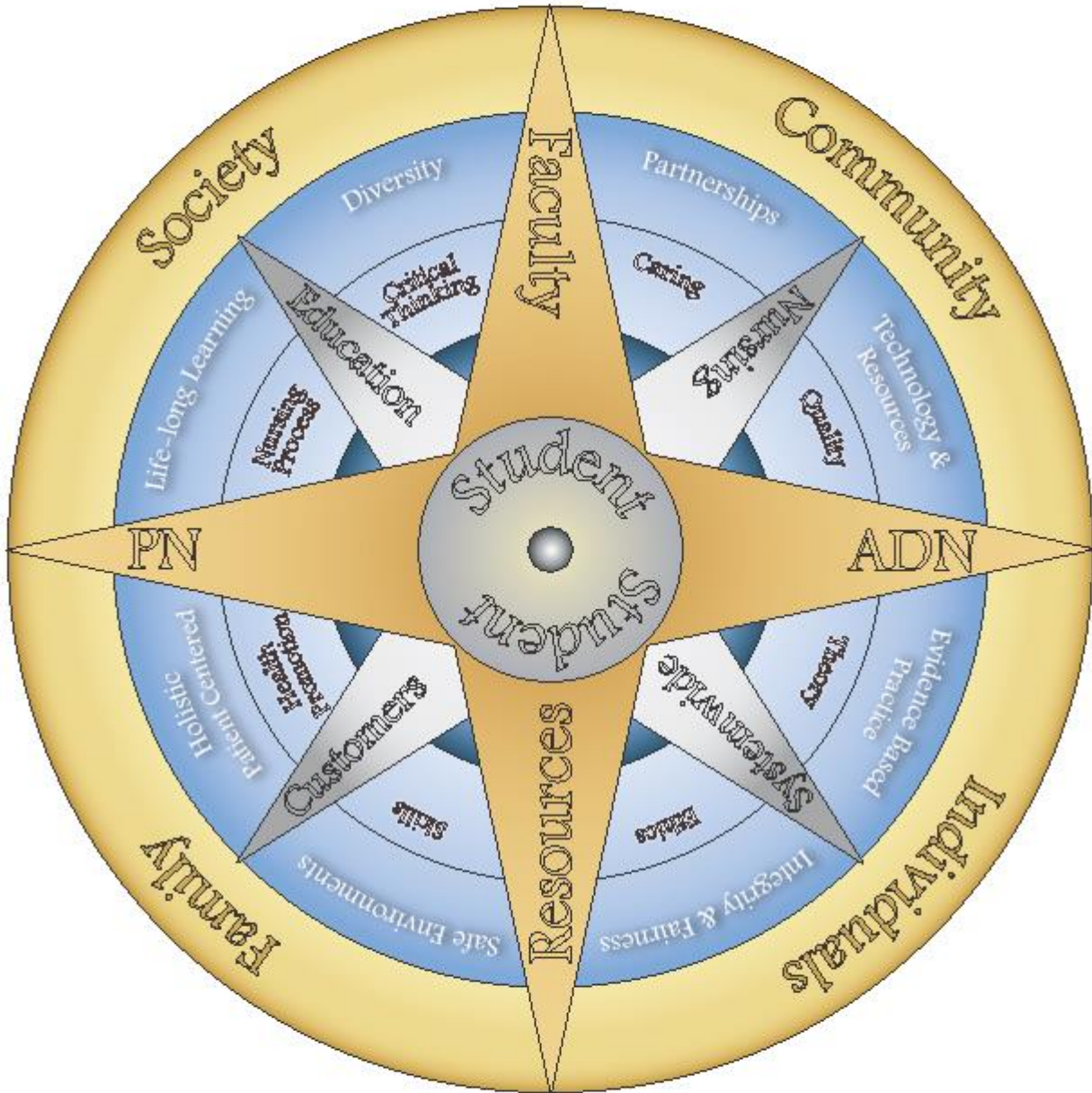
WTCS 2013

Madison College Nursing Program Equity and Inclusion Mission Statement

To be engaged in the learning process, one must feel included, valued and respected. Diversity, Equity, and Inclusion are more than just words to us- the students, faculty and staff who study, teach, and offer support in the Madison College Nursing Program. We embrace these principles. Our mission is to continually build and nurture a culture based on equity and inclusion. These principles guide how we build our teams, manage our classroom and clinical experiences, and cultivate future nurses.

We desire to: 1) reflect our patient and community demographics within our college and program community and, 2) embody a deep sense of pride, passion and belonging that transcends any learner status, or faculty and staff role, position or title held. Encouraging, supporting, liberating, and celebrating diverse voices shapes our goals and mission. Through experiences that represent collaborative ideas and multiple perspectives from a community comprised of all backgrounds and abilities, we strive to create unique, inclusive learning experiences and environments that will deliver impactful, real-world oriented nursing graduates to our communities.

End-of-Program Student Learning Outcomes

First Year

Implement one's role as a nurse in ways that reflect integrity, responsibility, ethical practices, and an evolving identity as a nurse committed to caring, advocacy, and quality care while adhering to evidence-based practice. **(Professionalism)**

Demonstrate appropriate written, verbal, and nonverbal communication in a variety of clinical contexts. **(Communication)**

Integrate knowledge of social, mathematical, and physical sciences, pharmacology, and disease processes while participating in clinical decision-making. **(Integration of theory into practice)**

Provide patient centered care under supervision by participating in the nursing process across diverse populations and healthcare settings. **(Nursing Process)**

Minimize risk of harm to patients, members of the healthcare team, and self through safe individual performance and participation in system effectiveness. **(Safety)**

Collaborate as an active member of the multidisciplinary health care team to provide effective patient care throughout the lifespan. **(Collaboration/Leadership)**

Use information and technology to communicate, manage data, mitigate error, and assist with decision-making. **(Technology/Informatics)**

Second Year

Implement one's role as a nurse in ways that reflect integrity, responsibility, ethical practices, and an evolving identity as a nurse committed to evidenced-based practice, caring, advocacy, and quality care. **(Professionalism)**

Demonstrate appropriate written, verbal, and nonverbal communication in a variety of clinical contexts. **(Communication)**

Integrate social, mathematical, and physical sciences, pharmacology, and pathophysiology in clinical decision-making. **(Integration of theory into practice)**

Provide patient centered care by utilizing the nursing process across diverse populations and health care settings. **(Nursing Process)**

Minimize risk of harm to patients, members of the healthcare team, and self through safe individual performance and participation in system effectiveness. **(Safety)**

Lead the multidisciplinary health care team to provide effective patient care throughout the lifespan. **(Collaboration/Leadership)**

Use information and technology to communicate, manage data, mitigate error, and support decision-making. **(Technology/Informatics)**

ASSOCIATE DEGREE NURSING: PROGRAM OF STUDY

	General Education Courses	Credits	Hrs/week
Lec.-Lab			
30-543-300	Nursing Assistant*	3	2-1
10-801-195	Written Communication * OR	3	3-0
20-801-201	English Comp 1*	(3)	(3-0)
10-801-198	Speech* OR	3	3-0
10-801-196	Oral/Interpersonal Communitarians* OR	(3)	(3-0)
20-810-201	Fundamentals of Speech*	(3)	(3-0)
20-806-207	Anatomy and Physiology1*	4	3-2
20-806-208	Anatomy and Physiology 2*	4	3-2
20-806-273	Microbiology* OR	5	3-2
20-806-274	Microbiology* (UW Madison transfer req)	(5)	(3-2)
20-809-203	Intro to Sociology* OR	3	3-0
10-809-197	Contemporary American Society*	(3)	(3-0)
20-809-231	Intro to Psychology*	3	3-0
20-809-233	Developmental Psychology*	3	3-0
	Total	31	

FIRST YEAR

First Semester		Credits	Hrs/week
Lec.-Lab			
10-543-101	Nursing Fundamentals	2	2-0
10-543-102	Nursing Skills	3	0-6
10-543-103	Nursing Pharmacology	2	2-0
10-543-104	Nursing: Intro to Clinical Practice	2	0-6
	Semester Total	**9**	
Second Semester			
10-543-105	Nursing Health Alterations	3	3-0
10-543-106	Nursing Health Promotions	3	3-0
10-543-107	Nursing Clinical Care across the Lifespan	2	0-6
10-543-108	Nursing: Intro to Clinical Management	2	0-6
	Semester Total	**10**	

SECOND YEAR

First Semester			
10-543-109	Nursing Complex Health Alterations 1	3	3-0
10-543-110	Nursing Mental Health Comm. Concepts	2	2-0
10-543-111	Nursing Intermediate Clinical Practice	3	0-9
10-543-112	Nursing Advanced Skills	1	0-2
	Semester Total	**9**	
Second Semester			
10-543-113	Nursing Complex Health Alterations 2	3	3-0
10-543-114	Nursing Management Concepts	2	2-0
10-543-115	Nursing Advanced Clinical Practice	3	0-9
10-543-116	Nursing Clinical Transition	2	0-6
	Semester Total	**10**	

LICENSING INFORMATION

LICENSED PRACTICAL NURSE

Wisconsin Statutes and Administrative Code Relating to the Practice of Nursing; Chapter 441.10 identifies the prerequisites for examination as a licensed practical nurse.

> "A person who is 18 years of age or older, does not have an arrest or conviction record, subject to ss. 111.321, 111.322 and 111.335, has completed 2 years of high school or its equivalent as determined by the board and holds a diploma of graduation from a school for licensed practical nurses approved by that board, may apply to the board for licensing as a licensed practical nurse, and, upon payment of the examination fee specified in s. 440.05(1), shall be entitled to take an examination. Any school for licensed practical nurses, in order to be accredited, must offer a course of not less than 9 months."

REGISTERED NURSE

Wisconsin Statutes and Administrative Code Relating to the Practice of Nursing; Chapter 441.04 identifies the requisites for examination as a registered nurse.

> "Any person who has graduated from a high school or its equivalent as determined by the board, does not have an arrest or conviction record, subject to ss. 111.321, 111.322 and 111.335, holds a diploma of graduation from an accredited school of nursing and, if the school is located outside this state, submits evidence of general and professional educational qualifications comparable to those required in this state at the time of graduation may apply to the department for licensure by the board as a registered nurse, and upon payment of the fee specified under s. 440.05(1) shall be entitled to examination."

All of the above information is provided to the Board of Nursing at the time the individual applies for the examination/licensure. Pursuant to 2017 Wisconsin Act 278, beginning August 1, 2018, prior to submitting an application for a credential, an individual may apply to the Department for a determination of whether the individual would be disqualified from obtaining the credential due to his or her conviction record. To apply for a predetermination, please fill out Form #3085 and submit all required documentation specified on the form. Pursuant to Wis. Stat. § 111.335(4)(e), the offenses or kinds of offenses that may result in a refusal, bar, or termination of licensure are published under Additional Resources on the DSPS website. (Department of Safety and Professional Services DSPS) 4822 Madison Yards Way, Madison, WI 53705).

LICENSURE OPTIONS ADN STUDENTS

A student who completes the first year of the ADN Program will have the option of taking the National Council Licensure Examination for Practical Nurses (NCLEX-PN). Some students may decide to exit the program at that point, while others may take the

examination to enhance their income and job potential during their second year in the program. Some students may decide to wait until the end of the ADN program to take the National Council Licensure Examination for Registered Nurses (NCLEX-RN). Students will be asked to choose one of three (3) pathways during the second semester of the first year:

Pathway I	Pathway II	Pathway III
First Year ADN ↓ Second Year ADN ↓ NCLEX-RN	First Year ADN ↓ NCLEX-PN Second Year ADN ↓ NCLEX-RN	First Year ADN ↓ NCLEX-PN ↓ Exit program
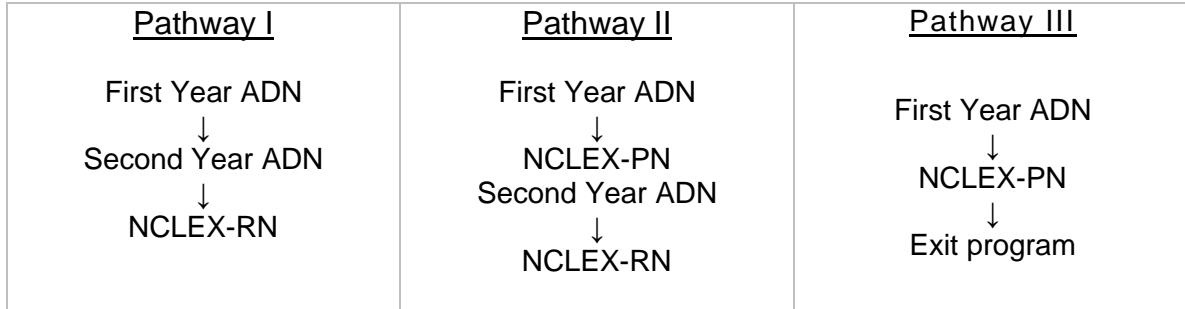
Pathway I: Traditional ADN Program:

A student who chooses to complete both years of the ADN Program will be eligible to apply for RN licensure and take the NCLEX-RN after successfully completing the program; the NCLEX-PN is not required for a student who chooses this pathway.

Pathway II: LPN Interim Option:

A student who finishes the first year of the program in May might find this pathway inviting. By completing the NCLEX-PN in the summer, the student may be able to work as a LPN while completing the second year of the ADN Program. A student who finishes the first year of the program in December may want to consult with his or her academic advisor or the ADN Program Director about strategies for managing the challenges presented with this option.

A student must pay licensing and NCLEX-PN fees to be eligible for credentials as a LPN; the student must pay separate licensing and NCLEX-RN fees after completing the ADN Program to be eligible for credentials as a RN. The examination and licensure fee is approximately $300 for each credential.

Note: A student opting to take the NCLEX-PN prior to the end of the ADN Program must complete the Speech requirement prior to being eligible for testing, as this is a LPN Program requirement.

Pathway III: "Job-Out":

A student who has struggled academically, financially, emotionally or personally may find it difficult to progress to the second year of the ADN program. Some individuals may want work experience in a less demanding role before assuming the increased accountability and responsibility of the RN role. After successful completion of the first year, the student could graduate as a practical nurse and exit the program; this student would be eligible to apply for LPN licensure and take the NCLEX-PN.

At a later date the individual may reapply to the ADN program as a LPN-to-RN student; entry into third semester is considered on a space-available basis. A student who chooses this option must contact the ADN Program Director to complete an exit interview and to discuss reentry options.

Please see the note above regarding <u>completion of the Speech requirement</u> to be eligible to test.

LICENSING: APPLICATION AND TESTING PROCESS
PN-NCLEX and RN-NCLEX

Application for licensure and testing

A. The potential graduate (PN and ADN) submits two on-line applications at the same time (**NOTE: Madison College nursing graduates must complete the application process ONLINE-no paper applications should be completed).** One application is for licensure, and one application is for testing. Both application for licensure and registration for NCLEX must be complete before the graduate nurse can be made eligible to take the NCLEX exam. The cost for licensure application is $90.00 and the NCLEX application is $200.00.

  - o Application for State licensure is available at
    - ▪ https://dsps.wi.gov/Pages/Professions/RN/Default.aspx
    - ▪ License Information
    - ▪ **OLAS (Online Licensure Application System)**

  - o Students need to read:
    - ▪ OLAS (Online Licensure Application System)
    - ▪ Information for RN Licensure by Examination

  - o Students MUST complete and submit:
    - -Application for RN through OLAS-online application ONLY.
    - -An application for NCLEX Examination (direct link from DSPS site)
      - • Read the entire NCLEX Candidate Bulletin

    Information needed for application:
    Graduation dates - December 18, 2020 or May 14, 2021

    MATC
    Madison Area Technical College
    1701 Wright Street
    Madison, WI 53704

Type of Program: Associate Degree Nursing (ADN)
Program Code: MATC Associate Degree Nursing at Madison: US50407900

Type of Program: Practical Nursing (LPN)
 Program Code: MATC Practical Nursing at Madison: US50105600

B. Statement of Graduation (Form 259)- This form will need to be completed and submitted to the Health Office only if a paper application has been completed. The Madison College School of Health Education verifies graduation *electronically* on the State website through OLAS following completion of coursework at the end of the semester when final grades are posted. Please do not call the Health Office requesting this information.

C. An application for a <u>temporary permit</u> is optional (Form 2434) and costs $10.00. The temporary permit allows the applicant to practice nursing under the direct supervision of a registered nurse until a credential is granted.

- The exam can be taken without a temporary permit.
- Applicants must apply for and be granted a temporary permit if they wish to work as a Graduate Nurse-GN prior to passing NCLEX.
- Applicants must have a secure job offer and a RN supervisor in order to be granted a temporary permit.
- Temporary permit is good for 90 days only. It may be renewed once for additional three-month period.
- Note that a temporary permit must be returned to the DSPS immediately if the applicant does not pass the NCLEX.

D. <u>Request for testing accommodations</u>: A request for testing accommodations can be completed at https://dsps.wi.gov/Pages/Professions/RN/Exams.aspx

If an applicant has a diagnosed need for testing accommodations, the board of nursing makes a determination for NCLEX accommodation eligibility. Madison College does not have a role in this process.

E. <u>Convictions and pending charges</u> (Form 2252)-as needed.

As part of the application process, applicants will be asked about any convictions or pending charges against them.
- Minor offenses such as parking tickets or speeding convictions do not need to be reported.
- DWI/OWI/OUI; Driving/operating while intoxicated or under the influence <u>MUST</u> be reported.
- Failure to disclose information may constitute fraud or false representation and could prevent licensure.
- **PLEASE NOTE**: Pursuant to 2017 Wisconsin Act 278, beginning August 1, 2018, prior to submitting an application for a credential, an individual may apply to the Department for a determination of whether the individual would be disqualified from obtaining the credential due to his or her conviction record. To apply for a predetermination, please fill out Form #3085 and submit all required documentation specified on the form. Pursuant to Wis. Stat. § 111.335(4)(e), the offenses or kinds of offenses that may result in a refusal, bar, or termination of licensure are published under Additional Resources on the DSPS website. (Department of Safety and Professional Services DSPS) 4822 Madison Yards Way, Madison, WI 53705).

Next Steps

Once students have applied for licensure and testing, and final grades have been posted, the School of Health Education will verify a student's graduation to the

Department of Safety and Professional Services (DSPS) for PN and RN licensure. The student must have applied for licensure for this to occur. The DSPS then finishes processing licensure applications. If the student has applied for a temporary license, the department verifies that the student has registered to take the NCLEX and sends the student a temporary license.

When the licensing process is complete, DSPS notifies NCLEX (through Pearson Vue) of the candidates eligible to take the licensing examination. After receiving notification of eligibility to test, NCLEX sends the student an Authorization to Test (ATT) via email. The ATT letter contains the student's test authorization number, candidate identification number, and an expiration date (one year for the State of Wisconsin).

When the student receives the ATT, the student should use the web or call to schedule an appointment to take the NCLEX examination as soon as possible. The NCLEX exam may be taken at any Pearson Professional Center. A list of centers will be included with the ATT. The Pearson Professional Center should accommodate the request to test within a 30-day time period.

If a student has not received a confirmation of registration within four weeks of submitting the registration form, call NCLEX Candidate Services. DO NOT submit another registration form (or fee) before calling. There is NO REFUND of registration fees (not even duplicate fees). The registration is good for 365 days after eligibility is determined.

General Information

NCLEX is a national exam. The student may test in any state and the results will be valid in any state. Once the student has passed NCLEX it does not need to be taken again even if the license is transferred to another state (licensure by endorsement). The closest test centers to this area are Madison, Brookfield (Milwaukee area), Kenosha, Eau Claire, Schaumberg, Ill, and Rochester, MN.

The student must plan for the maximum test duration of 6 hours when scheduling the exam and other life activities.

Failure to test on the day scheduled will result in forfeiture of all fees. The test center must be notified a minimum of 24 hours ahead of time if the student needs to reschedule. The reschedule process is outlined in the Candidate Bulletin.

A license holder is responsible to notify the State Board of Nursing (SBON) of any address changes within 30 days of moving to a new address.

Licenses in Wisconsin are renewed every two years- odd numbered years for PN and even numbered years for RN. "Forgetting to renew" the license and continuing to practice as an RN or LPN constitutes fraud. The individual is subject to discipline, fines and potential salary repayment to the employer.

Read the NCLEX Examination Candidate Bulletin carefully for information regarding scheduling the actual NCLEX-RN Examination and identification requirements when arriving at the exam location. Two forms of ID will be required, along with the Authorization to Test (ATT) letter. One form of ID must be a current photo ID with your signature, the other form of ID must have your signature as well. A photo, fingerprint, Palm Vein Print and signature are taken on the test day, at the test site, before you take the examination. For questions pertaining to the NCLEX exam you can call the NCSBN Pearson Candidate Services Department at 1-866-496-2539 or the local Pearson Professional Center.

The information on the application must be the same as the information on the candidate's photo ID.

About the Test:

- Read the NCLEX Examination Candidate Bulletin to find out information about the actual examination.

Some highlights are:
- The exam may be a minimum of 85 questions or a maximum of 205 questions for the PN exam and a minimum of 75 questions or a maximum of 265 questions for the RN exam (15 questions will be pre-test questions that are not scored).
- It may take up to six hours to take the exam.
- The length of time it takes to complete the exam is not an indication of success/failure on the exam.
- Candidates must select an answer before proceeding to the next test item. There is no backtracking to previous questions once they are answered and confirmed.
- The NCLEX exam is composed of a variety of item formats. These may include, but are not limited to, multiple-choice items that require more than one response, math calculations, and fill-in-the-blank items. Newer formats may also include charts, tables, or graphic images. The majority of items that are available to be administered to candidates will remain the standard, four-option, multiple-choice items.   Samples of the alternate item formats can be seen on the NCLEX website.
- Candidates are monitored while taking the exam (in person, on video and audio).
- Candidates must apply for and be granted special accommodations for testing with the Department of Safety and Professional Services (DSPS).
- If a candidate fails the NCLEX, there must be at least 45 days between the first and second exam attempt.
- If a candidate fails the NCLEX, and was issued a temporary license, it is no longer valid.
- For up to date information about the entire testing process, please go to https://portal.ncsbn.org/

Early Testing Information

With recent changes by the Wisconsin State Board of Nursing, students who meet program qualifications may apply to take the NCLEX prior to graduation. Students who are interested in this must meet all of the following criteria:

- May request testing no sooner than 8 weeks prior to graduation
- Must be achieving 85% or better in each 4th semester theory course.
- Must be passing or have passed both 4th semester clinical courses.
- Must demonstrate consistent progression in performance as indicated by the absence of any Performance Improvement Contracts during the semester.
- Complete in full and submit the early testing application: DHS form 3049 https://dsps.wi.gov/Credentialing/Health/fm3049.pdf
- Submit a current Degree Progress report.
- Students must provide documentation of all of the above and submit to the Associate Dean of Nursing in a single email.
- There are generally NO exceptions to these requirements. If required, only the Dean of Nursing may consider granting waivers.

Questions pertaining to the application process:

Sonja Noble @ 1-800-322-6282 ext. 4570 or 1-608-243-4570
srnoble@madisoncollege.edu
Associate Degree Nursing Co-Program Director

Kerri Kliminski @ 1-800-322-6282 ext. 6621 or 1-608-246-6621
kkliminski@madisoncollege.edu
Associate Degree Nursing Co-Program Director

Lisa Marie Greenwood @ 1-800-322-6282 ext.1058 or 1-608-616-1058
lgreenwood@madisoncollege.edu
Associate Dean of Nursing

ARTICULATION

The nursing programs at Madison College are designed to facilitate articulation from one level of nursing education to the next.

LICENSED PRACTICAL NURSING TO ASSOCIATE DEGREE NURSING COMPLETION PROGRAM

The Associate Degree Nursing Completion Program is available to currently licensed Practical Nurses choosing to advance their educational preparation to become Registered Nurses. Candidates may petition once per year. Students take 543-164

Orientation to Associate Degree Nursing the semester prior to starting core nursing courses. In addition to the information in the Associate Degree Nursing Handbook, the following apply to this student cohort:

- The number of students admitted to the Associate Degree Nursing Completion Program is variable each semester & determined by the Associate Dean of Nursing. Students may be admitted to Fort Atkinson, Reedsburg or the Madison Truax campus.
- Applicants must successfully complete Nursing 543-164: Orientation to Associate Degree Nursing prior to starting core nursing courses. This class is generally offered the last eight (8) weeks of Fall semester prior to entering core nursing courses.
- Students may be admitted to the 543-164 course and concurrently be enrolled in their last ADN pre-requisite course.
- Progression to core nursing courses is dependent on successful completion of the 543-164 class and all prerequisite courses.
- The 543-164 course is good for one year. If a student is unable to proceed to core nursing courses the semester after its completion, they will be allowed into core courses the following semester as an alternate. Students who do not enter core nursing courses within a year of completing the 543-164 course will be required to reapply to the program and take the course again.
- Students may be accepted into the 543-164 course as an alternate. This means they are guaranteed a space in core nursing **theory** classes the following semester but not clinicals unless student attrition occurs.
- Students are entitled to a one-time deferment when offered admission into the 543-164 class. Students who refuse admission a second time are removed from the waitlist and will need to reapply to the program when they are ready.
- A student who fails or withdraws from the 543-164 class while the course is in progress may reenroll in that course only once. If unsuccessful a second time, students should consider health or career advising to determine future educational goals.
- Students may only reenter the Associate Degree Nursing Completion Program once.

ASSOCIATE DEGREE NURSING TO BACCALAUREATE OF SCIENCE DEGREE IN NURSING

The ADN Program has formal articulation agreements with several colleges and universities. Students who would like further information about these agreements should contact the Program Director, Associate Dean or their academic advisor to discuss educational plans and goals.

In addition to the colleges with formal articulation agreements, various colleges and universities have special programs for RNs with associate degrees who wish to complete a baccalaureate degree in nursing. Students who are interested in a specific college should contact that institution to find out about admission requirements and policies regarding transfer of credit.

The complete list of RN to Baccalaureate programs and RN to MSN programs may be found on the AACN web site at http://aacnnursing.org

Specific information regarding BSN completion at a particular school can also be found at: Transfer Opportunities

STUDENT NURSING ASSOCIATION (SNA)

SNA membership is open to all Nursing program students. Truax, Watertown and Reedsburg campuses have active SNA chapters. SNA offers member benefits related to professional development in general and specialty areas, leadership opportunities, developing your voice, career building, networking with professional role models, policy development, community outreach, and more. Students may hold local, state and/or national membership. Dues are prorated to reflect the level of membership.

For those who would like to develop their nursing role/career, now is the time to join your SNA. Along with the National Student Nurses Association, the preprofessional organization for nursing students, your SNA provides benefits to your learning and career development. Talk to a current Board Member, your Student Representative, or check out SNA on *The Link* for more details.

RESOURCES

MADISON COLLEGE WEBSITE

The [Madison College Website](#) provides an overview of Madison College and contains information regarding academic opportunities, services for students and other important information.

To find the Associate Degree Nursing Program on the website from the homepage, search for "nursing". The first result will be for the Associate Degree Nursing program's webpage.

Students Rights and Responsibilities:

Information on Student Rights and Responsibilities at Madison College can be found by searching the college website. Students are encouraged to review all college policies under Student Rights and Responsibilities including policies on Academic Integrity, the Appeals Process and the Procedures for Conflicts/Complaints/Concerns.

ASSOCIATE DEGREE NURSING PROGRAM STUDENT HANDBOOK

The *Associate Degree Nursing Program Student Handbook* provides information and policies for all students in the nursing program. Material in the handbook is intended to help students understand and follow program policies and procedures. Policies and procedures in the *Associate Degree Nursing Program Student Handbook* are consistent with and are an extension of the policies appearing on the Nursing website and college website.

Information in this handbook is accurate at the time of publication; policies may be changed. If changes are made, information will be forwarded to students.

COURSE SYLLABUS

A course syllabus is written for each course. The syllabus contains information related to the course (e.g., description, textbooks, competencies and standards). The course syllabus for each course is available online in the Blackboard course site.

TECHNOLOGY SUPPORT

Blackboard, which requires computer access, is used for communication, grades, quizzes, resource links and other information in most nursing courses; the student must have an activated Blackboard account. Computers, webcams, and microphones are also required for assignments in some nursing courses. Many students prefer to have high-speed internet access at home or use a local library. Computers are available for student use in the Madison College libraries and the Nursing Skills Lab (Truax). Please note: Technology related issues are not an excuse for being late with or missing assignments, quizzes, and tests/examinations.

Technology support for computer issues is available during any open library hours; support is able to assist with technology and computer related questions. Access to this support is available at the library at Truax or any library at any of the Madison College campuses. Call for technology support at (608) 243-4444 for the local Madison area or Toll Free at (866) 277-4445. Students may also email the Student Computer Help Desk by using the email form available on the college website through a search for "Computer Help for Students".

There are also several available on-line resources on the Madison College Website that will help you with:

- Accessing your Network accounts
- Blackboard Help
- H-Drive Information
- Mac OSX Assistance
- Multimedia
- Plug-ins
- Student Email Help

These resources are available by searching for "Computer Resources for Students".

ACADEMIC SUPPORT

The faculty of the nursing program is committed to assisting students in achieving their educational goals. If you need assistance with course work, please do not hesitate to contact your instructor.

In addition, the nursing faculty values your suggestions and input about the program. You will complete a course evaluation at the end of each course. In addition, if you have suggestions or concerns regarding the nursing course or program, you should approach faculty members to share your thoughts and ideas.

AMERICANS WITH DISABILITIES ACT

Madison College welcomes students with disabilities into the College's educational programs. Every Madison College campus has Disability Resource Services available for students with disabilities. The Disability Resource Services website provides specific information related to accommodations for disability-related barriers. For further information, please visit the https://madisoncollege.edu/disability-resource-services, call 608-246-6716 (Students who are deaf should use relay) or email DRStransition@madisoncollege.edu

In order to receive consideration for reasonable accommodations for your disability, you must contact the Disability Resource Services office at the campus where you are officially enrolled. If approved for accommodations, Disability Resource Services will provide you with an accommodation plan.

Please share your accommodation plan with your instructors and discuss the approved accommodations as early in the class as possible. If you feel that your accommodation needs are not being met, please inform the instructor or Disability Resource Services as early as possible. It is best to request these accommodations at the beginning, if not before class, so there is ample time to make the accommodations.

ACADEMIC ADVISING

Introduction to Academic Advising:

Academic advising is a formal part of the Associate Degree Nursing Program. The purpose of academic advising is to assist students in clarifying their educational goals and facilitating the development of learning plans for the realization of these goals. Academic advising aims to:

- Facilitate the academic success of Associate Degree nursing students.
- Foster responsibility in students for their academic success.
- Provide a system of support for all nursing students.
- Act as a bridge between students and Madison College resources.
- Enhance the quality of education in the Associate Degree Nursing Program.

Each student will be assigned one faculty academic advisor that will follow him or her throughout the nursing program. That advisor will be a full-time faculty member who teaches in the nursing program. The academic advisor will initiate and facilitate meeting with the student advisee during each semester the student is enrolled in the nursing program.

Faculty Academic Advisor Responsibilities:

1. Adherence to FERPA guidelines.
2. Monitor student academic performance and progress (Including ATI results & grade audit).
3. Attempt to meet with students a minimum of once a semester.
4. Review access to Madison College policies, procedures and resources.
5. Maintain documentation on advisee's progress in the program.

Student Responsibilities:
1. Become familiar with Madison College resources.
2. Attend group/individual academic advising sessions and meetings.
3. Schedule appointments as needed and be prepared for meetings (i.e. have required materials).
4. Develop educational goals and learning plans, and follow through with learning plan actions to achieve goals.
5. Consult with your academic advisor when you are having academic difficulty or considering making changes in your program of study.

PROGRAM REQUIREMENTS

FUNCTIONAL ABILITIES
During the course of the nursing programs, students must demonstrate the ability to perform the functions listed below safely, reliably, and efficiently within the scope of practice as defined by the Board of Nursing. In accordance with this, some skill performance exams in the nursing program are time-limited. All students will be required to complete these exams in the allotted time frame. If you believe you may need accommodations to assist you in performing the functions that follow, please contact the Program Director/Associate Dean in the nursing program or the Disability Resource Services (DRS) office at 608.246.6716 or 800.322.6282, ext. 6716 or email DRS at drs@madisoncollege.edu prior to the semester you begin your nursing program.

Gross Motor Skills:

Move within confined spaces
Maintain balance in multiple positions
Reach above shoulders (e.g., IV poles)
Reach below waist (e.g., plug electrical appliance into wall outlet)
Reach out front

Fine Motor Skills:

Pick up objects with hands
Grasp small objects with hands (e.g., IV tubing, pencil)
Write with pen or pencil
Key/type (e.g., use a computer)
Pinch/pick or otherwise work with fingers (e.g., manipulate a syringe)
Twist (e.g., turn objects/knobs using hands)
Squeeze with finger (e.g., eye dropper)

Physical Endurance:

Stand (e.g., at client side during surgical or therapeutic procedures)
Sustain repetitive movements (e.g., CPR)
Maintain physical tolerance (e.g., work on your feet a minimum of 8 hours)

Physical Strength:

Push and pull 50 pounds (e.g., position clients, move equipment)
Support 50 pounds of weight (e.g., ambulate client)
Lift 50 pounds (e.g., pick up a child, transfer client, bend to lift an infant or child)
Carry equipment/supplies
Use upper body strength (e.g., perform CPR, physically restrain a client)
Squeeze with hands (e.g., operate fire extinguisher)

Mobility:

Twist, bend, stoop/squat; move quickly (e.g., response to an emergency)
Climb stairs, walk

Hearing:

Hear normal speaking-level sounds (e.g., person-to-person report)
Hear faint voices
Hear faint body sounds (e.g., blood pressure sounds, assess placement of tubes)

Hear in situations when not able to see lips (e.g., when masks are used)
Hear auditory alarms (e.g., monitors, fire alarms, call bells)

Visual:

See objects up to 20 inches away (e.g., information on computer screen, skin conditions)
See objects up to 20 feet away (e.g., client in room)
Use depth perception & peripheral vision
Distinguish color & color intensity (e.g., color codes on supplies, flushed skin/paleness)

Tactile:

Feel vibrations (e.g., palpate pulses)
Detect temperature (e.g., skin, solutions)
Feel differences in surface characteristics (e.g., skin turgor, rashes)
Feel differences in sizes, shapes (e.g., palpate vein, identify body landmarks)
Detect environmental temperature

Smell:

Detect odors (e.g., foul smelling drainage, alcohol breath, smoke, gases or noxious smells)

Environment:

Tolerance to allergens such as latex
Tolerance to strong soaps
Tolerance to strong odors

Reading:

Read and understand written documents (e.g., flow sheets, charts, graphs)
Read digital displays

Math:

Comprehend graphic trends
Calibrate equipment
Convert numbers to and from Metric System (e.g., dosages)
Tell time
Measure time (e.g., count duration of contractions, CPR, etc.)
Count rates (e.g., drips/minute, pulse)
Read measurement marks (e.g., measurement tapes, scales, etc.)
Add, subtract, multiply, and/or divide whole numbers
Computer fractions and decimals (e.g., medication dosages)
Document numbers in records

Emotional Stability:

Establish therapeutic boundaries
Provide client with emotional support
Adapt to changing environment/stress
Deal with the unexpected (e.g., client condition, crisis)
Focus attention on task
Cope with own emotions
Perform multiple responsibilities concurrently
Cope with strong emotions in others (e.g., grief)

Analytical Thinking:

Transfer knowledge from one situation to another

Process information from multiple sources
Analyze and interpret abstract and concrete data
Evaluate outcomes
Problem solve
Prioritize tasks
Use long-term memory
Use short-term memory

Critical Thinking:

Identify cause-effect relationships
Plan/control activities for others
Synthesize knowledge and skills
Sequence information
Make decisions independently
Adapt decision based on new information

Interpersonal Skills:

Establish rapport with individuals, families and groups
Respect/value cultural differences in others
Negotiate interpersonal conflict

Communication Skills:

Teach (e.g., client/family about health care)
Influence people
Direct/manage/delegate activities of others
Speak English
Write English
Listen/comprehend written/spoken word
Collaborate with others (e.g., health care workers, peers)
Manage information

Caregiver Background Check Information
and Statement of Understanding for Associate Degree Nursing Students

Refer to the Madison College Website: https://madisoncollege.edu/health-education-policies

Madison College Associate Degree Nursing (ADN) students are required to have background checks at the state and national levels including out-of-state criminal history search, tribal court criminal history search, check of relevant military records, and check of county or local records prior to entering the clinical agencies that will host the clinical component of the program.

A completed background check as prescribed under Wisconsin's law includes all of the following:

1. Completed self-disclosure background information (BID form)-updated yearly.
2. Electronic status check of professional licenses and credentials through the Department of Safety and Professional Services.
3. Electronic criminal history search from the Wisconsin Department of Justice.
4. Electronic review of records kept by the Department of Health and Family Services for any substantiated findings of abuse or neglect, and license restrictions or denials.

The legal contract ("affiliation") between the clinical agency and Madison College requires that Madison College provide background check findings for all students assigned to clinical experiences in their facility. In addition, clinical sites require documentation including the criminal complaint and disposition or judgment documents of any convictions. Based on this information, the clinical agency can deny the student access to their facility. **It is completely up to the clinical agency – Madison College has no recourse in the clinical agency's decision.**

Please be advised that if you have any history of criminal or civil convictions or pending charges, this information will be identified through the background check process and will be provided to the clinical agencies for their review. Contact the program director to discuss past charges and convictions and their implications on program progression and/or licensure. While there is a list of charges/convictions that would never be accepted, there are also charges/convictions that may be accepted under certain circumstances (e.g. the offense occurred many years ago). This "maybe list" is also subject to change – again, it is up to the clinical agency to make this decision. See the attached list of commonly considered crimes.

In addition, caregiver background check information may also affect eligibility to obtain state licensure. Graduation from the nursing program does not ensure the state will give approval to sit for NCLEX. More information can be obtained at the Department of Safety and Professional Services website (DSPS). **Knowingly providing false information or omitting information will result in dismissal from the program.**

Wisconsin law also requires caregivers (i.e., nursing students) to notify the entity (i.e., Program Director/Associate Dean) as soon as possible, but no later than the person's next working day (scheduled class day) when any of the following occurs:

1. The person has been convicted of any crime.
2. The person has been or is being investigated by any governmental agency for any other act, offense, or omission, including an investigation, related to the abuse or neglect, or threat of abuse or neglect, to a child or other client, or any investigation related to misappropriation of a client's property.
3. The person has a governmental finding substantiated against them of abuse or neglect of a client or of misappropriation of a client's property.
4. In the case of a position for which the person must be credentialed by the department of regulation and licensing, the person has been denied a license, or the person's license has been restricted or otherwise limited.

As stated before, the clinical site determines whether or not to accept a student at the clinical facility; Madison College employees do not make this decision. The program director will attempt placement at a maximum of two (2) sites used by the campus at which the student is currently attending for each clinical rotation. The program director will notify the student if clinical placement is denied related to the results of the criminal background check. Ultimately, if the assigned clinical agency will not allow the student to attend, it is not possible for the student to complete the competencies of the course. If the student cannot complete the competencies of the course, it is not possible for the student to complete the program. *Therefore, if the clinical agency where the course is being held will not accept the student based on the background check history, the student must be excused from the ADN program, regardless of the student's academic standing*.

A complete Caregiver Background Check (which includes a Background Information Disclosure) must be completed prior to beginning first semester clinical nursing courses.

Completion of a BID (Background Information Disclosure) form is required at the beginning of the program and prior to beginning third semester nursing courses.

The link to complete this requirement is: [Castlebranch](#)

If you have questions regarding this process please contact the ADN Program Director or Associate Dean of Nursing. You can also check the ADN Students Blackboard site for more information.

WTCS Caregiver Background Check Criteria

In compliance with the Wisconsin Caregiver Law (1197 WISCONSIN ACT 27, HFS 12), caregiver background checks are completed on all students entering into designated programs in the Wisconsin Technical College System (WTCS). The completion of a caregiver background check includes the review of criminal records for convictions of serious crimes or a history of improper behavior.

Conviction(s) of the following crime(s) will result in _denial_ of participation in clinical experiences:

WI Statute	Crime
940.01	First degree intentional homicide
940.02	First degree reckless homicide
940.03	Felony murder
940.05	Second degree intentional homicide
940.12	Assisting suicide
940.19 (2) through (6)	Battery (felony)
940.22 (2) or (3)	Sexual exploitation by therapist; duty to report
940.225 (1), (2), or (3)	First, second, or third degree sexual assault
940.285	Abuse of vulnerable adults (misdemeanor or felony)
940.29	Abuse of residents of a penal facility
940.295	Abuse or neglect of patients and residents (misdemeanor or felony)
940.02 (1)	First degree sexual assault of a child
940.03 (2) (a)	Physical abuse of a child—intentional—cause great bodily harm
OTHER OFFENSES	
	Finding by a governmental agency of neglect or abuse of a client, or of misappropriation of a client's property
	Finding by a governmental agency of child abuse or neglect

Any pending charges or conviction of the following crime(s) will require the student to provide more information and _may result in denial of access to the clinical facility_:

WI Statute	Crime
968.075	Being found by the court, or record, to include an act of domestic violence
961	The sale, possession, distribution or transfer of narcotics or controlled substances
943.201, 943.38, 943.39	Misappropriation such as, unauthorized use of an individual's personal indentifying information or documents, forgery or fraudulent writings
943.20	Felony or misdemeanor theft
944	Crimes of moral turpitude (prostitution, public lewdness/exposure, etc.)
346.63	More than two (2) D.U.I. convictions in the three (3) years immediately preceding the submittal of application. The student may be asked to submit proof of an AODA substance evaluation and/or proof of completion of any court ordered treatment.
940.19 (1)	Misdemeanor battery
940.195	Battery to an unborn child
940.20	Battery, special circumstances
941.30	Reckless endangerment
942.08	Invasion of privacy
947.01	Disorderly conduct
947.013	Harassment
OTHER OFFENSES	
	Crimes committed in another state, the elements of which are substantially similar to the elements of any of the above offenses.

If the applicant believes the background check is inaccurate, they may appeal the decision and request a review with the Associate Dean, School of Health Education. It is the

applicant's responsibility to produce substantial evidence that proves the disqualifying criminal conviction record is inaccurate.

STUDENT HEALTH, CPR AND HEALTH/ACCIDENT INSURANCE REQUIREMENTS

All health history and immunization information, CPR certification requirements, TB screening and health/accident insurance requirements must be on file in the student's account with Castle Branch (Castlebranch). The student will receive electronic updates when information needs to be renewed or added to their account.   The account information must be complete and current prior to beginning clinical experiences in the nursing program each semester.

Refer to Madison College Website Health Education Policies

Latex Allergy
Refer to Madison College Website Latex

Smallpox Vaccine
Students who are contemplating receiving a smallpox vaccine should consult with faculty prior to receiving the vaccine. A smallpox vaccine may affect your ability to participate in clinical experiences.

TB Screening
TB screening is required annually and must be current during the duration of each clinical experience.

CPR for Health Care Providers
Students are required to maintain current certification in CPR for Health Care Providers. This certification includes training in the care of infants, children and adults, and includes AED training. This must be current during the duration of each clinical experience. Online courses do not include hands-on skills testing and will not meet this requirement.

Influenza Vaccination
Most clinical sites used in the Associate Degree Nursing Program require evidence of current influenza vaccination for students assigned to those sites. All clinical students will be required to obtain the influenza vaccine prior to attending clinical. Students unable to receive the vaccination for influenza must notify the Program Director or Associate Dean of the nursing program, complete a declination form, and submit the completed declination form to the Castlebranch account. Inability to meet this

requirement may affect the student's ability to attend clinical and complete a clinical course satisfactorily.

Health/Accident Insurance

All School of Health Education programs require students to have basic health/accident insurance for clinical participation. With their signature on the Health Screen form, students are indicating that they agree to maintain coverage throughout the duration of their clinical experience(s) in the nursing program and that they understand Madison College cannot assume any liability or financial obligation for students' health care. Students are able to purchase accident insurance through Madison College each semester if they do not have their own health insurance. This can be purchased by accessing the website: https://madisoncollege.edu/health-education-policies This insurance is acceptable for clinical requirements. Evidence of the student's insurance must be submitted to their Castlebranch account.

Drug Screening

Clinical sites may require students to provide evidence of recent drug screen results prior to attending clinical at the facility. Students will be notified prior to the start of the clinical in order to complete this requirement. The student is responsible for any costs associated with processing and evaluation of the drug screen. Any student who refuses to complete a required drug screen, or has a positive drug screen result that is NOT cleared by medical review, will be required to meet with the Associate Dean of nursing to discuss sanctions that could include AODA assessment, program suspension, program dismissal or other disciplinary action. Drug screens are completed through the student's Castlebranch account directions.

CBD (Cannabidiol) oil usage

Nursing students wishing to use CBD oil are advised to have a discussion with healthcare providers **prior to** initiation. Because drug screening panels measure the by-product of THC breakdown and CBD oil has low or no THC, it is unlikely a student would test positive. However, just as with any positive drug screen, a student must show documentation of a valid prescription or provider note of medical clearance for a positive test to avoid sanctions which could include delay in clinical progression.

With their signature on the Student Handbook Sign off form, the student gives permission to the College to release pertinent caregiver background check (which may include social security number), drug screen and health information to the clinical agency upon request.

ACADEMIC POLICIES

ACADEMIC AND PROFESSIONAL INTEGRITY

Adherence to the standards of academic honesty and integrity are an absolute expectation in the nursing program. It is therefore important that students are familiar with the rules and consequences of academic misconduct. Please refer to the Madison College Website, Academic Integrity to read the college's description of academic integrity as well as what constitutes academic misconduct and its consequences. In addition, please ask nursing faculty if you have any questions concerning the standards of academic honesty and integrity.

Nursing Code of Ethics

As a student in the Associate Degree Nursing Program, the student is expected to comply with all of the guidelines present in the American Nurses Association Code of Ethics for Nurses (Appendix 1) and the National Student Nurses' Association of Code of Ethics, Part II: Code of Academic and Clinical Conduct (Appendix 2). Failure to comply with the Code of Ethics will result in disciplinary action deemed appropriate by nursing program faculty, Program Director, Associate Dean and the Dean of the School of Nursing. Disciplinary action may be in the form of a verbal warning, written warning or dismissal based on the severity of the breech of nursing ethics. The full version of the Student Nurses Code of Ethics can be accessed at Student Nurses' Association.

Graduate Surveys

Graduates of the Associate Degree Nursing Program will receive a survey from the college seeking their feedback regarding their educational experience at Madison College and in the nursing program. Graduates are strongly encouraged to complete and return any graduate survey sent by Madison College and/or the Associate Degree Nursing Program.

ELECTRONIC DEVICES IN THE CLASSROOM

Faculty will decide what electronic devices are appropriate for the classroom. Personal electronic devices (e.g., cell phones, pagers, personal digital assistants [PDA] and wearable technology) must be turned off during classroom sessions. Students must obtain permission from the instructor prior to the use of electronic devices at each class session. Additionally, students may not replicate or disperse any videos, audios, pictures, or taped materials obtained during simulation, face-to-face courses, hybrid courses, or online or online live Blackboard courses.

The student must request permission prior to each class session to use recording devices (e.g., tape recorder, camera, computer, phone). There are times when recording is inappropriate (e.g., when guests are interviewed, when anecdotes are shared).

Students must demonstrate academic and professional integrity when using social networking as a student nurse in the Associate Degree Nursing Program at Madison College. In addition, students must adhere to Madison College and all clinical facilities' policies on social networking.

USE OF SOCIAL MEDIA

The National Council of the State Board of Nursing recommends policy and procedure for the use of social media in academic and health care settings. Social media in this context is defined as web-based and mobile platforms for user-generated content that create interactive and highly accessible, often public, dialogues. Social media platforms may include (but are not limited to) the following: Facebook, Twitter, Instagram, blogging, Linked In, You Tube, electronic media, social networking sites, video sites, online chat rooms and forums. Nursing students must have a responsibility to understand the benefits and consequences of participating in social media. Guidelines for participating in social media as a student in the Associate Degree Nursing Program at Madison College include:

- No pictures or comments about academic or clinical experiences may be made on any form of social media (this includes but is not limited to comments pertaining to Madison College, the Associate Degree Nursing Program, program faculty and staff, peers, patients, clinical facilities and clinical facility staff).
- Students should not post content or speak on behalf of Madison College, the Associate Degree Nursing Program or any other student associations unless authorized to do so.
- Students must not transmit or place online individually identifiable patient information.
- Students must observe ethically prescribed professional patient-nurse boundaries.
- Students should understand that patients, peers, institutions (including staff) and employers may view social media postings.
- Students should take advantage of privacy settings and seek to separate personal and professional information online.
- Students should bring content that may harm a patient's privacy, rights or welfare to the attention of the Associate Dean of the nursing program.
- **Failure to adhere to social media guidelines may result in immediate and permanent dismissal from the nursing program.**

References:
1. American Nurses Association (2011, September). Principles for Social Networking and the Nurse. Silver Spring, MD: Author.
2. National Council of State Boards of Nursing (2011, August). White Paper: A Nurse's Guide to the Use of Social Media. Chicago, IL: Author.

MADISON COLLEGE EMAIL

Students are required to use their Madison College email for all correspondence with nursing faculty.

ADVANCED STANDING

Experiential Learning

Advanced standing for experiential learning is not granted for core nursing courses in the Associate Degree Nursing Program.

Advanced Standing for Core Nursing Courses

Advanced standing for core nursing courses in the Associate Degree Nursing Program is approved only by the Associate Dean/Program Director of the nursing program. Students must make an appointment with the Associate Dean/Program Director to request advanced standing for any core nursing course. For a course to be considered for advanced standing, it must be successfully completed with a grade equivalent to a "B" or better in the Madison College Associate Degree Nursing Program and within two (2) years of when the student would be enrolled in the equivalent program core nursing course. Advanced standing requests will not be considered from students who fail to follow this policy.

ATTENDANCE

Refer to Madison College Website for more information on Enrollment policy and Attendance

Classroom/Lab

Consistent attendance is expected for all scheduled class sessions. In the event of absence, it is the responsibility of the student to obtain materials/information presented.

Clinical

Absence from clinical requires that the student notify the appropriate person(s) prior to the assigned clinical time. Clinical instructors will describe the procedure for specific institutions or clinical units within each clinical course. In case of absence, make-up clinical is not available. Alternate learning experiences may be assigned. Absence from orientation to the clinical unit may result in failure from the clinical course, and absence from clinical could result in the student being unable to achieve the clinical objectives. A "no call, no show" absence from clinical may result in failure from the clinical course. A student who experiences an infectious disease, hospitalization or performance limitation (i.e., weight restriction for lifting) will be required to submit a medical statement from the student's licensed health care provider stating the ability to attend clinical.

Examinations

In case of absence, the student is responsible for notifying the appropriate instructor before the scheduled exam and for making arrangements to take the missed exam. A "no call, no show" absence from the scheduled exam time may result in failure of the exam. The student should be prepared to take the missed exam on the first day he or she returns to school unless other arrangements are made with the instructor. A student who comes late to an exam will have, at the discretion of the instructor, the option of taking the examination, but must finish within the scheduled time. If the instructor believes there is inadequate time for the exam to be completed as scheduled, the student will be required to take the exam at an alternative time. A student who misses a scheduled exam or who does not follow the missed exam policy for that course may have points deducted from the exam score.

ACHIEVEMENT TESTING (ATI)

Completing ATI (Assessment Technologies Institute) performance assessments provides students the opportunity to take standardized assessments in a format similar to the national licensure exam for registered nurses (NCLEX-RN). When included as a part of course requirements, students are required to take ATI assessments at the scheduled times and fulfill course ATI benchmark requirements in order to complete the semester's course work.

GRADING IN THE NURSING PROGRAM

The grading scale for nursing courses that require a grade of "B" or better is as follows:

93.00 - 100%	=	A
88.00 – 92.99%	=	AB
80.00 - 87.99%	=	B
70.00 - 79.99%	=	D
0 - 69.99%	=	F

*NOTE: Grades will not be rounded. Information identifying course point distribution for a specific nursing course is distributed to students at the start of each course.

STUDENT RECORDS

Student records pertinent to the nursing program are on file in the School of Health Education office at the Truax campus. The Program Director or Associate Dean of the nursing program will review student records for purposes of evaluation for placement in the ADN program. Records are maintained after graduation for four years. The student should make a personal copy of records prior to submitting anything to the School of Health Education office.

Refer to Madison College Website: Student Records for information on Student Educational Records kept in the Enrollment Center.

PROGRESSION IN THE NURSING PROGRAM

To progress in the program, a student must obtain a grade of "B" or better ("CR" in clinical courses) in each nursing course. To enroll in a nursing course, all pre-requisite nursing courses and nursing courses from the preceding semester must be completed successfully with a grade of "B" or better ("CR" in clinical courses). Course competencies from preceding semesters must be maintained throughout subsequent semesters. In order to graduate from the program, a student must obtain a grade of "B" or better ("CR" in clinical courses) in each course used to meet graduation requirements.

For nursing courses that require a course grade of "B" or better to progress, the nursing program has a two-tier progression/grading policy. In order to successfully pass these nursing courses, the student must first obtain an 80.00% average on total written and skill performance exam points. If an 80.00% average on exam points is not achieved, the student will not pass the course. When the 80.00% course exam point average is achieved, all other course points are then included and students must achieve an overall average of 80.00% on total course points to pass the course.

Clinical course progression: In two of the semesters of the ADN program, two separate clinical courses are required. These courses cannot be taken simultaneously and must be taken back to back or in separate semesters. Success or failure in one course does not affect success or failure in the other course. Students must also have completed or be simultaneously enrolled in the semester's theory courses in order to take the clinical courses. If it is identified at any time during the semester that a student is not enrolled in, nor has completed the semester's theory courses, the student must immediately withdraw from the clinical course(s). If the student is failing a theory course while in a clinical course, the student must remain enrolled in the theory course for the duration of the clinical course.

Progression in Laboratory courses: In the first semester of the ADN program, students will be required to complete the skills/lab course successfully before progressing to the clinical course in that semester. If the student is not successful in the lab course, the student must withdraw from the clinical course. The student should contact the Program Director or Associate Dean of Nursing to discuss course progression prior to withdrawal. If a student withdraws from the first or third semester skills course, the student must withdraw from the clinical course for that semester. Please refer to the reentry policy section in the Student Handbook.

Part-time Program Policies
Program Description

The part-time curriculum is designed for individuals who have obligations that impact their ability to attend the rigorous full-time academic schedule of full-time coursework. Students attend class, lab and clinical practicum but take two courses each semester, instead of the four courses taken each semester by the full-time students. Part-time is

defined as taking less than three nursing courses in a semester. Full-time students take four nursing courses each semester and complete the program in four semesters. Part-time students may take up to eight semesters to complete the program coursework.

Requirements for starting part-time

Part-time students must complete all required pre-requisites prior to entry into the nursing program. Students must petition to enter the nursing program through the same process as students preferring the full-time. A student wishing to register as part-time must indicate this on the petition form.

All part-time students follow the same program and course policies that full-time students follow.

As with the full-time nursing program, students taking classes part-time must take all skills/clinical courses at Madison College; all theory courses that are offered by Madison College (either online, hybrid or face to face) must be taken through Madison College. Please refer to this Student Handbook for all online course policies.

The part-time student may be required to take clinical courses at a campus other than the student's home campus, depending on space availability.

A student wishing to attend part-time is committing to a full year (two consecutive semesters) of part-time. After this, the student can either continue part-time or may request to move into full-time. Please see Appendix 8 for this request for change.

Course Sequence (courses must be taken in this order):

Year One
Semester 1
543-101 Nursing Fundamentals
543-103 Pharmacology

If a student is unsuccessful in both Semester 1 courses the student cannot move to semester 2. If the student passes one Semester 1 course, they will have the option to move forward to Semester 2 but must retake the unsuccessful course concurrently with the other Semester 2 courses.

Semester 2
543-102 Nursing Skills
543-104 Introduction to Clinical Practice

✓ All Year One courses must be completed before the student is eligible to enroll in Year Two courses.

By the end of week 8 in Semester 2 the student must notify the Program Director or Associate Dean in writing of the desire to switch to full-time. ***To be eligible to switch to full-time, the request form* (Appendix 8)** *must be received by the Program Director by 4:00 pm Friday of week 8.*

Year Two

Semester 3
543-106 Health Alterations
543-108 Introduction to Clinical Management

If a student is unsuccessful in both Semester 3 courses the student cannot move to semester 4. If the student passes one Semester 3 course, they will have the option to move forward to Semester 4 but must retake the unsuccessful course concurrently with the other Semester 4 courses.

Semester 4
543-105 Health Promotion
543-107 Lifespan Clinical

✓ All Year Two courses must be completed before the student is eligible to enroll in Year Three courses.

By the end of week 8 in Semester 4 the student must notify the Program Director or Associate Dean in writing of the desire to switch to full-time. ***To be eligible to switch to full-time, the request form* (Appendix 8)** *must be received by the Program Director by 4:00 pm Friday of week 8.*

Year 3

Semester 5
543-109 Complex Health Alterations I
543-110 Mental Health

If a student is unsuccessful in both Semester 5 courses the student cannot move to semester 6. If the student passes one Semester 5 course, they will have the option to move forward to Semester 6 but must retake the unsuccessful course concurrently with the other Semester 6 courses.

Semester 6
543-111 Intermediate Clinical
543-112 Advanced Skills

✓ All Year Three courses must be completed before the student is eligible to enroll in Year Four courses.

By the end of week 8 in Semester 6 the student must notify the Program Director or Associate Dean in writing of the desire to switch to full-time. ***To be eligible to switch to full-time, the request form*** **(Appendix 8)** ***must be received by the Program Director by 4:00 pm Friday of week 8.***

Year 4

Semester 7:
543-113 Complex Health Alterations 2
543-115 Advanced Clinical
If a student is unsuccessful in both Semester 7 courses the student cannot move to semester 8. If the student passes one Semester 7 course, they will have the option to move forward to Semester 8 but must retake the unsuccessful course concurrently with the other Semester 8 courses.

Semester 8:
543-114 Nursing Management Concepts
543-116 Transition to Clinical Practice

Movement from part-time to full-time

A meeting with your nursing faculty academic advisor or Program Director is required to discuss program progression and movement from part-time to full-time. A student wishing to move to full-time track of nursing courses must make this request to the Program director or Associate Dean (completion of full-time track request form-see Appendix 8). The student must make the request to change to the full-time track in writing by the last business day in Week 8 of the semester. ***Requests not received by the 4:00 pm Friday in Week 8 will be denied.*** The student may not register for the full-time track until permission to do so has been given.

Movement from full-time to part-time

A meeting with your nursing faculty academic advisor or Program Director is required to discuss program progression and movement from full-time to part-time. A student wishing to move to part-time must make this request to the Program Director by the end of Week 8 in writing by completing the Part-time Request form (Appendix 8). If in the future the student wishes to return to a full-time track of courses, the student must make this request to the Program director or Associate Dean (completion of full-time track request form-see Appendix 8). ***Requests not received by the 4:00 pm Friday in Week 8 will be denied.*** The student may not register for part-time until permission to do so has been given.

Per the programs' reentry policy, a student who fails a nursing course or withdraws while the course is in progress may reenter that course only once. If a full-time student withdraws from a class to enter the part-time program <u>after week 3</u> of the semester, the first time in that class will count as an attempt.

Mandated movement to part-time coursework

Any full-time student who has failed two or more individual nursing courses within one semester will be placed in the part-time sequence for a minimum of one semester.

Any student granted an exception to re-entry policy of the nursing program (readmitted to the program) must complete a minimum of two semesters as a part-time student.

DRUG DOSAGE CALCULATION EXAM REQUIREMENT

To ensure safe medication administration, students must pass a Drug Dosage Calculation Exam at 85% or higher in each clinical course for semesters 1, 2, 3, and 4. Two (2) retakes for each course that requires a Drug Dosage Calculation Exam will be offered. If a student is unable to pass the Drug Dosage Calculation Exam, the student is then unsuccessful in the course and will be required to withdraw from the course at that time. The implementation of the program math requirement is unique to a nursing course. Students must adhere to the policy of the nursing course in which they are currently enrolled.

COURSE REGISTRATION

Courses will be available for viewing approximately two weeks prior to the registration date. Students will register for the upcoming semester courses on a first come, first serve basis per Madison College policy.

    -Students must register for all courses on their designated "home" campus, with the exception of the Transitions course sections, 543-116, which are open to all district students for selection. Failure to register at the students' home campus without Associate Dean or Program Director permission may lead to removal from those courses.

    -If the student is reentering a course (had withdrawn or previously failed), the student must have permission from the Program Director to register (see Withdrawal/Reentry policy). Failure to follow this policy may lead to removal from that course.

    -Designation of clinical courses at particular clinical sites is tentative, is based on site availability, and may change without notice.

    -Prior to the beginning of the upcoming semester, course registration will be closed so that the program may provide the clinical sites with required background checks, health information and on boarding requirements. During this time, a student requesting a change in a clinical course selection will need to contact the instructor and Program Director to see if this is possible. There is no guarantee that a change can occur after the courses are closed.

INSTRUCTIONAL MODALITIES OFFERED IN ADN PROGRAM COURSES

Face-to-Face Classes

This is a traditional learning format where all instruction for the course is done in the classroom at the set scheduled time each week throughout the semester.

Online Classes

If a course is offered online, this means that the course in its entirety is completed off campus through Blackboard. There are no scheduled class times. The course is not self-paced, however; online instructors set their own calendars, deadlines, and policies for the course. You will learn exactly the same content in an online course as you would by taking the same course in a classroom. A major difference is how you interact with other students and the instructor, which can sometimes be challenging in an online environment. It is also important that you feel comfortable with your computer skills and have reliable access to the internet. You also need to be self-directed and motivated to set your own study schedule to complete the course requirements. Online exams are proctored and need to be taken in person at your home campus. Online courses are offered to all nursing students across the district; they are not based on your "home" campus and are open to any nursing student.

Hybrid Classes

If a course is offered in a hybrid format, this means that there is a combination of online time and face-to-face time with the instructor. The percentage of each can vary. For example, a theory course that is hybrid may be about 60% online and 40% face to face. All course material is the same as if you were learning in a completely face to face course, but more learning is done in the online environment that a traditional class. Students are expected to attend all scheduled face-to-face sessions. You are only allowed to register for hybrid courses that are offered through your "home" campus, unless space is available and there is no conflict with your other course times.

Online Live Classes

Online live courses are web-based and you are required to participate at the scheduled class time from the location of your choice. To attend online from anywhere you must have access to a laptop or desktop computer with webcam, microphone and an internet connection capable of streaming video. The instructor is generally located off campus during scheduled class times.

SWAP/SWITCH COURSE SECTIONS

Madison College has a policy for switching sections of a course (Swap Class) which must be followed for nursing courses. This includes switching sections between day

and evening course offerings, as well as online, hybrid and face-to-face offerings. In addition to this policy, a student must obtain permission from <u>both</u> course instructors prior to making the switch. When obtaining instructor permission, the student must follow this order:

- first, obtain permission from instructor of the course the student wants to join
- second, obtain permission from instructor of the course the student wants to drop

The section change must occur within the <u>first week</u> of the course. In addition, no switch can be made once a course exam had been given.

ONLINE NURSING COURSES

General Policies for Online Nursing Courses

The WTCS offers an online option for some Associate Degree nursing courses. In the Associate Degree Nursing Program, there are two (2) skills/clinical courses and two (2) theory courses during each semester of the program. Students must take all skills and clinical courses at Madison College; all theory courses that are offered by Madison College (either online, hybrid, online live, or face-to-face) must be taken through Madison College. As with face-to-face and hybrid theory courses, Madison College nursing courses that are offered online or online live require an instructor-approved proctor for all course exams. A proctor for any online course taken for the Madison College ADN Program (through Madison College or any WTCS nursing program) must have an email address of ".edu". Please be aware that individual course policies may have additional proctor requirements. Proctors may be replaced by testing security software.

> A student admitted to first semester may take Nursing Fundamentals (543-101) and Nursing Pharmacology (543-102) online.

> A student must satisfactorily complete all first semester courses to enroll in the second semester online theory courses: Nursing Health Alterations (543-105) and Nursing Health Promotion (543-106).

> A student must satisfactorily complete all second semester courses to enroll in the third semester online theory courses: Nursing Complex Health Alterations 1 (543-109) and Nursing Mental Health and Community Concepts (543-110).

> A student must satisfactorily complete all third semester courses to enroll in the fourth semester online theory courses: Nursing Complex Health Alterations 2 (543-113) and Nursing Management and Professional Concepts (543-114).

> **All fourth semester nursing courses, online, online live, hybrid or face-to-face, must be taken through Madison College.**

A student who enrolls in an online or online live nursing course is responsible for obtaining access to computers, the internet and required software. Technology-related issues are not an excuse for being late with or missing assignments, quizzes, and tests/examinations.   Inadequate computer or internet access, or unavailability of required

software will not be an acceptable excuse for failure to meet course requirements. The student must have an activated Blackboard account; student Blackboard accounts can be activated through the Madison College Website. Keep in mind that all online live courses require a webcam, microphone and internet connection that allows video streaming.

A student may transfer from a Madison College online course section to a traditional classroom or hybrid section or vice versa only once; section changes are granted on a space-available basis within the first week of classes, before a course exam has been given, and with permission from both course instructors. Students transferring from an online course section to the traditional or hybrid classroom section or vice versa must adhere to the Swap/Switch Course Sections Policy in this handbook.

A student who fails an online nursing course or withdraws while the course is in progress may reenroll in that course (online or face-to-face) only once (refer to the program Withdrawal and Reentry policies in this handbook).

If a student fails an online nursing course or withdraws while the course is in progress it is highly recommended that the student re-take the course face-to-face. If the student wants to pursue re-taking the course online, the student must adhere to the following:

- Discuss selection of course format with the academic advisor, Program Director, or Associate Dean of Nursing.
- Enroll in a non-accelerated (16-week) course.
- Enroll in a Madison College online course (i.e. if being offered).
- Obtain permission from the Program Director or Associate Dean of the Madison College Associate Degree Nursing Program to enroll in an online course through another WTCS nursing program.
  - o Enroll in a course that requires an instructor-approved proctor for all course exams. This will be verified with course registration approval.

All current Madison College and nursing program policies related to registration, course progression, reentry, withdrawal, transfer, dismissal and readmission apply to students taking online courses from Madison College.

Online Course Enrollment at other WTCS Districts during the school year

If the online course is available at Madison College, the student must take the course through Madison College. In order to enroll in an online nursing course from another WTCS district a student must adhere to the following:

- Students are responsible for finding an out of district course to take.
- Obtain permission from the Program Director or Associate Dean of Nursing to enroll in the course. Complete the Out of District Course Request form (Appendix 3) and return it to the Program Director.
- Program director will give the student permission to take the course and communicate this with the college where the student is registering.
- Enroll in a course which requires an instructor-approved proctor for all course exams. Proctors must meet the out-of-district college proctor

requirements as well as Madison College ADN program requirements for proctors.

- A student who has taken an online course from another WTCS district is responsible for submitting an unofficial transcript which demonstrates a passing grade to the Program Director prior to starting the next semester's nursing courses.
- The student must have an official transcript sent to Madison College, so that transfer credit can be obtained to meet program and graduation requirements.
- **All fourth semester courses must be taken through Madison College**.

All current Madison College and nursing program policies related to registration, course progression, reentry, withdrawal, transfer, dismissal and readmission apply to students taking online courses from other WTCS districts.

A student in the Madison College Associate Degree Nursing Program can take no more than 25% of the program's core nursing courses from other WTCS districts.

Policies for Summer Courses (Online, online live, hybrid or face to face):
All general policies for online, online live, hybrid or face-to-face nursing courses and online, online live, hybrid or face-to-face course enrollment policies from other WTCS districts apply to courses taken during the summer.

If the nursing course is available in the summer at Madison College, the student must take the course at Madison College. Only <u>one</u> summer theory course can be taken (Madison College and/or out of district courses).

If the course is not available at Madison College, and the student wants to take the course from another WTCS district, the following must occur:

- The student is responsible for locating a course to take.
- The student must obtain approval from the Program Director or Associate Dean to take the out-of-district course (email request).
- The student must complete the Out of District Course Request form (Appendix 3) and submit this to the Program Director.
- The student must be in good standing (must have a GPA of 2.0 or better).
- The out-of-district online course policy requires ALL exams to be proctored by an approved proctor.
- Only <u>one</u> course can be taken during the summer session.
- Upon completion of the course, the student must provide a copy of the unofficial transcript to the Program Director.
- The student must have an official transcript sent to Madison College, so that transfer credit can be obtained to meet program and graduation requirements.
- **All fourth semester courses must be taken through Madison College**.

Taking a summer course following course failure

- If the student has failed a nursing course and wants to repeat the course again as a summer course, the student must discuss this with the Program Director or Associate Dean to obtain permission to enroll in the summer course. The out of district policies listed above apply to students taking a course a second time. A second failure of or withdrawal from a nursing course (whether the course is face-to-face, hybrid, online, online live, in-district or out-of-district) will result in dismissal from the nursing program. Please refer to the academic policies in this handbook.

PERFORMANCE IMPROVEMENT CONTRACT

When a student's academic or clinical performance is unsatisfactory, course faculty address this concern with the student in the form of a Performance Improvement Contract (Appendix 4). The Performance Improvement Contract is shared and signed by the student and faculty member. The Performance Improvement Contract initiated by the faculty member will identify areas for student improvement and will suggest strategies as well as outcomes for student success. Course faculty will assist the student in developing a learning plan to facilitate meeting the course competencies or performance criteria.   The Performance Improvement Contract is shared with the Program Directors, Associate Dean of Nursing, and is part of the student's program file.

COURSE FAILURE OR WITHDRAWAL FROM A CORE NURSING COURSE: Nursing Program Reentry Policy

- A student who fails a nursing course or withdraws while the course is in progress may reenter that course only once.
    - **Program Dismissal Policy**: Failure or withdrawal from the same core nursing course twice, or failure or withdrawal from a total of three core nursing courses will result in dismissal from the nursing program. This policy includes any out of district core nursing courses taken. This policy also applies to transfer students and previous nursing courses taken at other colleges. Students may request an exception to this policy through the readmission process (see Readmission process).

- A student who fails a nursing course or withdraws while the course is in progress must retake the course face-to-face. If the student wants to pursue retaking the course online, permission must be obtained from the Program Director or Associate Dean of Nursing.

- **NOTE**: A student who plans to withdraw from a theory course during the semester must also withdraw from a concurrent clinical course. Students must be enrolled in or have passed that semester's theory courses to be in clinical courses.

- It is the responsibility of the student to withdraw from a nursing course. A student may withdraw from a course within the term prior to the *90%* point in that course. The student must initiate the withdrawal process according to the procedure at [Madison College Tuition](#)

- If a student withdraws from a clinical course after week 2 of the course, the student will reenter the course on a space available basis the following semester. This is considered one attempt at the course. This applies to all full-time and part-time students. The student must have permission to reenroll in the course from the Program Director or Associate Dean of Nursing. Failure to obtain permission prior to registering for the class may result in removal from the class.

- If a student fails or is planning to withdraw from a required program course, the student must meet with the Program Director or Associate Dean of Nursing and should do so prior to withdrawing.

Step 1	The Program Director/Associate Dean will discuss student status and reentry options. Failure to discuss withdrawal with the Program Director/Associate Dean may jeopardize the student's ability to reenter. The student is responsible for following the Madison College procedure for program/course withdrawal.
Step 2	A completed Reentry Request form (Appendix 5) must be submitted to the Program Director and is required for reentry consideration. All requests are considered on a space available basis with priority

given to students requesting reentry at the original campus ("home" campus) and is done in the order in which reentry forms are received.

Step 3 Individualized refresher activities will be determined by Associate Dean, Program Director and faculty recommendations. The student may be required to enroll in the programs' remediation course, Nursing 543-165. The student's entire file may be reviewed for purposes of evaluation for placement in the program.

NOTE: Failure of or withdrawal from the first semester clinical course (543-104) or first semester skills course (543-102) requires the student to complete a Course Reentry form (see Reentry policy and Appendix 5) and will be readmitted to the nursing program as an alternate for the clinical course. The student does not need to repetition and will be placed on a space available basis. The student requires permission to register for these courses. Failure to follow this policy may result in removal from the class(es).

Home campus space availability is not guaranteed when reentering a course.

Grade appeal: The student has the right to appeal any grade. The student should be aware that the appeal process will delay the student's progress in nursing core coursework, until the appeal process is completed and a final decision has been made. Further information about the grade appeal process is found on the Madison College website.

Mandated movement to part-time status:

Any **full-time** student who has failed two or more individual nursing courses within one semester will be placed in part-time for a minimum of one semester.

Any student granted an exception to the re-entry policy of the nursing program (granted readmission to the program) may be required to complete a minimum of two semesters as a part-time student.

See the Part-time Program Policies in this Student Handbook.

RE-ENTRY SUMMARY

If a student steps out of the nursing program for a period of time and desires to reenter, the following guidelines will be used.

Re-entry Within One (1) Semester of Passing Previous Nursing Course(s)

- Follow steps 1-3 as described under "Withdrawal"
- Student will re-enter where the student left off in the nursing course sequence
- Reentry is on a space available basis.

Re-entry After Being Out One (1) or More Semesters
Up to Four (4) Semesters of Passing Previous Nursing Course(s)

- Follow steps 1-3 as described under "Withdrawal"
- Registration and successful completion of Remediation course Nursing 543-165 or other activities as needed.
- The Associate Dean of Nursing, Program Director and nursing faculty will determine additional individualized refresher activities as needed.
- One (1) opportunity for successful completion of remediation course Nursing 543-165 and any additional refresher activities will be allowed
- The remediation course, Nursing 543-165, and any additional required refresher activities must be completed prior to re-entry.
- A student who is not successful in the remediation course Nursing 543-165 and/or additional required refresher activities will be dismissed from the nursing program.
- Reentry is based on space availability.

Re-entry After Being Out Four (4) or More Semesters of Passing Previous Nursing Course(s)

- Re-application and re-petition for entry into the nursing program. No credit is given for previous core nursing courses.

In any of the following situations, a student will be required to re-apply and re-petition to the nursing program:

- the student does not follow program policy
- the student does not comply with the re-entry plan developed by the Program Director/Associate Dean of Nursing and agreed to by the student
- the student does not maintain required communication with the Program Director/Associate Dean of Nursing.
- The student was awarded a seat in the ADN program and declined the seat.

Dismissal from the Associate Degree Nursing Program

A student is dismissed from the Associate Degree Nursing Program if the criteria noted in the *Progression, Withdrawal, Re-entry and Readmission* policies are not met. The student is required to withdraw from any nursing courses the student has enrolled in for the upcoming semester and meet with the Program Director, Associate Dean of Nursing, or Dean of the School of Nursing to discuss academic status.

Please see a summary algorithm of the reentry and readmission policies in Appendix 7.

Readmission to the Associate Degree Nursing Program

The Nursing program's reentry policy states that a student may re-enroll in a core nursing course only once. If the student is unsuccessful in a second same course attempt, the student will be dismissed from the nursing program. In addition, the program dismissal policy also states that if a student fails or withdraws from three core nursing courses, the student is dismissed from the program.

Once dismissed from the Associate Degree Nursing Program, the student can request an exception to the reentry policy of the nursing program, and must do the following in this order to be considered for readmission:
1. Communicate with the Program Director to discuss the readmission process.
2. Receive communication from the Program Director, which describes circumstances of the student's dismissal from the nursing program and the requirements for a formal "Letter Requesting Exception to the Reentry Policy".
3. Submit formal "Letter of Request for Exception" with all required documentation to the Program Director by the assigned due date.

The "Letter of Request for Exception" and any attached documents are reviewed by the Associate Dean or Program Director and the Associate Degree Nursing Program Student Success Committee. The scheduled time for the formal review will be obtained from the Program Director. A completed "Letter of Request for Exception" does not guarantee the student will be approved for readmission that allows progression in the nursing program. Once the "Letter of Request for Exception" and all required documentation are reviewed the following occurs:

- Associate Dean and/or Program Director and Student Success Committee will make a decision regarding the student request for exception.
- Student will receive written (email) notification of the decision.
- Students denied an exception (denied readmission) may choose to reapply and petition for reentry to the nursing program. No credit will be given for previously completed core nursing courses.
- Students granted an exception (granted readmission) will receive written criteria for readmission that must be completed successfully by the due date identified.
- Only one request for readmission (i.e. "Letter of Request for Exception") is allowed in the nursing program.
- The decision of the Student Success Committee is final.

There are some circumstances under which a student will not be allowed to reapply and petition to re-enter the nursing program. Examples of circumstances that would prohibit a student from reapplying/petitioning to the nursing program include a breach in Madison College's policies on academic integrity and/or a breach of the American Nurses Association Code of Ethics for Nurses or National Student Nurses Association Code of Ethics.

Readmission Activities/Requirements

The student will have one (1) opportunity to successfully complete readmission activities. If a student is not successful in readmission activities, the student will be denied readmission to the nursing program**. In addition**, if the student fails a core nursing course after being granted an exception to the reentry policy (is readmitted), the student will be dismissed from the nursing program.

Required documentation that demonstrates compliance with the semester specific readmission activities must be submitted to the Program Director on the due date identified.

Once this process is completed, the student is allowed to reenter program courses on a space-available basis and with the direction and permission of the Program Director or Associate Dean. Additional application fees may apply.

Criteria for readmission into the nursing program are individualized to promote student success upon reentry. The following are examples of readmission criteria/activities that may be required prior to readmission to the nursing program.

Examples of Criteria/activities for Readmission to the Associate Degree Nursing Program

Semester One:
- 500 hours of documented CNA work experience or equivalent work experience in a related health field that has been approved by the Program Director/Associate Dean of the nursing program.
- Letter of recommendation from CNA work (or equivalent) employer that includes attendance, punctuality and skill in providing patient care (including safety, communication and ability to function effectively in a team).
- Satisfactory completion of an individualized remediation plan which may include academic or a clinical/skills remediation course (543-165).
- Satisfactory completion of a drug dosage calculation exam or remedial math exercises.
- Individual Learning Plan addressing specific life changes that have been made in order to achieve academic success in the nursing program.

Semester Two:
- 500 hours of documented CNA work experience or equivalent work experience in a related health field that has been approved by the Program Director/Associate Dean of the nursing program.
- Letter of recommendation from CNA work (or equivalent) employer that includes attendance, punctuality and skill in providing patient care (including safety, communication and ability to function effectively in a team).
- Satisfactory completion of an individualized remediation plan which may include academic or a clinical/skills remediation course (543-165).

- Satisfactory completion of a drug dosage calculation exam or remedial math exercises.
- Achieving benchmarks on proctored ATI Testing.
- Individual Learning Plan addressing specific life changes that have been made in order to achieve academic success in the nursing program.

Semester Three:
- Pass NCLEX-PN.
- 500 hours of documented LPN work experience or equivalent work experience in a related health field that has been approved by the Associate Dean/ Program Director of the nursing program.
- Letter of recommendation from LPN work (or equivalent) employer that includes attendance, punctuality and skill in providing patient care (including safety, communication and ability to function effectively in a team).
- Satisfactory completion of an individualized remediation plan which may include academic or a clinical/skills remediation course (543-165).
- Satisfactory completion of a drug dosage calculation exam or remedial math exercises.
- Achieving benchmarks on proctored ATI Testing.
- Individual Learning Plan addressing specific life changes that have been made in order to achieve academic success in the nursing program.

Semester Four:
- Pass NCLEX-PN.
- 500 hours of documented LPN work experience or equivalent work experience in a related health field that has been approved by the Program Director/Associate Dean of the nursing program.
- Letter of recommendation from LPN work (or equivalent) employer that includes attendance, punctuality and skill in providing patient care (including safety, communication and ability to function effectively in a team).
- Satisfactory completion of an individualized remediation plan which may include academic or a clinical/skills remediation course (543-165).
- Satisfactory completion of a drug dosage calculation exam or remedial math exercises.
- Achieving benchmarks on proctored ATI Testing.
- Individual Learning Plan addressing specific life changes that have been made in order to achieve academic success in the nursing program.

A student who has been out of the nursing program for four (4) or more consecutive semesters will be required to re-apply and repetition to the nursing program, beginning with the first semester courses once readmitted. No credit will be given for previously completed core nursing courses.

In any of the following situations, a student will be required to re-apply and re-petition to the nursing program:
- The student does not follow program policy.

- The student does not comply with the readmission plan developed by the Program Director/Associate Dean/Student Success Committee and agreed to by the student.
- The student does not maintain required communication with the Program Director/Associate Dean.

Please see a summary algorithm of the reentry and readmission policies in Appendix 7.

TRANSFER TO A DIFFERENT CAMPUS

Students are encouraged to petition to the campus where they are most likely to remain for the entire program. If a transfer between campuses is desired or becomes necessary, the student must contact the Program Director/Associate Dean. Requests are considered on a space-available basis and allowed after campus-specific needs are fulfilled. The student must complete the Transfer Request form and return it to the Program Director (Appendix 6). The Program Director will contact the student if transfer is possible.

CLINICAL, LAB AND SIMULATION POLICIES AND PROCEDURES

SCHOOL OF HEALTH EDUCATION SPECIAL ACADEMIC POLICY

The School of Health Education has the following special academic policy: "A student may be withdrawn from the clinical component of a health occupations course at any time there is a failure to provide a "standard of care" as established by course objectives, basic competencies, affiliating agency agreements or rules established by State of Wisconsin licensing or regulating agencies. This withdrawal may result in failure of the course and is reviewed by the Dean of the School of Nursing." Students may find this statement on the Madison College website, on the School of Health Education webpage.

Progression in Lab courses: In the first semester of the ADN program, students will be required to complete the skills/lab course successfully before progressing to the clinical course in that semester. If the student is not successful in the lab course, the student must withdraw from the clinical course. The student should then contact the Program Director or Associate Dean of Nursing to discuss course progression. If a student withdraws from the third semester skills/lab course, the student must withdraw from the clinical course in that semester. Please refer to the reentry policy section in this handbook.

Clinical course progression: In two of the four semesters of the ADN program, two separate clinical courses are required. These courses cannot be taken simultaneously and must be taken back to back or in separate semesters. Success or failure in one course does not affect success or failure in the other course.

Please see the program's clinical syllabus for more information about the clinical courses.

SIMULATION EXPERIENCES

Madison College and the School of Health Education policies for simulation experiences are adhered to in the Associate Degree Nursing Program. In addition, students must follow course policy as it applies to simulation experiences offered in Associate Degree Nursing Program courses. A simulation syllabus, which contains specific simulation policies, is provided to all nursing students.

ELECTRONIC DEVICES IN CLINICAL, LAB AND SIMULATION

Faculty will decide what electronic devices are appropriate for the clinical, lab and simulation settings. Personal electronic devices (e.g., cell phones, pagers, personal digital assistants [PDA]) must be turned off during clinical, lab and simulations sessions. Students must obtain permission from the instructor prior to the use of electronic devices in clinical, lab and simulation settings. Students must demonstrate academic and professional integrity when using social media as a student nurse in the Nursing Program at Madison College (see policy in this handbook). In addition, students must adhere to the Madison College and clinical facility policy on use of social media.

HIPAA

HIPAA is the abbreviation for the "Health Insurance Portability and Accountability Act of 1996." To protect an individual's medical privacy, the HIPAA rules required that an act be established to protect a person's health information. With the rapid advancement of technology, there is a real potential to globally distribute anyone's private medical information at the click of a button.

Although it is a misnomer, when you now hear the term HIPAA mentioned it is usually referring to the HIPAA Privacy Rule. Some examples of how this applies to students during clinical include the following.

- Close all charts and records when finished reading them.
- Return all charts and records to appropriate place when finished using.
- Do not photocopy records.
- Do not remove anything with patient identification from the clinical site.
- De-identify all class/clinical paperwork.
- Lower your voice when talking about patients on the nursing unit so that confidential information is not overheard.
- Do not discuss patient information in public areas.

- Only "authorized" personnel can view records and information is on a "need to know" basis.
- Sign on computers using your own name and remember to logoff when leaving a terminal.
- Confidential information will be discarded in appropriate receptacles in the healthcare institution.
- Wear your Madison College name badge.

FAILURE TO FOLLOW CLINICAL SITE POLICIES RELATED TO HIPAA GUIDELINES MAY RESULT IN DISMISSAL FROM THE NURSING PROGRAM.

Dress Code for Clinical and Simulation Experiences

Students are expected to maintain a well-groomed professional appearance for clinical experiences and wear the required uniform. The uniform is to be worn during clinical and simulation experiences only.

1. In addition to the required uniform (described below), professional dress includes a Madison College name badge, watch with second hand, stethoscope and a black ink pen for charting. Name badges are ordered through the School of Health Education website.

    Nursing Uniform:

    • Uniform top (designated navy or "indigo") and matching uniform pant (designated navy or "indigo"). Students will purchase a Madison College Nursing patch from the bookstore and securely sew this to the left shoulder (deltoid area) of the uniform top (no pinning or taping; must be neatly sewn all the way around the patch).
    • Scrub jacket (designated navy or "indigo") is optional, and also requires a Madison College Nursing patch sewn on the left shoulder (deltoid area).
    • Shoes are to be clean, with closed toes and closed backs (no sandals); no platform shoes. Shoes must have a slip-resistant sole.
    • Business casual dress or the nursing uniform is required for data collection days. Uniforms are required for patient care days.

2. Uniform is to be clean and wrinkle-free. Pants should be hemmed appropriately and not drag on the ground.

3. A solid-colored short-sleeved or long-sleeved shirt may be worn under the uniform top; long sleeves must be pushed above the elbow for direct patient care.

4. Clinical site identification tag per instructor direction and agency's policy.

5. Hose should be white or skin tone; socks should be a solid neutral color that compliments the student's shoe color.

6. Hair is to be contained and worn away from the face and off the shoulders. Facial hair must be clean and neatly trimmed.

7. Fingernails are to be short, clean and neat. Nail polish, gel nails and artificial nails are **not** allowed.

8. No strong perfume or other scents; use cosmetics in moderation.

9. A wedding band/engagement ring that you are able to get a glove on is acceptable, but no other rings are allowed. Ear gauges (tunnels) worn during

clinical must be solid plugs that are clear or natural-colored. Facial or visible body piercing jewelry must be removed if possible, or covered.

10.   Visible tattoos covered when possible.

11.   No gum chewing.

12.   No smoking, vaping, or drinking of alcoholic beverages while in uniform is allowed.

13.   Students must adhere to more restrictive policies of the clinical site. Exceptions to dress code may be required at some clinical sites (e.g., mental health units).

PERSONAL SAFETY FOR NURSING STUDENTS

As a nursing student, you need to be aware of the risks you may encounter in simulation, clinical and lab. It is important to know appropriate safety measures. The following introductory information is provided to help you become familiar with the risks of bloodborne pathogens and other occupational hazards and methods to protect yourself.

Blood borne Pathogens:

What does blood borne pathogen mean?
Blood refers to human blood, human blood components and products made from blood. Pathogen refers to a specific organism capable of causing disease. Pathogens are potentially present in blood and all other body fluids, secretions and excretions. Exposure to pathogens in blood and other body fluids is an occupational hazard in nursing.

What are some examples of these pathogens?
Examples include (but are not limited to): hepatitis B virus (HBV), hepatitis C virus (HCV), hepatitis D (HDV), syphilis, malaria and human immunodeficiency virus (HIV).

Are there vaccines that protect against these diseases?
A HBV vaccine is available and assists in the prevention (not the cure) of HBV. All nursing students are required to be vaccinated against HBV prior to entering the nursing program. There is no vaccine currently commercially available to prevent HIV. In general, vaccines are not available to protect against other blood-borne diseases.

What are symptoms of these diseases?
An individual affected with bloodborne diseases may be asymptomatic (show no symptoms). However, the individual may be a carrier of the disease and transmit the disease to others. The greatest risk of exposure occurs while caring for individuals who do not have a documented disease.

If symptoms exist they may include:

HBV: Mild "flu-like" symptoms (e.g., fever, headaches, muscle aches, fatigue, loss of appetite, vomiting and diarrhea). Jaundice (a yellowing of the skin and whites of the eyes). Urine may become darker in color.

HCV: Loss of appetite, fatigue, nausea and vomiting, vague stomach pain and jaundice (a yellowing of the skin and whites of the eyes).

HIV: Mild "flu-like" symptoms, persistent low grade fever, sore throat, nausea, diarrhea, increased fatigue, weakness, unexplained weight loss, enlarged lymph nodes and difficulty swallowing, a dry cough,

sores, rashes and headaches. In most cases, contracting HIV ultimately leads to the development of Acquired Immunodeficiency Syndrome (AIDS).

How are these pathogens transmitted?
Pathogens are spread by direct exposure (eye, mouth, mucous membrane, non-intact skin) to blood, body fluids or other potentially infectious materials. Among the general public, a high percentage of bloodborne transmission occurs from the use of shared needles during drug abuse and from sexual contact. Occupational related transmissions typically occur by percutaneous exposures (puncture or cut injuries), but also occur from exposures to infectious materials via mucous membrane, non-intact skin, existing cuts, acne, etc. According to the Center for Disease Control (CDC), approximately 80-90% of the workplace seroconversions for diseases result from needle sticks. The risk of contracting HBV in the workplace is significantly greater than the risk of contracting HIV. Wearing gloves significantly reduces the risk of exposure to pathogens in the blood and other body fluids should a needle stick occur.

What tasks will you do as a student which could result in an occupational exposure to pathogens?*
- Touching open wounds or other moist body surfaces
- Handling human body fluids (e.g., blood, urine, emesis)
- Cleaning up (e.g., spills, drainage) human body fluids
- Assisting in first aid situations
- Working with actually or potentially contaminated equipment
- Handling intravenous catheters, surgical drainage tubes
- Using needles and other sharps (e.g., administering injections)
- Handling contaminated linens

*Note: This is not an all-inclusive list.

What is considered an exposure incident?
An exposure incident is defined by Occupational Health and Safety Administration (OSHA) as a specific eye, mouth or other mucous membrane, non-intact skin (cuts, abrasions, sores) or parenteral (penetrating the skin) contact with blood or other potentially infectious material that may or can occur during your simulation, clinical or lab experiences.

How can I protect myself from occupational hazards of these pathogens in clinical and lab?
A.   Students should employ Standard Precautions when working with clients during simulation, clinical and lab experiences (specific information on Standard Precautions can be found elsewhere in this handbook).

B.   Definitions:
1.   Sharps – objects that can pierce, puncture, or cut the skin (e.g., needles, scalpels, broken glass, broken capillary tubes, exposed ends of dental wires).

2. Contaminated – touched by body fluids or tissues that have the potential to contain infectious agents (e.g., HIV or HBV).
3. Non-sterile – not sterile but not contaminated with body fluids or tissues.

C. Efforts are focused on prevention. All students must adhere to the following procedures to work safely in the simulation, clinical and lab settings:
1. Extreme caution should be used when handling sharps to prevent accidental puncture of the skin.
   - Treat all sharps as a potential source of injury.
   - Store sharps properly.
   - Needles that are being reused for simulated practice must have a protective cap on at all times when not in actual use. The protective cap should be applied using the one-handed scoop method or a passive recapping device. Recapping of needles using two hands is prohibited.
2. Broken glassware (contaminated or not) should be cleaned up using a mechanical means (e.g., brush, dust pan, tongs, forceps); do not pick up directly with hands.
3. Sharps need to be disposed of in an appropriate container (puncture-resistant, leak proof, labeled). Containers should be replaced by lab personnel when two-thirds full. If a disposal container is more than two-thirds full, do not use and notify lab personnel. Under no circumstances should a sharp be forced into a disposal container or fingers inserted into the opening of the sharps container.
4. You may be given a box (identified with your name) containing a supply of various needles, syringes and venipuncture equipment to be used during the program. Use only the supplies in your box when practicing and testing related skills. These boxes must remain in the lab when not in use.

D. Prior to your first simulation, clinical or lab experience you will receive instruction on how to protect yourself from exposure to bloodborne pathogens and other occupational hazards. Instruction may include classroom presentation, discussion, videotapes or readings.
During orientation to each clinical site your instructor will show you the location of the unit/department infection control manual, personal protective equipment (e.g., gowns, gloves, masks and goggles) and sharps disposal boxes.

What actions are necessary if an exposure occurs?
A. If a puncture, laceration or other broken skin occurs:
   - dispose of the sharp immediately in sharps box.
   - squeeze or apply pressure to the puncture or open area to induce bleeding.
   - cleanse the wound thoroughly with soap and water. The wound may be further cleansed with 10% povidone-iodine.

B. If a mucous membrane exposure or conjunctival (eye) exposure occurs:
   - irrigate the affected area immediately with large amounts of water or normal saline.

C.   For any exposure follow these steps:
- apply first aid.
- notify the instructor or lab personnel.
- complete a Madison College Accident/Incident Report form with instructor or lab personnel.
- Complete any institutional incident report form that is required by the facility.
- obtain medical evaluation immediately or within 24 hours from personal health care provider (at student's cost).

Other Occupational Hazards:

Are there other occupational hazards I should be aware of?

There are other materials that represent a potential hazard in the health care setting. Chemicals such as cleaning solvents, anesthetics and other substances may be hazardous. Material Safety Data Sheets (MSDS) are available on each clinical unit that provide information about:
- specific hazards present on that clinical unit.
- procedures for incomplete or missing labels.
- mixing of substances.
- disposal of substances.
- first aid to give in an emergency.

During orientation to each clinical site your instructor will show you the location of this information in the MSDS binder on the unit. You should know where the binder is located on the unit and you should ask questions if you do not understand the information.

Standard Precautions:

Standard Precautions are designed to reduce the risk of transmission of bloodborne pathogens, especially to health care workers, and to reduce the risk of transmission of all pathogens from moist body substances. Standard Precautions apply to (1) blood; (2) all body fluids, secretions, and excretions (except sweat), regardless of whether or not they contain visible blood; (3) non-intact skin; and (4) mucous membranes. Standard Precautions are designed to reduce the risk of transmission of microorganisms from both recognized and unrecognized sources of infection in health care facilities.

Use Standard Precautions, or the equivalent, for the care of all patients:
A.   Hand Hygiene
   1.   Implement hand hygiene (i.e., hand washing or the use of an alcohol-based hand rub) after touching blood, body fluids, secretions, excretions, and contaminated items, whether or not gloves are worn. Implement hand hygiene immediately after gloves are removed, between patient contacts, and when otherwise indicated to avoid transfer of microorganisms to other patients or environments. Hand hygiene may be necessary between tasks and procedures on the same patient to prevent cross-contamination of different body sites.

2. Use a plain (non-antimicrobial) soap for routine hand washing.
3. Use an antimicrobial agent or a waterless antiseptic agent for specific circumstances (e.g., control of outbreaks or hyperendemic infections) as defined by the infection control program.
4. Use alcohol-based hand rubs by applying to the palm of one hand, rubbing hands together (covering all surfaces of hands and fingers) and rubbing until dry.
5. Avoid the use of artificial nails-these are not allowed per the dress code policy found in this handbook.

B. Gloves
Wear clean non-sterile gloves when touching blood, body fluids, secretions, excretions and contaminated items. Put on clean gloves just before touching mucous membranes and non-intact skin. Change gloves between tasks and procedures on the same patient after contact with material that may contain a high concentration of microorganisms. Remove gloves promptly after use (before touching non-contaminated items or environmental surfaces and before contact with another patient); implement hand hygiene immediately to avoid transfer of microorganisms to other patients or environments.

C. Mask, Eye Protection, Face Shield
Wear a mask and eye protection or a face shield to protect mucous membranes of the eyes, nose and mouth during procedures and patient-care activities that are likely to generate splashes or sprays of blood, body fluids, secretions or excretions.

D. Gown
Wear a clean non-sterile gown to protect skin and to prevent soiling of clothing during procedures and patient-care activities that are likely to generate splashes or sprays of blood, body fluid, secretions or excretions. Select a gown that is appropriate for the activity and amount of fluid likely to be encountered. Remove a soiled gown as promptly as possible and implement hand hygiene to avoid transfer of microorganisms to other patients or environments.

E. Patient-Care Equipment
Handle used patient-care equipment soiled with blood, body fluids, secretions, and excretions in a manner that prevents skin and mucous membrane exposures, contamination of clothing and transfer of microorganisms to other patients and environments. Ensure that reusable equipment is not used for the care of another patient until it has been cleaned and reprocessed appropriately. Ensure that single-use items are discarded properly.

F. Environmental Control
Ensure that the hospital has adequate procedures for the routine care, cleaning and disinfecting of environmental surfaces, beds, bed rails, bedside equipment and other frequently touched surfaces and ensure that these procedures are being followed.

G.   Linen
Handle, transport and process used linen soiled with blood, body fluids, secretions and excretions in a manner that prevents skin and mucous membrane exposure and contamination of clothing and that avoids transfer of microorganisms to other patients and environments.

H.   Occupational Health and Bloodborne Pathogens
1.   Take care to prevent injuries when: (1) using or handling needles, scalpels, and other sharp instruments or devices; (2) handling sharp instruments after procedures; (3) cleaning used instruments; and (4) disposing of used sharps. Never recap used needles or manipulate them using both hands. Do not use any other technique that involves directing the point of a needle toward any part of the body. Use a one-handed "scoop" technique or a passive recapping device. Do not remove used needles from disposable syringes by hand and do not bend, break or otherwise manipulate used needles by hand. Place used disposable syringes/needles and other sharps in appropriate puncture-resistant containers that are located as close as practical to the area in which the items were used.
2.   Use mouthpieces, resuscitation bags or other ventilation devices as an alternative to mouth-to-mouth resuscitation methods in areas where the need for resuscitation is predictable.

I.   Patient Placement
Place a patient who contaminates the environment or who does not (or cannot be expected to) assist in maintaining appropriate hygiene or environmental control in a private room. If a private room is not available, consult with infection control professionals regarding patient placement or other alternatives.

Appendix 1
American Nurses' Association Code of Ethics for Nurses

The Code of Ethics for Nurses with Interpretive Statements (The Code) was developed as a guide for carrying out nursing responsibilities in a manner consistent with quality in nursing care and the ethical obligations of the profession. The ANA's Code of Ethics for Nurses can be reviewed in its entirety on the ANA's website at Nursing Code of Ethics

The nine *Provisions of the Code of Ethics for Nurses* include the following:

1. The nurse practices with compassion and respect for the inherent dignity, worth, and unique attributes of every person.
2. The nurse's primary commitment is to the patient, whether an individual, family, group, community, or population.
3. The nurse promotes, advocates for, and protects the rights, health, and safety of the patient.
4. The nurse has authority, accountability, and responsibility for nursing practice; makes decisions; and takes action consistent with the obligation to promote health and to provide optimal care.
5. The nurse owes the same duties to self as to others, including the responsibility to promote health and safety, preserve wholeness of character and integrity, maintain competence, and continue personal and professional growth.
6. The nurse, through individual and collective effort, establishes, maintains, and improves the ethical environment of the work setting and conditions of employment that are conducive to safe, quality health care.
7. The nurse, in all roles and settings, advances the profession through research and scholarly inquiry, professional standards development, and the generation of both nursing and health policy.
8. The nurse collaborates with other health professionals and the public to protect human rights, promote health diplomacy, and reduce health disparities.
9. The profession of nursing, collectively through its professional organizations, must articulate nursing values, maintain the integrity of the profession, and integrate principles of social justice into nursing and health policy.

Adapted from the *ANA Code of Ethics for Nurses with Interpretive Statements,* American Nurses' Association, Silver Spring, Maryland, 2015.

Appendix 2
National Student Nurses' Associate, Inc.
Code of Academic and Clinical Conduct

PREAMBLE

Students of nursing have a responsibility to society in learning the academic theory and clinical skills needed to provide nursing care. The clinical setting presents unique challenges and responsibilities while caring for human beings in a variety of health care environments.

The *Code of Academic and Clinical Conduct* is based on an understanding that to practice nursing as a student is an agreement to uphold the trust with which society has placed in us. The statements of the Code provide guidance for the nursing student in the personal development of an ethical foundation and need not be limited strictly to the academic or clinical environment but can assist in the holistic development of the person.

A CODE FOR NURSING STUDENTS

As students are involved in the clinical and academic environments we believe that ethical principles are a necessary guide to professional development. Therefore, within these environments we;

1. Advocate for the rights of all clients
2. Maintain client confidentiality.
3. Take appropriate action to ensure the safety of clients, self, and others.
4. Provide care for the client in a timely, compassionate and professional manner.
5. Communicate client care in a truthful, timely and accurate manner.
6. Actively promote the highest level of moral and ethical principles and accept responsibility for our actions.
7. Promote excellence in nursing by encouraging lifelong learning and professional development.
8. Treat others with respect and promote an environment that respects human rights, values and choice of cultural and spiritual beliefs.
9. Collaborate in every reasonable manner with the academic faculty and clinical staff to ensure the highest quality of client care
10. Use every opportunity to improve faculty and clinical staff understanding of the learning needs of nursing students.
11. Encourage faculty, clinical staff, and peers to mentor nursing students.
12. Refrain from performing any technique or procedure for which the student has not been adequately trained.
13. Refrain from any deliberate action or omission of care in the academic or clinical setting that creates unnecessary risk of injury to the client, self, or others.
14. Assist the staff nurse or preceptor in ensuring that there is full disclosure and that proper authorizations are obtained from clients regarding any form of treatment or research.
15. Abstain from the use of alcoholic beverages or any substances in the academic and clinical setting that impair judgment.

16. Strive to achieve and maintain an optimal level of personal health.
17. Support access to treatment and rehabilitation for students who are experiencing impairments related to substance abuse and mental or physical health issues.
18. Uphold school policies and regulations related to academic and clinical performance, reserving the right to challenge and critique rules and regulations as per school grievance policy.

Adopted by the NSNA Board of Directors, October 27, 2009 in Phoenix, AZ

Retrieved from NSNA Code of Ethics

Appendix 3

Associate Degree Nursing Program
Out of District Course Request Form
(Return this form to the Program Director)

Student Name:

Student ID number: Campus:

Semester requesting out of district course: Spring   Summer   Fall

Name of course:

Semester: 1   2   3
(All 4th semester courses must be taken at Madison College)

Format: Online   Face to face   Hybrid

College where you are taking the course:

Contact email for this college:

Out of district and online course policies should be reviewed in the ADN Student Handbook.
All online exams must be proctored per the Madison College Nursing Program policy as well as the out of district college.

Signature:

Date:

Appendix 4
Associate Degree Nursing Program
Performance Improvement Contract

Student Name: Click here to enter text.**ID #**Click here to enter text.**Date:**Click here to enter a date.

Semester: Spring ☐   **Fall** ☐

Course Name/Number:

1. You do not meet the required standards for this course due to the following reasons:

    Attendance/Timeliness ☐

    Classroom Grades: ☐

    Passing Score is:

    Your score is:

    Clinical Performance ☐

    Expected Standard of Performance ☐

As Identified in Program Outcome:

List program outcome from student handbook, course syllabus.

Provide a brief explanation of situation

2. Comments/Recommendations/Action(s) Taken:

    Early Alert Referral initiated ☐
    Mandatory test taking skills workshop ☐
    Study skills workshop ☐
    Student's developed plan for improvement ☐
Required review of exams with course faculty ☐

■**Other:**

Instructor Signature: _____**Date:** _____

Student Signature: _____**Date:** _____

Copies to:

Associate Dean of Nursing ☐   **Program Co-Directors** ☐   **Student** ☐
Student file ☐   **Other** ☐

Appendix 5
ASSOCIATE DEGREE NURSING PROGRAM
RE-ENTRY REQUEST FORM

Date Received *(Program director use only):*

ALL REQUESTS FOR RE-ENTRY ARE ON A SPACE-AVAILABLE BASIS

Student Name: Student ID:

Email address:

NOTE: It is the student's responsibility to maintain current address/telephone number with Madison College.

Please note that in accordance with the Madison College AD Nursing Reentry Policy outlined in the student handbook, you may be required to complete the ADN Remediation course, 543-165, or other remediation activities, prior to your reentry into a skills or clinical course. Please refer to the student handbook for more information on this policy.

Current campus:

Semester for Reentry:

Course(s) for Re-entry:

List last nursing course(s) you completed or are in progress with:

Preference to re-enter: Year/Semester: Campus:

Student Signature:

Date:

Appendix 6

Madison College Associate Degree Nursing Program
Request for Campus Transfer

Date Received *(Program director use only):*

Student ID:

Student Name:

Current campus: Current semester:

Requesting to transfer to:

    Truax   Watertown/Fort Atkinson   Reedsburg

Signature:

Date:

Appendix 7
Associate Degree Nursing
Reentry and Readmission Summary

Withdraw or failure from a core <u>theory</u> course

First failure of course

- discuss with instructor and academic advisor
- contact Program Director
- complete reentry request form (appendix 5)
- return form to Program Director
- with permission, enroll in course the next semester
- students who are not in a clinical course during repeat of theory course may need to take nursing Remediation course, 543-165, concurrent with theory course being repeated
- student will be assigned a clinical spot in the following semester on a space available basis (need permission to enroll)

**See "Program Dismissal Policy" in this student handbook

Second failure of same course

- dismissed from nursing program
- contact Program Director
- student must request readmission through "letter of exception to reentry policy" (see below)

Readmission process:

- Student submits letter requesting readmission
- Student Success Committee evaluates submitted information
- Exception granted: reenrolled into failed course on space available basis; must comply with recommendations from committee
- Exception denied: no readmission into program
  - Student may reapply and repetition to nursing program and retake all core nursing courses.
  No credit is given for previously completed courses.

Appendix 7 (cont.)
Associate Degree Nursing
Reentry and Readmission Summary

Withdraw or failure from a core <u>skills or clinical</u> course

<u>First withdrawal or failure of course</u>	<u>Second withdrawal or failure from same course</u>
- discuss with instructor and academic advisor - contact Program Director - complete reentry request form (appendix 5) - return form to Program Director - Program Director will notify student when skills/clinical spot is available (placed on a space available basis) - Enroll with permission as directed when space available - Students who are not in a clinical due to no space may need to take Nursing Remediation course, 543-165 - FIRST semester skills course: if failed, student will be placed in the following semester as an alternate for clinical on space available basis; enroll with permission only ****See "Program Dismissal Policy" in this student handbook**	- Dismissed from nursing program - Contact Program Director - Student must request readmission through "letter of exception to reentry policy" - Student submits letter for readmission - Student Success Committee evaluates submitted information - Exception granted: reenrolled into failed course on space available basis; must comply with recommendations from committee - Exception denied: no readmission to program - Student may reapply and repetition to nursing program and retake all core nursing courses. - No credit is given for previously completed courses.

Appendix 8

Madison College Associate Degree Nursing Program
Part-time/Full-time Change Request Form

Student ID:

Student Name:

Phone:

Campus:

Please check one of the following:
☐   Request change from <u>full-time to part-time</u> coursework

Policy: A nursing student wishing to move to the part-time nursing courses must make this request in writing to the Program Director by 4pm on Friday of week 8 of the semester by completing this form. If in the future the student wishes to return to full-time coursework, the student must make a NEW request to the Program Director by completing this form again (see below). The student may not register for part-time until permission to do so has been given. In selecting this option, the student is committing to two (2) consecutive semesters of part-time study before any consideration of a change back to full-time.

☐   Request change from <u>part-time to full-time</u> coursework

Policy: A nursing student wishing to move to the full-time nursing courses must make this request in writing to the Program Director by 4pm on Friday of week 8 of the semester by completing this form. If in the future the student wishes to return to part-time coursework, the student must make a NEW request to the Program Director by completing this form again. The student may not register for full-time coursework until permission to do so has been given and is on a space available basis.

I understand and agree to adhere to the policy related to my request for this coursework change.

Signature: *Date:*

HANDBOOK SIGN OFF FORM

I understand that the policies and procedures provided in the *Associate Degree Nursing Program Student Handbook* are in effect throughout the program. I understand that additional policies and procedures are contained on the College website. I agree to abide by all of the policies and procedures provided in the *Associate Degree Nursing Program Student Handbook* and contained on the Madison College Website.

_____

Name of Student (please print)

_____   _____

Signature of Student   Date

_____

Statement of Understanding

The Americans with Disabilities Act of 1990 (42 U.S.C. 12101, *et seq.*) and Section 504 of the Rehabilitation Act of 1973 (29 U.S.C. 794) prohibits discrimination of persons because of her or his disability. In keeping with these laws, colleges of the Wisconsin Technical College System make every effort to ensure a quality education for students. The purpose of this document is to ensure that students acknowledge that they have been provided information on the functional abilities required of a student in the nursing program.

_____   I have read and I understand the Functional Abilities specific to a student
(initial)   in the nursing program.

_____   I am able to meet the Functional Abilities as listed with or without
(initial)   accommodations.

_____

Name of Student (please print)

_____   _____

Signature of Student   Date

*Student Copy

HANDBOOK SIGN OFF FORM

I understand that the policies and procedures provided in the *Associate Degree Nursing Program Student Handbook* are in effect throughout the program. I understand that additional policies and procedures are contained on the College website. I agree to abide by all of the policies and procedures provided in the *Associate Degree Nursing Program Student Handbook* and contained on the Madison College Website.

_____
Name of Student (please print)

_____   _____
Signature of Student   Date

_____

Statement of Understanding

The Americans with Disabilities Act of 1990 (42 U.S.C. 12101, *et seq.*) and Section 504 of the Rehabilitation Act of 1973 (29 U.S.C. 794) prohibits discrimination of persons because of her or his disability. In keeping with these laws, colleges of the Wisconsin Technical College System make every effort to ensure a quality education for students. The purpose of this document is to ensure that students acknowledge that they have been provided information on the functional abilities required of a student in the nursing program.

_____   I have read and I understand the Functional Abilities specific to a student
(initial)   in the nursing program.

_____   I am able to meet the Functional Abilities as listed with or without
(initial)   accommodations.

_____
Name of Student (please print)

_____   _____
Signature of Student   Date

*School of Health Education Copy-submit to Castlebranch account