



**ALTIERUS™**

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Henderson, NV 89074  
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**Nursing  
Student Handbook  
Updated 11/8/2017**

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## **NURSING**

Associate of Applied Science Degree  
 24 Months – 108 Credit Units

The Associate of Applied Science Degree, Nursing program, will prepare the nursing student for entry level roles of the registered nurse in the ever-evolving health care field. The program includes a focus on theories, concepts, and principles of nursing. It also delves into the important area of leading and managing as well as pertinent legal issues faced by nursing leaders and managers. A graduate of this nursing program will be prepared to assume the entry level role of health provider in a global society. He or she will be able to deliver culturally proficient care while meeting the physical, spiritual and psychosocial needs of clients.

At the completion of this program, the nursing student will be prepared to take the NCLEX-RN exam for registered nursing licensure. Once licensed, the individual may use the title of Registered Nurse and practice in entry-level staff positions in various health care agencies.

		<b>Theory</b>	<b>Clinical/Lab</b>	<b>Total</b>	<b>Quarter</b>
<b>Quarter I</b>		<b>Contact Hours</b>	<b>Contact Hours</b>	<b>Contact Hours</b>	<b>Credits</b>
BSC 1085	Anatomy & Physiology I (1 <sup>st</sup> 6 weeks)	40	0	40	4
BSC 2085L	Anatomy & Physiology I Laboratory (1 <sup>st</sup> 6 weeks)	0	0/40	40	2
BSC 1086	Anatomy & Physiology II (2 <sup>nd</sup> 6 weeks)	40	0	40	4
BSC 2086L	Anatomy & Physiology II Laboratory (2 <sup>nd</sup> 6 weeks)	0	0/40	40	2
MAT 1033	College Algebra*	40	0	40	4
	<b>Total Hours</b>	<b>120</b>	<b>0/80</b>	<b>160</b>	<b>16</b>
<b>Quarter II</b>					
SLS 1115	Strategies for Nursing Success	30	0	30	3
Nur 1020	Fundamentals of Nursing I	20	0/20	40	3
ENC 1101	Composition I*	40	0	40	4
MCB 2000	Microbiology and Infection Control	40	0	40	4

MCB 1000L	Microbiology Laboratory	0	0/40	40	2
	<b>Total Hours</b>	<b>130</b>	<b>0/60</b>	<b>190</b>	<b>16</b>
<b>Quarter III</b>					
NUR 1145	Pharmacology of Nursing I	15	0	15	1.5
Nur 1027	Fundamentals of Nursing II	20	0	20	2
NUR 1027L	Fundamentals of Nursing II Clinical	0	45/20	65	2.5
PSY 2012	General Psychology*	40	0	40	4
SYG 2001	Principles of Sociology*	40	0	40	4
	<b>Total Hours</b>	<b>115</b>	<b>45/20</b>	<b>180</b>	<b>14</b>
<b>Quarter IV</b>					
NUR 1150	Pharmacology of Nursing II	20	0	20	2
NUR 1210	Nursing Care of Adult Client I	40	0	40	4
NUR 1211L	Nursing Care of Adult I Clinical	0	90/20	110	4
ENC 1102	Composition II	40	0	40	4
	<b>Total Hours</b>	<b>100</b>	<b>90/20</b>	<b>210</b>	<b>14</b>
<b>Quarter V</b>					
NUR 2212	Nursing Care of Adult II	40	0	40	4
NUR 2213L	Nursing Care of Adult II Clinical	0	90/20	110	4
Dep 2000	Developmental Psych	40	0	40	4
	<b>Total Hours</b>	<b>80</b>	<b>90/20</b>	<b>190</b>	<b>12</b>
<b>Quarter VI</b>					
NUR 1440	Maternal Child Nursing	40	0	40	4
NUR 1441L	Maternal Child Clinical	0	90/20	110	4
NUR 2611	Contemp. Nsg in Comm. Settings	30	0	30	3
NUR 2615L	Contemp. Nsg in Comm. Settings Clin	0	60/0	60	2
	<b>Total Hours</b>	<b>70</b>	<b>150/20</b>	<b>240</b>	<b>13</b>

<b>Quarter VII</b>					
NUR 2513	Mental Health Nursing	30	0	30	3
NUR 2515	Mental Health Nursing Clinical	0	60/0	60	2
NUR 2350	Nursing Care of Adult III	30	0	30	3
Nur 2245L	Nursing Care of Adult III Clinical	0	90/20	110	4
	<b>Total Hours</b>	<b>60</b>	<b>150/20</b>	<b>230</b>	<b>12</b>
<b>Quarter VIII</b>					
NUR 2881	Nursing Leadership and Management	30	0	30	3
NUR 2890L	Nursing Leadership Management Clinical	0	60/0	60	2
NUR 2965	NCLEX Review	20	0	20	2
PSI 201	US and NV Constitution	40	0	40	4
	<b>Total Hours</b>	<b>60</b>	<b>60/0</b>	<b>120</b>	<b>11</b>
	<b>Total Program Hours</b>	<b>735</b>	<b>585/220</b>	<b>1520</b>	<b>108</b>

## SECTION I: INTRODUCTION

### WELCOME

Welcome to the rewarding and challenging career of nursing! The Associate of Applied Science Degree Nursing Program at Altierus Career College is designed to provide students with the learning resources to acquire the knowledge base and to develop the necessary skills and preparedness to graduate, take the NCLEX-RN® examination and become licensed as a Registered Nurse (RN). Our curriculum requires that students assume the responsibility for their learning, decision-making and demonstration of independent thinking. Critical thinking and problem-solving skills are of utmost importance to becoming an effective and safe practicing nurse.

The nursing program faculty and staff have set the standards for students to begin the life-long learning in nursing. Altierus Career College Associate of Applied Science Degree Nursing Program is a program that meets the curriculum guidelines of the Nevada Board of Nursing. Program policies, procedures and requirements have been established to represent the standards for nursing education and safe clinical practice.

This Nursing Student Handbook addresses:

- Program policies, procedures and requirements of the Altierus Career College Associate of Applied Science Degree Nursing program.
- Guidance for maintaining current, good standing in the program.
- Student's rights throughout their progress in the program.

This student handbook is reflective of the policies of the nursing program and additions may be added as needed. The school of nursing reserves the right to make changes at any time. Students will be notified of handbook changes as they arise. **The nursing handbook supersedes the campus catalog in issues related to the nursing program.**

### OVERVIEW OF NURSING PROGRAM

Altierus Career College offers an Associate of Applied Science program to prepare the student to be eligible to take the NCLEX-RN examination. Upon successful completion of the NCLEX-RN® examination the student can work as a registered nurse.

This is an eight-quarter program which includes both general education and nursing courses and leads to an associate degree. Students in this program typically have no formal academic nursing background. In this program students gain proficiency through both class (theory) and clinical experiences in a variety of settings



## **AMERICAN NURSES ASSOCIATION (ANA) CODE OF ETHICS FOR NURSES**

The nursing profession works with other health care groups to promote health, alleviate suffering and attain therapeutic goals based upon human need. Each nurse has the responsibility to individuals, sick or well, their families, and the public. Such responsibility requires ethical practices and adherence to the laws relevant to nursing.

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

*Source: American Nurses Association, Code of Ethics for Nurses with Interpretive Statements, Silver Spring, MD: American Nurses Publishing, 2001.*

ANA recognizes that nursing students are not only the nurses of tomorrow; they are the ANA members of tomorrow! For access to all available resources, benefits, articles and special discounts be sure to sign-up to see the members only section of the site. As a nursing student, access is free. All you need to do is e-mail your name, school and current year in school to [students@ana.org](mailto:students@ana.org) and a promo code will be sent immediately to you.

## **NEVADA BOARD OF NURSING ADMINISTRATIVE CODE FOR NURSING STUDENTS**

In addition, the Altierus nursing program adheres to the Nevada Board of Nursing Administrative Code for Nursing Students:

### **632.252 Performance of Tasks**

1. A nursing student may, as an apprentice nurse, perform those tasks which he has successfully demonstrated in his program of education if:

(a) The nursing student works as an apprentice nurse in a licensed hospital for acute care, a licensed hospital for long-term care, a community health clinic, or a health maintenance organization, and works under the supervision of a registered nurse who is at the site where care is provided;

(b) The nursing student presents to this employer satisfactory evidence from his school of nursing of a successful demonstration of his skills;

(c) The nursing student has been evaluated by the chief nurse as safe to perform those tasks in the health care facility employing him;

(d) The description of the position of apprentice nurse provided by the health care facility employing the nursing student identifies the roles and responsibilities of the position;

(e) The tasks delegated to the nursing student acting as an apprentice nurse are identified in the health care facility's description of the position and have been approved by the board as tasks that are delegable to the nursing student;

(f) There is a formal procedure for the nursing student to refuse to perform any task until he is comfortable with his ability to do so safely; and

(g) The nursing student, acting as an apprentice nurse, identifies himself as an apprentice nurse on his name tag when recording patients' records and in his introduction to patients.

2. While performing nursing functions as an apprentice nurse, the nursing student is subject to the provisions of the nurse practice act and regulations adopted by the board.

### **632.253 Prohibited acts**

A nursing student who is working as an apprentice nurse may not delegate his duties or supervise other personnel.

*The following is taken from the Nevada State Board of Nursing Scope-of-Practice Decision-Making Guideline:*

#### **Statutory Definition of the Practice of Nursing and Definitions for RN Practice**

The "Practice of nursing", as defined in **NRS 632.0169**, means the general observation, diagnosis and treatment of changes in a person's health. The term does not include acts of medical diagnosis or prescription of therapeutic or corrective measures, except as authorized by specific statute.

The “Practice of professional nursing” means, according to **NRS 632.018**, the performance of any act in the observation, care and counsel of the ill, injured or infirm, in the maintenance of health or prevention of illness of others, in the supervision and teaching of other personnel, in the administration of medications and treatments as prescribed by an advanced practitioner of nursing, a licensed physician, a physician assistant licensed pursuant to chapter 630 or 633 of NRS, a licensed dentist or a licensed podiatric physician, requiring substantial specialized judgment and skill based on knowledge and application of the principles of biological, physical and social science, but does not include acts of medical diagnosis or prescription of therapeutic or corrective measures.

### **Statement Regarding Scope of Practice**

The profession of nursing is an autonomous and dynamic discipline. It is a self-governing profession that is grounded in science. Nursing practice changes and evolves in response to health care needs of society, technical advancements, and the expansion of scientific and nursing knowledge. The scope of practice for each nursing licensure category includes all of the activities in which a nurse may engage at his/her level of licensure. Within that broader scope, however, the scope for each individual nurse will vary according to practice experiences and professional development activities.

The licensed nurse is responsible and accountable, both professionally and legally, for determining his/her *individual scope* of nursing practice. Activities within an individual nurse’s scope must still fall within the broader scope written in statute. Thus, there is no authority for the nurse to include individual activities which exceed the broader scope defined by statute. Practically, this means that a physician cannot expand nursing scope of practice by directing a nurse to perform an activity that is not recognized by the nursing profession as proper to be performed by a nurse in Nevada. Since the role and responsibilities of the nurse, and consequently the scope of nursing practice, is ever changing and increasingly complex, it is important that the nurse is able to make decisions regarding his/her own scope of practice.

Altierus Nursing Program will teach the components of the Registered Nurse Scope of Practice to nursing students to learn for their future nursing practice.

It is your responsibility to have access to the Nurse Practice Act, the Nevada Board of Nursing rules/regulations and generally accepted standards of nursing practice including but not limited to behaviors indicating honesty, accountability, trustworthiness, reliability and integrity.

Nursing students are encouraged to sign up for the Johnson & Johnson Nursing Notes electronic newsletter. This newsletter provides information on the profession in relation to industry news, nursing careers, making a difference and scholarship information.

## **SECTION II: MISSION AND PHILOSOPHY**

### **ZENITH MISSION AND VALUES**

Zenith's Mission: Helping students succeed

Zenith's Values: Integrity, Service, Excellence, Teamwork, and Wellness

### **ALTIERUS CAREER COLLEGE MISSION STATEMENT**

Altierus is dedicated to the provision of an interactive learning environment created to support the professional career development of our students. The school was established to provide quality education and training designed to meet the needs of both students and employers. The school serves a diverse student population focusing on adults seeking to acquire the education and skills necessary to enter their chosen career field. To achieve this, the school is committed to excellence in the following areas:

- The utilization of effective technology and teaching methods.
- The presentation of relevant career focused educational programs.
- Ongoing collaboration with business, employers and professional associations in the design, delivery and evaluation of effective programs.
- The provision of career development support services to students and graduates which assists them in securing employment in their chosen field.

### **ALTIERUS CAREER COLLEGE NURSING PROGRAM MISSION STATEMENT**

- The Nursing Faculty are dedicated to preparing outstanding professional nurses committed to excellence and innovation in the delivery and management of evidence-based health care through creative, collaborative and culturally focused educational programs.
- The Nursing Faculty's educational effort is directed to providing high quality student-centered programs of instruction which prepare superb professional nurses to meet basic health care needs while maintaining full regulatory compliance with State Board of Nursing and Accreditation agencies.
- This Nursing Faculty seeks to develop and transmit knowledge regarding nursing practice and health, illness and healing through dynamic programs of nursing education and practice.

### **PHILOSOPHY AND PURPOSE**

The philosophy and purpose of the Altierus Nursing Program is based on the belief that individuals are holistic beings who possess unique physiological, psychological, socio-cultural, and spiritual qualities. Individuals continually interact with the environment, thereby learning and adapting to achieve optimum health.

Health is a dynamic state of wellness or system stability in which individuals adapt to changes in the internal and external environments to maintain harmony between their physiological, psychological, social-cultural, and spiritual states. Responsibility for health/illness care is shared mutually by providers

and individuals receiving care. Health attainment, maintenance, restoration, and quality care are rights of each individual regardless of race, religious beliefs, nationality, social, or financial status.

Society has the responsibility to its members both individually and collectively to provide an environment that fosters health promotion, attainment, maintenance, and restoration. Society must strive to achieve optimal care within a legal and ethical framework while managing economic restraints and technological advances in health care. Environment is viewed as an open system within which the individual interacts continuously. It has both internal and external components, which are affected by changes within the physical, emotional, spiritual, economic, and cultural state of the individual.

Nursing is both an art and science and nurses provide nursing care within their scope of practice. It is a unique profession that deals with all of the dynamics affecting individuals and views the individual as a holistic being (Bio-psycho-social-spiritual). Nurses collaborate with other members of the health care team to encourage individuals to participate in their care. The foundation of nursing practice is the nursing process, which the nurse uses to assist individuals and families to attain mutually agreed upon goals.

Associate degree nurses provide care within their scope of practice. The nursing process is used for assessing, diagnosing, planning, implementing, and evaluating of health care services and care of the individual. Since the delivery of health care is dynamic, the registered nurse evaluates individuals based on their goal achievement, need for reassessment and refocus of priorities with the ultimate end of setting new goals. Care is given within a sound legal and ethical framework.

The Associate Degree nurse is expected to develop necessary skills for collaboration with members of the health care team including the client, family and/or significant others.

### **TEACHING-LEARNING PROCESS**

Learning is a continuous, active, lifelong process. Learning progresses sequentially from simple to complex and results in behavioral changes in cognitive, psychomotor, and affective domains. Nurses seek educational resources that provide opportunities for learning experiences that maintain and enhance knowledge and skills, as well as those that foster continued competence, nursing practice and increased professional growth.

The teaching-learning process is at its best when students actively participate in their learning experiences and take responsibility for achieving programmatic competencies. In this process the teacher is a facilitator, coach, counselor, and resource person. Furthermore, the teacher and student share the responsibility of building an atmosphere that fosters a learning community that promotes intellectual curiosity, critical and analytical thought, and individual creativity. To that end, the faculty uses a variety of teaching techniques to accommodate students from diverse backgrounds and experiences.

Hence, nursing education is both a system and a process. Students bring with them a broad range of experiences as well as their ability to respond to and adapt to ongoing inputs and expected behavioral

changes. These inputs awaken students to their ability to deliver nursing care. The Nursing Faculty are committed to facilitating this process through their monitoring the teaching-learning environment to ensure optimal experiences and evaluating the students and program to achieve the outcome of safe and effective practitioners of nursing.

### CONCEPTUAL FRAMEWORK

Based on the philosophy the Nursing Faculty has selected the following concepts in which the nursing program is structured.

- **Nursing Process** -- Nursing Process is integral to nursing practice. The five steps of the nursing process assessment, diagnosing, planning, implementation and evaluation provide the framework for delivery of client care and is the structure for course content in the nursing program.
- **Critical Thinking** -- The process of purposeful, self-regulatory judgment. This process gives reasoned consideration to contexts, evidence, conceptualizations, methods and criteria. Critical thinking, in conjunction with the nursing process is the basis for clinical decision making.
- **Communication** – Communication is a dynamic, interactive process which encompasses the teaching/learning process. It is essential in collaborating with members of the healthcare team to meet the needs of clients. Effective oral, written and non-verbal communication skills are integral to apply the nursing process, to impart health promotion practices, and to teach clients. Teaching and learning techniques are incorporated throughout the program. Nursing students use therapeutic communication techniques with clients, families and groups to further self-care.
- **Health Promotion** – Activity by the learner that facilitates optimal health states for individuals, families and communities that sustain or increase wellness.
- **Professional Role** – The Associate Degree Nurse is a provider of care, manager of care and member of the discipline of nursing. The nurse adheres to ethical and legal standards and the Quality and Safety Education for Nurses (QSEN) Concepts of the nursing profession and applies knowledge of the biopsychosocial and scientific principles when providing competent care. The nurse collaborates with and delegates to others to manage care of groups of individuals and families in a variety of healthcare settings.

The Altierus Nursing Program conceptual framework is based on the 5 concepts introducing the student to the care of individuals with special and more complex needs throughout the life span. This program will prepare the nursing student to assume the role of the registered nurse in the ever-evolving health care field. The program includes a focus on theories, concepts, and principles of nursing. It also delves into the important area of leading and managing as well as pertinent legal issues faced by nursing leaders and managers. Emphasis will be on the methods to become an effective leader/manager including interpersonal skills needed for effective leadership and management of the different types of organizations delivering health care and outcomes management. A graduate of this nursing program will

be prepared to assume the role of health provider in a global society. He or she will be able to deliver culturally proficient care while meeting the physical, spiritual and psychosocial needs of clients. At the completion of this program, the nursing student will be prepared to take the NCLEX-RN® exam for registered nursing licensure. Once licensed, the individual may use the title of Registered Nurse.

### **ORGANIZING FRAMEWORK**

The Altierus Career College nursing faculty endorses the National League for Nursing (NLN) Standards (2010) as the basis for preparing the nursing professional of the future to meet society's evolving health care needs. The NLN encourages each nursing program to interpret these skills and competencies in the content, context, function, and structure of their unique program. The Altierus nursing faculty have integrated these standards into five broad areas of the health care needs of clients: nursing process, critical thinking, communication, health promotion and professional role. These categories are woven into the current structure of the NCLEX-RN test plan and are based on the description of the characteristics of newly licensed RNs, their practice environment and the activities in which they are engaged.

The following explanation of the nursing program's organizing framework for the nursing program is congruent with the mission of Altierus Career College. The program of learning provides a foundation for the acquisition and integration of knowledge, skills and abilities necessary for accountable and safe nursing practice in today's health care environment.

#### **Explanation of Curriculum Organizing Framework**

The organizing framework of the Altierus Career College nursing curriculum represents the faculty's plan for learning activities designed to assist each student to achieve program goals. Faculty make choices about the knowledge, skills and abilities considered essential for students to take the licensing examination for registered nurse practice. These curriculum choices ensure that students acquire competencies that will be demanded of them in nursing practice. This framework is based on key standards developed by the National League for Nursing (NLN, 2010) and the four categories of client needs (National Council of State Boards of Nursing, Inc., 2010). Thus, the conceptual framework for Altierus Career College School of Nursing is focused on the five core concepts as described above.

These categories, reflecting the basic needs of clients, families and communities, are introduced in the first nursing course and developed as the student progresses through the nursing program. Concepts of nursing process, critical thinking, communication, and health promotion and maintenance provide a framework for the organization of nursing knowledge, skills and abilities. In addition to these concepts, core competencies, as suggested by the NLN, are used to frame the acquisition of knowledge. These competencies include, but are not limited to the use of evidence based practice, development of skills associated with population-based health, use of outcome measures to ensure comprehensiveness of care, involvement of clients and families in the decision-making process, understanding the role of primary care, facilitating access to effective care, and the performance of ethical and accountable behaviors in all professional activities. Throughout the ongoing process of instruction, in classroom and

seminar activities and during clinical experiences, the faculty assists students to develop the knowledge, skills and abilities to meet these core competencies.

Clinical learning experiences include activities for students to care for a culturally diverse population of adults, infants, children and the elderly in a variety of settings. Each of these settings provides opportunities for the student to synthesize and integrate knowledge, skills and abilities learned in previous courses and to utilize management principles to develop, implement and evaluate a plan of care, in collaboration with members of the health care team, to promote optimal holistic functioning for clients and families across the life span.

Faculty guide students in the analysis and synthesis of information through the use of case studies, critical thinking assignments, online learning, discussion and other forms of interactive inquiry. In addition to observing how an expert nurse thinks and solves problems, the student develops an appreciation of the complexity of client needs in providing nursing care. Students practice critical thinking, communication and management skills through collaborative efforts with nursing faculty, peers and clinical agency staff. The student's development is enhanced by opportunities to apply nursing knowledge while caring for clients across the life span in a variety of settings, for example, hospitals, public health, nursing homes, schools, the community and independent living facilities. Each of these settings offers the student an opportunity to integrate knowledge, skills and abilities in order to assist clients to perform at an optimal level and to work collaboratively with members of the health care team.

The program of learning is designed to help our students progress toward the acquisition and integration of knowledge, skills and abilities they will need as graduate nurses to practice safely and accountably in today's health care environment based on the six ANA Standards of Practice: assessment, diagnosis, outcomes identification, planning, implementation and evaluation and nine Standards of Professional Performance: quality of practice, education, professional practice evaluation, collegiality, collaboration, ethics, research, resource utilization, and leadership. The beginning student's vision is one in which discrete pieces of nursing knowledge are seen. However, as students progress through the program, they engage in learning activities that promote integration of new knowledge with new skills and abilities. The faculty guide students in establishing a context for this knowledge by relating it to the provision of client health care needs. Through the progression of the program, students begin to understand how the client, the client's health care needs, the client's family and community are interwoven. As a result of this expanding larger view of the context of client's needs, students are able to engage in collaborative care planning and critical thinking necessary for practice, transfer to baccalaureate programs and self-fulfillment based on service to others.

One course builds on and enhances the learning experience of previous courses. An emphasis on culturally diverse populations and holistic health strategies is stressed throughout the nursing courses. Specific course prerequisites and co-requisites are listed in the Altierus Career College ADN Program Outline document.



In summary, we believe that our nursing graduates will be prepared with the knowledge, skills and abilities necessary for practice, transfer and self-fulfillment as evidenced by the incorporation of NLN Standards and the ANA Standards of Practice and Professional Performance. In this way, the nursing faculty honor and acknowledge a deep commitment to the health and welfare of the surrounding community.

### **PROGRAM STUDENT LEARNING OUTCOMES**

Upon completion of the Altierus Nursing Program, the graduate will:

- Apply the nursing process in managing the care for clients, groups and families in a variety of healthcare settings.
- Incorporate critical thinking when managing care for clients, groups and families in a variety of healthcare settings.
- Apply effective communication skills to establish and maintain therapeutic and professional relationships in managing care for clients, groups and families in a variety of healthcare settings.
- Integrate principles of human development when providing nursing care for clients, groups and families across the life span.
- Incorporate knowledge of cultural and socioeconomic factors in the management of nursing care for clients, groups and families in a variety of healthcare settings.
- Practice safety within the role of the Associate Degree Nurse as a:
  - Provider of care by:
    - Integrating bio-psychosocial and scientific principles when providing technically competent care for clients, groups and families in a variety of healthcare settings.
  - Manager of care by:
    - Collaborating as a member of the healthcare team to manage the care of clients, groups and families in a variety of healthcare settings.
    - Delegate activities to manage the care of clients, groups and families in a variety of healthcare settings.
  - Member of the discipline of nursing by:
    - Practicing within the ethical and legal framework of the profession of nursing.
    - Formulating a plan for continuing professional development.

## **SECTION III: ADMISSION POLICIES**

### **NURSING ADMISSION REQUIREMENTS**

- High School graduate or have a GED
- Attend a Nursing Information Session
- Pass the necessary screening and admission exams within a maximum of three attempts
- Submit a written essay on selected topic
- Complete a personal interview with the nursing department
- Complete and pass a level II criminal background check
- Complete and pass a drug screening
- Meet the outlined Essential Skills and Functional Ability Standards

***Student Applicants are ranked with the top students selected.***

**Prior to clinical the following need to be completed:**

- Provide proof of current immunizations as required by clinical agencies
- Provide proof of current American Heart Association CPR/Choking training-Basic Life Support that includes infant, child and adult with AED as required by clinical agencies. No online cards
- Provide a copy of health insurance or a signed waiver
- Have physical examination clearance by a licensed provider

### **STATEMENT OF NON-DISCRIMINATION**

Altierus Career College does not discriminate on the basis of sex, age, disability, race, sexual orientation, national origin, citizenship status, creed or religion in the administration of its educational and admissions policies, scholarship and loan programs, or other College-administered programs.

The Americans with Disabilities Act of 1990, as amended, protects qualified applicants, students, and employees with disabilities from discrimination in hiring, promotion, discharge, pay, job training, fringe benefits, classification, referral, and other aspects of employment on the basis of disability. The law also requires that covered entities provide qualified applicants, students, and employees who have disabilities with reasonable accommodations that do not impose undue hardship.

Any inquiries or complaints regarding this topic should be directed to the Campus Director/Academic Dean. The Campus Director/Academic Dean must act equitably and promptly to resolve complaints and should provide a response within even working days. Students who feel that the complaint has not been adequately addressed should contact the Student Help Line, (800) 874-0255.

## **ADMISSIONS TESTING AND INTERVIEW**

All candidates are ranked utilizing a cumulative score based on their HESI percentages and interview criteria. The HESI percentages are converted to a specific point value based on predetermined percentage ranges.

A cumulative score of 30 is required for admission consideration. A cumulative score of 40 and above will result in immediate acceptance.

## **TRANSFER CREDIT**

General Education courses: see college catalog. Sciences courses must be less than 5 years ago. To transfer A&P the student must take the A&P HESI and pass by 80%.

Nursing courses: must be less than 5 years ago and the student must do a test out HESI and pass that HESI with an 850.

## **TESTING OUT OF NURSING COURSES**

Nursing “test-out” exams for past existing nursing students from another program with nursing transfers credits need to pass the HESI with at least 900. If the student can’t pass the lower level exam, such as Fundamentals they won’t be able to take the next level in that area such as Medical-Surgical, etc. Student must schedule the exam prior to the established deadline date which is found on the posted cohort. If the nursing course has a clinical component then the student testing out will have to competently complete a clinical simulation assigned by the lead faculty of the course. This simulation will be recorded in case of appeal by the student.

## **CREDIT BY EXAMINATION**

In certain instances, students can be granted credit by examination. Please refer to the Campus Catalog for this policy. Proficiency exams can be taken for the following courses if taken prior to sitting in the class and with a passing score: Computer Applications, College Algebra, General Psychology and Sociology. All students should see the Librarians in the student library if interested in taking a proficiency exam.

## **WAIVERS**

A student who is eligible for credit for previous education or experience, but wishes to attend any or all portions of the course for which credit was earned, will be asked to sign a waiver form which outlines the student’s options.

## **CREDIT FOR PREVIOUS EDUCATION OR TRAINING**

*The Associate of Applied Science Degree Nursing Program also adheres to the credit-granting policy for Altierus Career College. The policies below regarding Credit for Previous Education or Training and VA Students appear in the College Catalogue.*

- If a student was enrolled in another nursing program in which they didn't complete, a letter from the student outlining why they left the program along with permission to contact the Nursing Department Chair and/or faculty for reference verification may be required during the admission interview process.

#### Education or Training

The Education Department will evaluate previous education and training that may be applicable to an educational program. If the education and/or training meet the standards for transfer of credit, the program may be shortened and the tuition reduced accordingly. Students who request credit for previous education and training are required to provide the school with an official transcript from the educational institution at the time of enrollment.

#### **VA STUDENTS**

The Education Department will evaluate previous education and training that may be applicable to a specific program. If the education and/or training meet the standards for transfer of credit, the program will be shortened and the tuition reduced accordingly. Additional transcript requests must be completed for all prior education.

#### **TRANSFERABILITY OF CREDITS**

Students desiring to further their education beyond an associate's degree should verify transferability of any course credits. This is the responsibility of the student. Because requirements differ from one institution to another, Altierus Career College does not guarantee transferability of credits to any other college, university or institution.

#### **CERTIFICATES AND LICENSES**

All nursing students who are enrolled in nursing clinical courses holding or receiving a certificate as a Nursing Assistant and/or license as a Practical/Vocational Nurse must remain in good standing with the Board of Nursing. This includes all allied health regulatory boards as well. Students receiving any disciplinary actions must notify the Nursing Department Chair within 5 days of occurrence. The Nursing Program reserves the right to restrict the student's participation in clinical experiences and involvement in patient care until the certificate and/or license is valid and unrestricted or the terms of the action are met/dismissed.

## SECTION IV: ACADEMIC POLICIES

### GENERAL ACADEMIC & PROGRESSION POLICIES

All Nursing Students must understand that:

- Nursing Courses must be taken in the required sequence as outlined in the curriculum.
- An overall course grade of a “C” (76% or above) is required to pass each nursing theory course. All nursing clinical courses must be completed at a ‘Satisfactory’ level to pass that course.
- All Nursing Theory, Lab and Clinical portions of each course must be passed in order to pass the specialty nurse course. If a student fails either the theory course or the clinical component they fail both and will be withdrawn from the program. Upon return both theory and clinical will be scheduled.
- Dosage calculation items will be on all exams in every course.
- Prior to final calculation of the course grade, an average of 76% in the exam item category must be achieved (including, but not limited to: quizzes, midterm, final, course exams, HESI exam). Once the exam category is scored and averages over a 76%, the remainder of the course work will be computed into the final grade. The final grade for the course must also be 76% or higher to successfully pass the course.
- Grade rounding is not allowed when calculating final course grades. The grade earned is the grade that will be recorded.
- Quizzes are offered during the allotted time by the instructor. The student may make up one quiz only during the quarter unless otherwise noted in course syllabus. No additional opportunities for make-up will be offered regardless of the circumstance of the additional missed quiz/quizzes.
- The nursing faculty encourages students to review graded assignments, quizzes, and exams for the purposes of clarification of information. Should a nursing student wish to dispute their assignment, test, or quiz grade they must do so within one week of the due date or test date in writing to the instructor.
- For the purposes of retention and progression, students who fail clinically and withdraw or drop prior to the academic penalty date established by the college will be considered to have incurred a course failure.
- No grade lower than a C is accepted in any nursing course or general education course.
- Students must complete all required pre-requisites and/or co-requisites before progressing to the following quarter.
- **A student who fails any two nursing courses will be dismissed from the nursing program.**
- **The following progression policy will apply to these General Education courses only: Strategies for Nursing Success, Anatomy & Physiology I and II theory and/or lab, and Microbiology theory and/or lab. Any student failing one of these courses may only repeat that course one time. If course is failed on second attempt, student will be dismissed from the nursing program.**

- To re-enter a nursing course after a failure or withdrawal, the student must see the Nursing Department Chair and there must be space in the cohort for re-entry provided they were not dismissed from the program due to second nursing course failure.
- Prior to each nursing clinical course the student will be required to take a dosage calculation quiz. A passing score of 90% is required in all clinical courses with the exception of dosage calculation quizzes in Quarter 7 and Quarter 8 requiring a passing score of 100%. The student will be allowed one additional opportunity to retake prior to the end of week two of the quarter. If the student does not pass the quiz by 90% on these opportunities, they will be required to withdraw from the theory and clinical course. The student will have to re-enter the theory and clinical the next time they are offered based on the availability of space.
- If a student's dismissal appeal is granted and they choose to return to the program after being dismissed they will return on "probation status." The student will have specific probation guidelines they must adhere to depending on the reason for their original dismissal.
- Health requirements, Essential Skills and Functional Abilities Standards, HIPAA and OSHA training and CPR certification must be maintained and current.
- All nursing students must comply with state and federal laws.
- These policies supersede all College policies in decisions related to progression and retention in the nursing program.

### **Student Success Plan (SSP)**

Student success outcomes is the primary focus for providing SSP. It is strongly encouraged students attend SSP on the dates the theory instructor designates or after consulting with students so arrangements can be made. Once the first quiz or test is lower than 76% it is highly recommended the student attend SSP. Until the quizzes and exams are maintained at 80% or above it is recommended the students continue to attend SSP. Two hours will be set aside each week throughout the program to assist with student success.

### **TUTORING**

Students who are having difficulty with theory, lab or clinical concepts will have the availability of an instructor in SSP to tutor in order to provide clarification and additional information. Peer tutoring may be available.

### **ACADEMIC ADVISING**

Students enter Altierus Career College with varied backgrounds and motivating factors. To maintain the standards of the school and to serve the best interest of each student, academic advising by the Nursing Department Chair and/or Nursing Faculty is an on-going process and done at the end of every clinical

course. It remains the student's responsibility to ensure all GE courses are completed by the end of the 8<sup>th</sup> quarter to be eligible to graduate. An advisor for each cohort is available.

### **DISTANCE LEARNING AND ONLINE LEARNING**

General education courses are currently the only online courses offered. Distance learning is not available for general education or nursing courses. Students wishing to take a general education course online must see the Online Coordinator to initiate the paperwork and the Nursing Department Chair must sign off on the request to take an online course. Online courses require discipline on the part of the student in order to keep up with the course. This will be taken into consideration when the NURSING DEPARTMENT CHAIR considers the request.

### **ACADEMIC PROBATION**

At the end of any evaluation period, when the student falls below the required academic progress standards for the College, the student shall receive a written warning and be placed on academic probation. Please refer to the course catalog for information related to Standards of Satisfactory Academic Progress (SAP). Please refer to Section VI for clinical probation policies.

### **ACADEMIC DISHONESTY WITHIN THE NURSING DEPARTMENT**

Altierus Career College Nursing Department expects every student to engage in all scholastic pursuits in a manner that is beyond reproach. Students are required to maintain complete honesty and integrity in the classroom and/or laboratory. Any student found guilty of dishonesty in scholastic work is subject to disciplinary action.

A. Academic dishonesty includes, but is not limited to, cheating on scholastic work, plagiarism and collusion.

B. Cheating on scholastic work includes:

- Copying from another student's test paper or other scholastic work.
- Using, during a test, materials or equipment not authorized by the person administering the test.
- Collaborating, without authority, with another student during an examination or in the preparation of scholastic work.
- Knowingly using, buying, selling, stealing, transporting or soliciting, in whole or in part, the contents of an un-administered test.
- Soliciting, bribing or coercing an instructor or student grader to alter the score or grade achieved on a test or other scholastic work.

- Substituting for another student, or permitting another student to substitute for one-self, to take a test or prepare other academic work or laboratory assignments/experiments.
- Soliciting, bribing or coercing another person to obtain an un-administered test/examination or information about an un-administered test/examination.
- Using thoughts, words, or expressions of other's works, including web-based information, as one's own (plagiarism).

All student conduct will support academic honesty. **Any student who violates any of the criteria under A or B above will receive an "F" or zero grade for that specific occurrence.** Academic Dishonesty constitutes unprofessional conduct and lack of good professional character. ***Any student participating in any form of academic dishonesty will be scheduled to see the Nursing Department Chair and may be dismissed from the program.*** The department goal is that each student completes his or her own work in order to master the skills needed to deliver safe, competent nursing care.

In addition to the rules and regulations contained in this handbook, students are expected to adhere to the policies of Altierus Career College, and the rules, regulations and policies of any other institution or facility where they may be assigned. Nursing students are expected to adhere to all expectations in the Altierus Career College Catalog as described in the Student Handbook of Altierus Career College.

#### **WITHDRAWAL POLICY**

The Nursing Department Chair and nursing faculty have the authority to request withdrawal of a student from the Nursing program and to refuse re-admission to any student at any time if circumstances of a legal, moral, health, social, and/or academic nature warrant such action.

Students wishing to withdraw from a nursing course or other academic course must follow the withdrawal procedures as outlined in the Altierus Career College Catalog. They must also have an exit interview with the NURSING DEPARTMENT CHAIR and complete the appropriate paperwork for withdrawal.

#### **GRIEVANCE POLICY**

Informal grievances, or verbal grievances, should be addressed with the parties involved first. If not resolved, proceed to the following people until resolution is obtained: Instructor, Lead Instructor, Nursing Department Chair for course issues. If the student is not satisfied with the outcome at this point, should see the Campus Director/Academic Dean. If the informal grievance process does not resolve the issue, proceed to a formal grievance.

Formal grievances must be in writing and signed by the person submitting the grievance as soon as possible after the grievance up to a maximum of 5 days from the date of occurrence of the issue. Submit the grievance letter to the Nursing Department Chair. The NURSING DEPARTMENT CHAIR will respond within 5 days and return a response in writing within 10 days (the NURSING DEPARTMENT CHAIR may want to speak directly to the student and any other persons involved in the grievance). If there is not



satisfaction with the NURSING DEPARTMENT CHAIR's response, then written grievance should be submitted to the Campus Director/Academic Dean.

If the issue remains unsolved, **students may contact the Student Help Line at 800.874.0255 (staffed M-F 8am to 5pm PST) or by email at [studentservices@zenith.org](mailto:studentservices@zenith.org)**. Email is checked during normal business hours. Students are contacted within 24 business hours and responses from the school regarding the issue must be received by the Helpline within 5 (five) days. Student Helpline info can be found in the resources listed above as well as on the Student Helpline posters which are hanging in all student lounges.

## **SECTION V: COURSE POLICIES**

### **CLASSROOM DRESS CODE**

You are entering the nursing profession. As a profession, nursing has distinct differences from non-professions, including expectations of dress. The manner in which you dress reflects the pride you have in yourself, your school, and your profession. The manner in which you dress also reflects the importance of the experience and is an indication of your self-discipline, not only in dress, but in other areas. The purpose of this policy is to set guidelines for providing a safe and comfortable learning environment. The dress code is the uniform Altierus provides for the students along with identification at all times while on campus. Altierus t-shirts may be worn with scrub bottoms along with identification for any service participation designated by the school. Shoes will be white with white shoelaces. The shoes must be closed toe low heel professional looking shoes with only 5% another color. The dress code for clinical, lab, and simulation is discussed in the following section.

Those who continually disregard the dress code will be warned and disciplinary action will be taken. If a student continues to violate this policy; action may include dismissal from the program. A student may be excluded from class or clinical if the student's appearance is offensive, presents a distraction, or is not in keeping with this policy. Students are responsible for all teaching/learning experiences missed.

### **ASSIGNMENTS**

Assignments are due at the beginning of class on the date published in the course syllabus. Homework assignments that are required to be turned in but not graded are counted as either present or absent on the due date. Assignments that receive individual grades will receive 10% off per day that they are late. Assignments turned in after 3 days from the due date will not be accepted and will count as a zero "0" for the grade on that assignment unless otherwise noted in course syllabus.

It is the student's responsibility to complete all work in a timely manner. The student should not expect the instructor or Nursing Department Chair to provide extra credit assignments for the purpose of passing a course.

### **EXAM POLICY**

Students who are late have the choice to take it in the remaining time or receive a 10% deduction. Students need to use the bathroom prior to entering the exam testing room. Nothing is allowed on the exam table. All phones and all electronic devices must be turned off and placed in the designated area. Students will only be allowed to leave the testing room for an emergency. Students must not access any study materials or ask for help. Students may not discuss exam items or answers with any other student including posting answers or discussion blogs on the internet. Exam content will cover nursing concepts taught in the course as well as concepts previously covered. Content may come from the assigned resources as well as resources the instructor deems appropriate to meet course objectives.

A student who violates the exam regulations or rules, or engages in irregular behavior, misconduct and/or does not follow the proctors warning to discontinue inappropriate behavior may be dismissed from the exam. Additionally, the exam result may be withheld or cancelled and other disciplinary action may be taken including dismissal from the program.

### **EXAM/QUIZ MAKE-UPS**

Students are allowed to make-up one exam per course per quarter. Students who miss an exam need to take it within 48 hours of it being given (Example: test given at 0800 Monday must be taken by 0800 Wednesday). There will be an automatic deduction of 10% from the exam grade without written documentation of an extenuating circumstance contributing to the missed exam. **It is the responsibility of the student to contact the instructor to arrange a time to take the missed exam.** If the exam is not made up within 48 hours, it will be scored zero "0". There is no make-up for quizzes. There is no make-up for finals unless there are extenuating circumstances.

### **ATTENDANCE**

The Associate of Applied Science Degree Nursing program encompasses a total of **1520** Total Contact Hours. Students are encouraged to schedule medical, dental or other personal appointments after school hours. If a student will be unavoidably absent, he/she should notify the school, using directions as outlined in the course syllabus. The student should call the instructor prior to the class date/time (no messages via another student, is acceptable) as you would alert your employer if you are going to miss work. Students who are absent from the classroom have the responsibility to acquire information from a fellow student.

### **CLASSROOM TARDINESS**

If arrival to class has to be delayed, the student should wait for the break to enter the classroom. It is the responsibility of the student to get the information missed due to tardiness. Chronic tardiness will be counted against the professionalism grade.

### **GRADING POLICIES**

All theory course work/assignments will be assigned percent values as delineated in the box below. **Grades convert from percentage grades to the following letter grades:**

**A** = 92 – 100%

**B** = 84 – 91%

**C** = 76 – 83%

**Below 76% is a failing grade in the Nursing Program**

**D** = 75-68%

**F** =below 68%

## SECTION VI: CLINICAL, SIMULATION, AND SKILLS LAB POLICIES

### CERTIFICATIONS AND REQUIREMENTS

All students must maintain current CPR certification and up-to-date immunizations and health requirements to be enrolled in a clinical course. These documents are to be uploaded by the student to the document management system by the last day of the second quarter. It is the student's responsibility to ensure these requirements are current and the records are maintained. If the student does not maintain the records current, they may not be able to progress forward with nursing courses that have a corresponding clinical.

A listing of the clinical requirements follows:

- 2 step TB skin test or Quantiferon or Chest X-ray with proof of positive skin test or quantiferon
- BLS (must be AHA)
- MMR 2 doses or positive titer
- Varicella 2 doses or positive titer
- Hep B 3 doses or positive titer or waiver
- Tdap
- Flu Shot
- Physical exam performed within 6 months of the student's first clinical assignment

### ATTENDANCE POLICY

**The faculty considers laboratory/clinical/practicum (henceforth referred to as "clinical") attendance essential for providing opportunities to apply theory content to health care settings and practice.**

#### **Clinical Tardiness Policy**

Tardiness is defined as not being present and prepared to begin clinical at the designated start time. In the event that circumstances prevent a student from arriving on time to the clinical experience, the student is expected to do the following:

- Notify the Clinical Instructor at least thirty minutes prior to the scheduled clinical arrival time. This communication must be directly from the student to the Instructor.
- For preceptorship courses, notify Preceptor and designated nursing program faculty at least thirty minutes prior to the scheduled clinical time.
- Upon arrival to the clinical setting, report immediately to the Instructor. The Instructor will determine whether the student is able to participate in the clinical experience or receive an absence for the day. If the student is dismissed from the clinical experience for any reason, the student receives an absence for the day.

- For each tardy, the student will receive a Clinical Variance Form. Two clinical variances will result in clinical failure which will result in failure of the course.

### **Clinical Absence Policy**

Clinical absences will not be scheduled for make-up opportunities unless granted by the Nursing Appeals Committee after submission of an Extenuating Circumstance Request. See policy below. This may result in course failure if the student has not met the minimum clinical hours or recommendations related to clinical probation.

It is mandatory that students attend all clinical experiences. Any student not meeting the minimum number of hours required per course will not meet the credit requirements of the course resulting in course failure. Students may request consideration of an extenuating circumstance regarding the absence. See Extenuating Absence Request procedure below. Make-up opportunities are not guaranteed regardless of the circumstance of the absence.

In the event an instructor must send a student off of the unit, including but not limited to illness, inappropriate dress, inappropriate behavior, lack of prep for the clinical experience, lateness, use of any tobacco product while in uniform and/or in business casual for any clinical experience, or for compliance issues, the absence will be counted as a clinical absence for that day.

In the event a student has received a subpoena to appear in court, is selected for jury duty, is on leave due to bereavement or has required military service, the student will be responsible for meeting with the Department Chair or her designee to discuss the situation at hand on an individual basis. The student must be able to provide a copy of the subpoena, court documents or military orders.

Circumstances that may affect the safety of others or the student's safety, such as pregnancy, communicable disease, or injury, will require a Return to Work Certificate without restrictions. It is the student's responsibility to communicate such circumstances to the Nursing Department Chair and Clinical Coordinator.

Failure to follow the reporting procedures for tardiness and absences will result in the student receiving an unsatisfactory on the Clinical Evaluation Tool and a Clinical Variance Form and may result in clinical probation or course failure.

### **Process for Clinical Absence**

Students who miss any clinical experience for reasons that are not deemed extenuating must meet with the Nursing Department Chair. Students may be placed on Clinical Probation. The Nursing Department Chair will determine if a make-up opportunity will be granted. If a make-up opportunity is not granted or unavailable, the student will not be able to meet the required clinical hours for the course resulting in course failure.

## **Process for Extenuating Circumstances Requests**

A student who is absent from clinical may request consideration of extenuating circumstances. Extenuating circumstances are deemed those that are serious in nature and therefore the following policy is in reference to the entirety of the nursing program and not per course. Extenuating Circumstances Requests will only be considered for illness/injury of the student or an immediate family member or death of the student's immediate family member.

### **Required documentation for extenuating circumstance consideration:**

- Serious Illness or Injury:
  - Emergency Department, Urgent Care, or Hospital discharge paperwork relevant to the acute illness
- Death of immediate family member:
  - Evidence of death
- Jury Duty
  - Jury summons
- Military Deployment
  - Deployment orders
- Legal/Court Dates
  - Court documents with dates listed

### **First Clinical Absence:**

Immediately upon return to school, the student must submit the Extenuating Circumstances form to the Nursing Department Chair along with the required documentation. The Nursing Appeals Committee will consider all requests and determine if a make-up opportunity can be granted. Make-up opportunities must be in accordance with the clinical course objectives. If a make-up opportunity is not granted or unavailable, the student will not be able to meet the required clinical hours for the course resulting in course failure.

### **Second Clinical Absence:**

Immediately upon return to school, the student must submit the Extenuating Circumstances Request form to the Nursing Department Chair along with the required documentation. The Nursing Appeals Committee will consider all requests and determine if a make-up opportunity can be granted. If a make-

up opportunity is not granted or unavailable, the student will not be able to meet the required clinical hours for the course resulting in course failure.

The student may be placed on Clinical Probation for excessive absences even when absences are deemed extenuating. Any subsequent clinical absence may result in course failure and program dismissal.

### **NO CALL, NO SHOW POLICY**

A student who is absent from **clinical, simulation, or lab instruction** without giving prior and proper notification (No Call/No Show) will receive a written warning (Clinical Variance Form). A second No Call/No Show from clinical, simulation, or lab instruction, without giving prior and proper notification, will result in program dismissal and the student will not be eligible for readmission to the nursing program. Communicating an absence will be done by notifying the clinical instructor and lead instructor by phone. Notification via email, text message, or asking another student to relay the message is not acceptable. This policy applies to the entirety of the nursing program, not per course.

### **DRESS CODE FOR CLINICAL, SIMULATION, SKILLS LAB**

In order to demonstrate professionalism, the Altierus nursing uniform along with white, closed toe and heel shoes will be required to be worn at all clinical experiences-

Students are required to purchase the required nursing uniform from the school. Altierus Career College has contracted with a uniform company to provide the best uniforms for our students. Because we are able to contract with the distributor we are able to keep your costs down which means a savings to you.

The approved uniform consists of nursing scrubs (grey) with the college logo on the shirt front, white shoes with no visible logo. Shirts worn under the scrub top must be white, gray, or black in color. Altierus t-shirts may not be worn. A warm-up jacket may be purchased from the school to wear with the scrubs on campus and in the lab. No other uniforms or warm up jackets may be worn.

While in the clinical area the following guidelines must be adhered to:

#### **Uniforms**

The Altierus nursing uniform scrub will be worn to and from the clinical site with the appropriate non-visible undergarments. Shirts worn under the scrub top must be white, gray, or black in color. Uniforms shall be clean, ironed and fit properly to allow for ease in bending and stooping. No adjustments to the uniform are to be made (pants lower, tops higher) that expose body skin parts. Designated uniform shoes shall be clean and white. The warm-up jacket may not be worn in the clinical setting.

#### **Shoes**



White shoes, white shoelaces must be cleaned after each clinical. The shoes must be closed toe low heel professional looking shoes with only 5% another color. Open toe, flip-flop, platform and open-heeled shoes, sandals or canvas shoes are not permitted in the clinical areas.

### **Identification**

Student ID badges are to be worn on the left side upper chest. The ID badges are to be worn at all times, in ANY clinical facility by each student. **No exceptions.**

### **Hair, Nails and Make-up**

- Hair must be neat and clean, of a professional conservative haircut and style (unacceptable: long, spiked, multicolor, etc.) and **MUST** be off the collar in the back with the hair in the front above the eyebrows. The color must be a natural occurring color (no purple, etc.)
- Nails should be short and no nail polish is permitted in the clinical area. Artificial nails and nail enhancements are not permitted.
- Make-up must be of a professional conservative nature (minimal) and appropriate for a work environment. Perfume, cologne, scented lotions, and/or aftershave are not permitted due to the potential of allergies of clients and co-workers.
- Male students must be clean shaven; if a student has a beard or moustache it must be neat and closely trimmed.
- Personal grooming is required. Students are responsible for maintaining grooming standards. Offensive body odor is not acceptable.

### **Jewelry**

- One pair of stud (no dangle or hoop) earrings is permitted in the lower ear lobes only. No other visible facial or body piercing is permitted in the clinical area including but not limited to nose rings, eyebrow rings or bars, cheek rings, tongue rings or lip rings.
- Earlobe gauges are permitted only if they are solid and plain. Clear plastic gauges are not allowed. If the gauge is not solid, it must be removed and the hole must be covered by a bandage. A gauge with an open hole or the hole left once the gauge is removed present a liability and must be covered.
- Rings are a potential site for harboring of microorganisms, a wedding or engagement ring are permitted, except in area such as the operating room, delivery room and newborn nursery. No other jewelry except a watch with a second hand should be worn in the clinical area.
- Rings with large stones can present a safety hazard for the student and/or client thus it is best to remove these prior to coming to the clinical area.

### **Other Issues**

- Any tattoos, wounds or body piercing must not be visible and shall be covered with a discrete, same colored skin bandage at all times.
- Hats, caps, other clothing or accessory items that are not part of the nursing program uniform are not permitted.
- Students represent the school and the profession of nursing while in the clinical area. Inadequate grooming and/or not adhering to the uniform requirements can reflect badly on both.
- Chewing gum is not permitted.
- A student may be dismissed from the program and receive a failing grade in the course based on the inability to place the student in a clinical facility due to noncompliance with the professional appearance policies.
- When attending events that don't require the Altierus nursing uniform the attire must be business professional in nature. NO thin or see-through clothes, sleeveless tops, sun dresses, halter tops, tank tops, T-shirts, shorts, mini dresses, sweat tops or pants, jeans, jogging suits or high heel shoes.

### **Smoking/Tobacco Use Policy**

No student shall engage in the use of tobacco while in uniform and/or in business casual for any specific clinical experience. This includes chewable tobacco products, snuff and smoking by inhaling, exhaling, burning or carrying any lighted cigarette, cigar, pipe or other such device which contains tobacco or other smoke or vapor producing products such as e-cigarettes. Should it be determined that a student has engaged in the use of any tobacco product while in uniform and/or in business casual for any clinical experience, the student will be sent off of the clinical unit and/or any other clinical experience and be sent home. This will result in an absence for that clinical experience.

### **NEAR MISS AND INCIDENT REPORTS**

- Any near miss will be recorded on the appropriate form and turned into the lead instructor for review and then to the Nursing Department Chair to determine training issues.
- Incidents will be recorded on the incident report form and immediately reported to the lead instructor and Nursing Department Chair.

### **CLINICAL GRADING POLICY**

Clinical experience will be evaluated through faculty observation, verbal communication with the student, written work, and agency staff reports using the Clinical Evaluation Form. Evaluation will be based on achievement of course and program objectives using the Clinical Evaluation Form. All areas are

to be rated. A rating of Pass represents satisfactory performance and a rating of Fail represents unsatisfactory performance. The student must achieve a rating of Pass in each area by the completion of the course in order to achieve a passing grade for the course. A rating of Fail in any of the clinical areas at the end of the course will constitute a failure for the course.

Faculty will hold evaluation conferences with the student at mid-term and at the end of each course and any time as needed. Final evaluation conferences with the faculty are mandatory and will be held during the last week of each clinical rotation. A student may request additional conferences at any time by contacting the clinical faculty. **A student who receives an unsatisfactory evaluation during the course will be required to complete a Clinical Variance Form.**

### **CLINICAL PROBATION**

Clinical probation occurs for two major reasons: excessive absences, tardiness, and failure to meet clinical competencies. Probation for either reason will result in the submission of a Clinical Variance Form. The purpose of the Clinical Variance Form is to develop a plan of action to correct, eliminate, or improve the unsatisfactory behavior. When an unsatisfactory behavior in the clinical or practicum setting requires completion of a Clinical Variance Form, the faculty and student are to adhere to the following procedure:

1. The student is counseled by the clinical instructor regarding the unsatisfactory clinical behavior. The instructor documents the behavior on the appropriate area of the evaluation tool and the Clinical Variance Form.
2. The clinical instructor sends a copy of the Clinical Variance Form to the Lead Faculty for the course and the Nursing Department Chair and may consult them, as needed.
3. A student will fail the clinical portion of the course and be subject to program dismissal if:
  - a. Two Clinical Variance Forms are received by the student
  - b. The Clinical Variance Form provides documentation that the student committed an egregious behavior or a behavior which negatively impacts the patient's status

### **CLINICAL AND SIMULATION ORIENTATION**

Clinical orientation procedures (including lab and simulation) vary per facility. Attendance is mandatory and may include but not limited to computer orientation and facility policies and procedures.

### **EXPOSURE INCIDENT**

Altierus School of Nursing strives to maintain a safe learning environment for its students. Because of the inherent risk involved with certain aspects of the nursing program, it is impossible to prevent all accidents that might result in a student being exposed to potentially dangerous bodily fluids. Altierus School of Nursing adheres to the procedures outlined in the Exposure Incident Policy (Appendix B) and Exposure Incident Procedure (Appendix C).

### **INFECTIOUS DISEASE**

Nursing students care for a wide variety of client with both known and unknown diseases. This implies a certain risk to the nursing student as a provider of health care. This risk can be decreased by strict adherence to accepted infection control guidelines. These guidelines include the standard precautions, the basic principles of medical/surgical asepsis, health care facility control policies and maintenance of individual personal health by the student through basic health and immunization practices.

Any student with a known medical condition which may pose a risk to the client or who is placed at risk by caring for clients who have infectious diseases should discuss their risk with their personal physician and the Nursing Department Chair to clarify student and college responsibilities and requirements.

Students who have a health issue must inform the NURSING DEPARTMENT CHAIR of their condition. A student with an infectious disease, including AIDS, who is symptomatic, must not be involved in direct client care. Written clearance for the student to return to direct client care must be obtained from the student's primary care physician. This written clearance must be presented to the instructor before the student can return to the clinical setting. Any student who has been exposed or potentially exposed to an infectious disease during client care must report the exposure immediately to the clinical instructor.

An annual Influenza vaccine during October to March is an additional requirement added to the clinical requirements per the clinical sites request that is also highly recommended by CDC for all health care providers. If you have had a past reaction to the vaccine, then complete an influenza waiver. If that particular clinical site will not accept a signed waiver than the student is moved to another clinical site if available.

#### **STANDARDS OF STUDENT CLINICAL/SIMULATION CONDUCT AND STUDENT ACCOUNTABILITY**

Nursing students are held to the same standards of care as those applicable to the graduate nurse. Standards of practice are developed by professional organizations which serve as guidelines in maintaining quality practice.

Every person has the right to expect safe competent care even when such care is provided by a student as part of clinical training.

The instructor will be the ultimate authority to judge student performance in the clinical setting. It is mandatory that the instructor have unquestioned authority to take immediate corrective action in the clinical area with regard to student conduct, clinical performance, and client safety.

A student may be refused access to any clinical facility for infractions of facility rules and regulations. A student involved in an adverse occurrence which causes or has the potential of causing serious harm to another (client, staff, visitor, other student, etc.) may be asked to withdraw from the program.

The Board of Nursing requires nursing professionals to be fully accountable for their clinical decisions and actions. Accountability is the quality or state of being responsible and answerable for one's decisions, actions, and behaviors. Nurses committed to interpersonal caring hold themselves accountable for the well-being of clients entrusted to their care and are accountable to their clients and their colleagues. They are legally and ethically responsible for any failure to act in a safe and prudent

manner. The state Nursing Practice Act gives nurses and student nurses the right to perform a broad range of dependent and independent functions. Enjoying this privilege means that they also assume legal and ethical responsibility for safe and effective performance at all times. Standards of practice have been developed by professional organizations which serve as guidelines in maintaining quality practice.

**For the Altierus nursing student, accountability means that the student will be, at all times, willing to learn and practice nursing with commitment and with personal integrity.** It means being attentive and responsive to the needs of individual clients and colleagues. As the student acquires nursing knowledge and skills, she/he will assume professional responsibilities and develop competencies which will shape her/his attitude of caring. This attitude of caring and of being accountable develops as the student becomes sensitive to the ethical and legal implications of nursing practice. In nursing, the common goal is to provide the highest quality of care to all individuals entrusted to our care. To successfully achieve this goal, the student should be dedicated to the following actions:

- Sharing ideas, learning experiences, and knowledge,
- Upholding the philosophies and policies of the college, the nursing program, the clinical agencies within which the student practices and the Board of Nursing,
- Maintaining the highest ideals, morals, personal integrity, and ethics possible,
- Making a commitment to being fully accountable, responsible, and answerable for her/his academic and clinical decisions, actions, and behaviors.

In being dedicated and committed to practicing the principles of accountability, the Altierus Career College nursing student can have the personal and professional satisfaction of knowing that she/he is doing everything possible to promote trustworthiness in both conduct and actions.

#### **SAFE CLINICAL AND SIMULATION PRACTICE POLICY**

All students enrolled in the Altierus Nursing Program are required to practice clinically in accordance with the established School of Nursing Standards of Safe Clinical Practice. Students are required to sign the student handbook signature page which includes the Safe Clinical Practice Policy. A copy of the signed statement will be kept in the student's academic file. Failure to abide by these standards will result in disciplinary action as described in the following process. In all clinical situations, the student is expected to practice with responsibility and accountability as a registered nursing student. ***Safe clinical performance always includes, but is not limited to the following behaviors; therefore, the student is expected to at minimum:***

- Be prepared for clinical assignments.
- Ensure you have all your equipment (Watch with second hand, Bandage scissors, Penlight, stethoscope, safety goggles that can be purchased through the bookstore, Pens, ID badge).
- Practice within boundaries of the nursing student role

- Consider all client/family information as strictly confidential. Such information shall not be discussed with anyone except instructors, peers, and significant hospital personnel. Know HIPAA guidelines!
- Submit reports on clients to instructors using **client initials only**, never the client's full name.
- Remove the name of the client from copies of documents used in conjunction with learning activities.
- Promptly report significant client information including errors and nursing actions taken in a clear, accurate and complete verbal or written manner to the appropriate person(s).
- Consult with the instructor if the student believes that circumstances regarding the client will interfere with giving effective care (e.g., personal friend, family member).
- Maintain a professional attitude at all times when caring for clients.
- **Communicate any criticism of an agency, an individual, or an instructor to the Nursing Department Chair, and refrain from critical discussion outside the school or with other students.**
- Be honest at all times. A student who would cheat on a test ultimately is cheating clients. A student who is less than completely honest in the clinical area jeopardizes client safety and is subject to termination from the nursing program.
- Be responsible for his/her own learning, and help promote an atmosphere which facilitates maximum learning for his/her classmates. A student will not obstruct the learning process of others by causing undue anxiety for any reason, including monopolizing instructor's time.
- Conduct himself/herself at all times in a professional manner.
- Seek necessary client referral (with instructor approval) to help solve client's social problems.

The Altierus nursing student, besides following the college rules and regulations, is also expected to comply with policies and procedures of the following:

- Altierus Career College Associate of Applied Science Degree Nursing Program (The Student Handbook)
- Course syllabi
- Agency in which the clinical experience is occurring (Clinical site)
- Appropriate Nursing Standards of Practice established by the State Board of Nursing (Nurse Practice Act)

## CRITICAL BEHAVIORS

Consistent performance of certain behaviors is deemed critical in the clinical setting. Failure to consistently perform any **ONE** of the critical behaviors will result in an unsatisfactory grade in clinical, and thus a grade of F in the course. The critical behaviors are listed below and correlate with the Altierus Career College School of Nursing Student Learning Outcomes listed in this handbook. The nursing student will:

- Show evidence of preparation for the clinical experience.
- Calculate medications correctly with a double check by the instructor or designee.
- Administer medications correctly with a double check by the instructor or designee.
- Report errors and near miss events immediately.
- Maintain medical and surgical asepsis.
- Perform psychomotor skills at expected competency level.
- Adhere to agency guidelines.
- Give accurate reports in the clinical setting.
- Recognize hazards and takes appropriate action.
- Demonstrate respect for the rights, dignity, and individuality of all persons, including but not limited to: maintaining confidentiality consistent with HIPAA regulations, providing privacy, and avoiding stereotyping.
- Establish therapeutic relationships with persons.
- Making nursing decisions that are within ethical-legal parameters and consistent with HIPAA regulations.
- Demonstrate responsibility and accountability at a level consistent with the expected knowledge base.
- Utilize the nursing process at a level consistent with the expected knowledge base.
- Modify behaviors in response to guidance.
- Demonstrate behaviors consistent with professional nursing roles and *ANA Code of Ethics*, including, but not limited to: motivation, integrity, communication, leadership, organizational skills, ability to work under stress, appearance, punctuality, and attendance.

## **UNSATISFACTORY CLINICAL BEHAVIORS**

Unsafe behavior consisting of actions that do not demonstrate the minimum behaviors described as safe clinical performance may require an unsatisfactory rating on the Clinical Evaluation Tool, a Faculty Conference, and/or a Clinical Variance include, but are not limited to, the following:

1. Tardiness and Absence (see Clinical Tardiness and Absence Policies)
2. Failure to communicate appropriately and respectfully with faculty, patients, peers, and health care team members.
3. Inability to meet or maintain the behaviors identified in the ANA Code of Ethics and ANA Standards of Professional Practice including, but not limited to:
  - Failure to incorporate caring behaviors in patient care, i.e. meeting basic needs in a timely manner, demonstrating compassion
  - Inappropriate behavior such as abusive language, threats, assault and battery, theft, disruptive talking, chemical impairment, and insubordination
4. Failure to maintain the required level of competency, including, but not limited to:
  - Not following the rights of medication administration.
  - Inadequate preparation for clinical assignment.
  - Demonstrating incompetence on the clinical unit.
  - Failure to maintain patient confidentiality.
  - Failure to maintain patient safety.
5. Failure to meet course requirements and objectives, to follow school policies, and to uphold College values.

## **SKILLS LAB ACTIVITIES**

The skills lab provides the opportunity for the student to practice key skills for the clinical area giving the student the confidence to perform these skills when working with clients. Practice sometimes involves working with other students who pose as clients. Many procedures are practiced in the skills lab, however, Altierus Career College does not allow students to practice giving injections on each other or faculty members on campus property. Students will practice injections using mannequins/practice arms or other learning tool designated by the instructor. Other learning media (e.g., videos, written materials, CDs) may be used to reinforce this procedure to prepare students for clinical rotations where they will be expected to administer injections.

Students are required to complete and pass all Skills Lab assignments which are mandatory for each course's activities.

## **CLINICAL SITE OR DAY REQUESTS**

Clinical site or day requests are not accepted. Clinical assignments will be posted by the end of Week 10 of the current quarter for the upcoming quarter. These assignments are tentative and are subject to change after final grades are posted in the event that the student progression affects the balance of the clinical groups.



## SECTION VII: STUDENT CONDUCT AND OTHER POLICIES

### STUDENT CONDUCT AND DISRUPTIVE BEHAVIOR

The college seeks to promote an educationally sound environment free from disruptions in learning whether the instruction takes place at the college or clinical site. The Student Conduct Code Violations/Formal Disciplinary Procedures are found in the College Catalog. Instructors may determine the time and manner for student questions and interactions. Instructors will establish, communicate and enforce reasonable classroom rules of behavior and decorum. This policy is not intended to discourage appropriate classroom expression, discussion or disagreement but rather to promote respectful interactions. **Incivility will not be tolerated; may lead to dismissal from the program.**

Disruptive behavior is not only disrespectful to the professional faculty and fellow students but also negatively impacts the learning environment. During class the following will not be tolerated:

- Arriving late to class, lab or clinical.
- Leaving the classroom, lab or clinical area early without authorization.
- Private conversations during class, lab or clinical.
- Use of cell phones to talk, text or photograph (**cell phones must be turned off in the classroom, lab and clinical areas**).
- Using the computer and or internet for personal activities (e.g., e-mail).
- Sleeping.
- Profanity or bullying language or behavior
- **When a student engages in disruptive activity the instructor will request that the student leave the area.**

Tardiness and movement in and out of the classroom during lecture is disruptive. Once attendance has been taken students not present will be considered tardy or absent. To benefit fully from the scheduled learning activities students must remain in the classroom during the session.

Ethical behavior is imperative for individuals entering the nursing profession. The following behavior will not be tolerated by the college, the nursing program, any faculty member or clinical agencies:

- Being under the influence of alcohol or drugs on campus or at a clinical site (**For cause drug screens can be performed at any time**). (Altierus Career College Drug and Alcohol Abuse Policy follows).
- Use of profanity in the classroom, on campus or at the clinical site.
- Fighting or threatening another student or staff member on campus or at the clinical site.
- Being disrespectful to faculty members, staff members, agency staff or fellow students.
- Falsification of records in the clinical area.

- Failure to report errors in the clinical area.

### **SOCIAL NETWORKING AND SOCIAL MEDIA**

Per HIPAA no patient, clinical situation, or pictures are to be shared on a social media network such as but not limited to: Facebook, Twitter and YouTube.

Social Media Policy by ANA and NCSBN:

#### ANA's Principles for Social Networking:

- Nurses must not transmit or place online individually identifiable patient information.
- Nurses must observe ethically prescribed professional patient-nurse boundaries.
- Nurses should understand that patients, colleagues, institutions and employers may view postings.
- Nurses should take advantage of privacy settings and seek to separate personal and professional information online.
- Nurses should bring content that could harm a patient's privacy rights, or welfare to the attention of appropriate authorities.
- Nurses should participate in developing institutional policies governing online conduct.

#### 6 Tips to Avoid Problems:

- Remember that standards of professionalism are the same online as in any other circumstance.
- Do not share or post information or photos gained through the nurse-patient relationship.
- Maintain professional boundaries in the use of electronic media. Online contact with patients blurs this boundary.
- Do not make disparaging remarks about patients, employers or co-workers, even if they are not identified.
- Do not take photos or videos of patients on personal devices, including cell phones.
- Promptly report a breach of confidentiality or privacy.

### **FOOD AND BEVERAGE**

Closed container fluids are allowed in the nursing skills lab but no food. No food or drink in the computer or simulation labs.

### **PROFESSIONAL BOUNDARIES**

Students enrolled in a program of study in nursing must learn the importance of establishing and maintaining professional boundaries. In a student role, professional boundaries exist between the student and the faculty and between the student and the client. Students unclear of proper behavior or of an appropriate response to a client should consult their faculty member.

Please address faculty, staff, and clients by their appropriate SUR name—Dr., Mrs, Mr., Ms, Miss, Professor, etc...unless otherwise directed so by the client.

## **DRUG AND ALCOHOL ABUSE POLICY**

**Students will need to complete and pass a drug screening which shows no evidence of illegal drug usage.**

Altierus Career College has a responsibility to maintain a safe environment for its students as well as maintaining safe conditions for clients. Any student under the influence of drugs or alcohol during a clinical experience may pose serious safety and health risks, not only to themselves, but to all those who work with them and to clients for whom they provide care. The unlawful possession, use, or sale of illegal drugs, prescription drugs, over the counter drugs, and/or alcohol in the clinical agency, poses an unacceptable risk for unsafe client care.

The definition of impairment as related to nursing practice occurs when alcohol, drugs and/or mental illness interferes with the nurse/student nurse's judgment, interpersonal, cognitive and or psychomotor skills thus impairing the nurse's ability to function in a professional role.

The Altierus nursing faculty recognize that:

- Alcoholism, drug abuse and or mental illness are diseases and should be treated as such.
- Mental illness may be any acute or chronic condition that disrupts the thinking, moods, functioning or feelings. It can also affect the ability to cope with the demands of the nursing program/courses.
- Impairment can also involve the use/abuse of prescription and over-the-counter medications, illegal drugs, alcohol or inhaled substances.
- Health and personal problems involving any or all of these diseases can affect the student's academic and clinical performance and the impaired student is a danger to self and serious danger to the clients in the student's care.
- Nursing students with these diseases can be helped to recover.
- It is the responsibility of the nursing student to voluntarily seek diagnosis and treatment for any suspected illness.
- Confidentiality will be exercised when handling the diagnosis and treatment of these diseases.

The Altierus Career College faculty, students and agency nurses are required to report any suspicious behavior and arrange drug and alcohol testing.

Reasonable suspicion of substance abuse is considered when any student demonstrates unusual, unexplained behavior in the agency environment or during clinical experiences. Observable signs might include, but are not limited to:

- Slurred speech.
- Odor of alcohol on breath or person.
- Unsteady gait.
- Disoriented or confused behavior.
- Significant changes in work habits.
- Observed behaviors indicative of hallucinations.
- Unexplained accident or injury.
- Sloppy, inappropriate clothing and/or appearance.
- Physically assaultive, threatening, unduly talkative, exaggerated self-importance, making incoherent or irrelevant statements in the agency setting.
- Excessive sick days, excessive tardiness when reporting for clinical or class.
- Missed deadlines, careless mistakes, taking longer than customary to complete work.
- Coordination (not normal, swaying, staggering, lack of coordination, grasping for support).
- Performance (unsafe practices, unsatisfactory work).
- Alertness (change in alertness, sleepy, confused).
- Demeanor (change in personality, fighting, excited, combative, aggressive, violent, argumentative, indifferent, threatening, antagonistic).
- Eyes (bloodshot, dilated).
- Other clinical observations consistent with impairment.

Drug testing may be required for any student who demonstrates behaviors of reasonable suspicion (see above) in the clinical environment.

Drug testing may be required for any student who demonstrates suspicion of substance abuse impairment and who has access and/or direct responsibility for controlled substances if known drugs of abuse are missing or otherwise unaccounted for while in the clinical agency. This determination will be made on a case-by-case basis by the agency manager or administrator and the Nursing Department Chair, or the Nursing Department Chair's representative.

Informed consent will be obtained prior to testing. Fees associated with testing will be the responsibility of the student.

Noncompliance with requests for drug and alcohol screening from a student who demonstrates suspicion of substance abuse impairment will be viewed as a violation. The student may be subject to dismissal from the nursing program.

The collection site will be in a standard collection area laboratory or emergency department as per the agency protocol. Non-acceptable and Acceptable values for lab results will be determined according to the agency policies. Collection procedures will adhere to the required "chain of custody" protocol as indicated by the assigned clinical agency.

The student who is suspected of substance abuse impairment will be escorted to the collection site with the appropriate faculty member or assigned preceptor and an agency staff member. All will remain at the collection site until the required specimens are obtained. Agency policy will be followed as required.

Following an incident that requires drug or alcohol testing, the student will be sent home by cab or responsible individual. **Under no circumstances will the student be allowed to drive home. Arrangements will be made so that the student will be at home after the incident with another individual.**

The student's confidentiality will be strictly maintained. The test results will be communicated only to the student, the Nursing Department Chair, and the physician reviewing the results with the student.

Records will be maintained in a separate file by the College in a secured area. Requests for information will require a court order or may be released by the student's signed written consent and liability waiver.

Any violation of this policy by a student will result in disciplinary action including dismissal from the nursing program.

Consuming, being in the possession of or under the influence of alcoholic beverages on the college property or clinical site is strictly prohibited. No exceptions. Any student who exhibits signs or behaviors of alcoholism, drug abuse or mental illness will be removed from the classroom or clinical setting and the established procedure for assessment and rehabilitation will be followed.

If a student is removed from the classroom or clinical setting and referred for counseling or rehabilitation for drug, alcohol or mental illness the student cannot return to class without a written letter from the authorized counselor stating the student is safe to return to class/clinical. This letter will be submitted to the Nursing Department Chair to keep on file.

### **STUDENT HEALTH**

During the course of the program it is the student's responsibility to inform the Nursing Department Chair of any changes in health status (i.e., not able to meet the Essential Skills and Functional Ability Standards) that could affect his or her ability to meet objectives in the clinical area (this includes pregnancy). A physician's clearance may be required for the student to return to the clinical area. Inability to meet clinical objectives due to health reasons may require withdrawal from the program. Altierus Career College does not provide health services.

### **STUDENT'S FAMILY RESPONSIBILITIES**

Adult students often have many responsibilities in addition to school. It is important to have a contingency plan in place prior to starting classes. Back-up child care providers and transportation may be necessary and part of the student's contingency plan. Absences related to family responsibilities and transportation issues are not excused and time and competencies must be made-up as with any absences.

## EMERGENCY TELEPHONE CALLS TO STUDENTS

Emergency calls will be made to the Altierus main campus telephone number (702-567-1920).

### TRANSPORTATION

The College does not provide transportation. Some clinical experiences require the student to travel in a multi county area. Students are responsible for providing their own transportation to all clinical experiences

### FINANCIAL ISSUES

Student who desire information about financial aid should contact the Financial Aid Office.

### HOUSING

The College does not provide on-campus housing; however it does assist students in locating suitable housing off campus. For a list of available housing, students should contact the Admissions Office.

### OUTSIDE EMPLOYMENT

It is the student's responsibility to set priorities regarding employment and class schedules. When attending class or in the clinical area students must be alert. Outside employment should never immediately precede class or clinical time since students may be exhausted from the demands of working. This endangers the student, client and others. **Sleeping during class or clinical is prohibited.**

### COMMUNICATION MODES AND QUESTIONS

**No text messaging during class, lab or clinical.** Electronic devices may only be used if the instructor has requested the student to do so.

Students need to check their campus assigned e-mail addresses on a daily basis for key information from the nursing department and other departments such as Registrar for report cards, Campus News, FA, etc.

All nursing faculty have mailboxes located in the nursing department and upstairs in the faculty area. If the nursing department is closed students can place documents in the faculty mailboxes upstairs in the faculty area.

Students need to review bulletin boards in hallways for key information regarding: Scheduling, professionalism and general content at least once per week.

Students will need to set-up an Altierus Career College e-mail and communicate with faculty via this address. Set-up or forgot username/password Altierus e-mail account: <http://activate.Altierus.edu> will need student ID number. To check and send e-mails: <http://mail.Altierus.edu>

## **PASSWORDS**

It is the student's responsibility to keep track of their own passwords. Make sure you know what your ATI password is prior to taking an ATI exam.

## **SECTION VIII: STUDENT ORGANIZATIONS AND ACTIVITIES**

### **ALTIERUS STUDENT NURSE CLASS OFFICERS**

Each nursing cohort will elect two officers from their cohort. This will occur by the second quarter. The cohort officers will be responsible for attending monthly nursing faculty meetings. Prior to the monthly meeting, the cohort officers should discuss with the cohort any cohort issues or concerns to present at the faculty meeting. They will also be responsible for the dissemination of information presented at the faculty meeting to the remainder of the cohort.

### **COMMITTEES**

Additionally, all students are encouraged to provide input on decisions including admission standards, curriculum, student services and the teaching/learning process. Students are invited to become active on nursing faculty committees. The following list includes examples of ways that students can become involved in governance:

- Participate in end of quarter, end of program and alumni surveys.
- Provide honest and fair feedback to your faculty when asked to complete faculty and course evaluations at the end of the quarter.
- Participate in Student Nurse Association activities or college activities such as health fairs and community service
- Volunteer, in writing for nursing faculty committee membership in writing to the Nursing Department Chair in reference to Faculty meetings, Curriculum, Advisory, etc.
- Provide input when your peers are representing your student issues at committee meetings and the Student Nurse Association meetings.
- Student Services: Igniter Ambassadors role model and provide support to fellow students.

### **PINNING**

The Altierus Career College School of Nursing pin is worn by nursing graduates of our program as a proud testimony of their achievements. This beautiful pin is presented to each graduate at the pinning ceremony.



## **SECTION IX: RN LICENSURE INFORMATION**

### **REGISTERED NURSE LICENSURE**

Upon graduation from the Altierus Career College Associate of Applied Science Degree Nursing Program the student will have learned the tools to achieve the standards of competent performance as set forth by the Nevada Board of Nursing. The student will also be eligible to take the National Council Licensure Examination (NCLEX-RN®).

Successful completion of the exam qualifies the graduate to seek employment as a Registered Nurse and to use the title of registered nurse and the initials RN.

A candidate who has graduated from a state approved nursing school may take the examination in any state.

Note: If a Nurse applicant has ever been convicted of a felony or misdemeanor there will be an investigation to determine if the candidate meets the standards required to sit for the licensure examination.

### **APPLICATION**

- At the beginning of Quarter 8 in the NCLEX review course the school will provide all the students with an application packet to prepare them for the NCLEX-RN® exam.
- The student will complete the application with his/her information.

### **REVIEW OF APPLICATION**

- Statutes allow the Board of Nursing office 30 days to provide a letter regarding the status of the licensure application. Within 30 days of the date the application has been validated, the student will be sent an eligibility letter to take the examination, or a letter requesting additional information/documentation. Students will be notified within 30 days of the receipt of the application and fee and notified of status. Students will be notified of the status of their application within 30 days of receipt of the complete documents and fees.
- No application is complete until all required documentation and fees are received. Applications are reviewed in order of the validation date. Every question on the application must be answered. Candidates must include all misdemeanors and felonies, even if adjudication was withheld. The Board of Nursing will deny an application if the candidate is found to have provided false information on the application.
- When the candidate has successfully registered for the NCLEX-RN licensing examination through Pearson Vue via phone, mail or on-line; sent the Application and fee for Nurse License to the Board of Nursing; completed the Petition to Graduate, and delivered official transcripts to the Board of Nursing, the candidate should receive the ATT (Authorization to Test) which enables the candidate to register at one of the sites to take the NCLEX-RN examination.

## **LICENSURE FEES**

Licensure fees are \$200 for the NCLEX-RN exam through Pearson Vue and \$100 for the Nevada State RN application. These fees will be paid by Altierus Career College after the graduate completes the ATI Virtual NCLEX review and receives the green light from ATI. Graduates who elect to take the licensure examination in another state will be responsible for paying their own licensure fees.

## **Section X: Appendices**

## Appendix A

### Essential Skills and Functional Ability Standards

#### Essential Skills and Functional Ability Standards

It is essential that nursing students be able to perform a number of physical activities in the clinical portion of the program. At a minimum, students will be required to lift clients, stand for several hours at a time and perform bending activities. Students who have a chronic illness or condition must be maintained on current treatment and be able to implement direct client care. The clinical nursing experience also places students under considerable mental and emotional stress as they undertake responsibilities and duties impacting client's lives. Students must be able to demonstrate rational and appropriate behavior under stressful conditions. Individuals should give careful consideration of the mental and physical demands of the program prior to making application.

Essential Skill and Functional Ability	Standard	Examples of Required Activities
Motor Abilities	-Physical abilities and mobility sufficient to execute gross motor skills, physical endurance and strength to provide client care.	Mobility sufficient to carry out client care procedures such as assisting with ambulation of clients, administering CPR, assisting with turning and lifting clients, providing care in confined spaces such as a treatment room, operating suite, etc.
Manual Dexterity	-Demonstrate fine motor skills sufficient for providing safe nursing care.	Motor skills sufficient to handle small equipment such as insulin syringe, administer medications by all routes, and perform tracheotomy suctioning, insert urinary catheter, etc.
Perceptual Sensory Ability	-Sensory and perceptual ability to assess and monitor clients	<ul style="list-style-type: none"> <li>▪ Sensory abilities sufficient to hear alarms, accusatory sounds, cry for help, etc.</li> <li>▪ Visual acuity to read calibrations on 1cc syringe, assess color (cyanosis, pallor, etc.)</li> <li>▪ Tactile ability to feel pulses, temperature, palpate veins, etc. Olfactory ability to detect smoke or noxious odor, etc.</li> </ul>
Behavioral Interpersonal Emotional	Ability to relate to clients, family and other health care providers with honesty, integrity and nondiscrimination. -Capacity for development of mature, sensitive and effective therapeutic relationships	<ul style="list-style-type: none"> <li>▪ Establish rapport with others.</li> <li>▪ Work with a team.</li> <li>▪ Emotional skills sufficient to remain calm in an emergency situation.</li> <li>▪ Behavioral skills sufficient to demonstrate the exercise of good judgment and prompt completion of all responsibilities assigned</li> </ul>

	<p>-Ability to work constructively in stressful and changing environments with the ability to modify behavior in response to constructive criticism.</p> <p>-Capacity to demonstrate ethical behavior, including adherence to the professional nursing and student honor codes.</p>	<ul style="list-style-type: none"> <li>▪ Adapt rapidly to environmental changes and multiple task demands.</li> <li>▪ Maintain behavioral decorum in stressful situations.</li> </ul>
Safe Environment for Clients, Families and Co-Workers	<p>-Ability to accurately identify clients.</p> <p>-Ability to effectively communicate with others.</p> <p>-Ability to administer medications safely and accurately.</p> <p>-Ability to operate equipment safely.</p> <p>-Ability to recognize and minimize hazards that could increase infections and accidents.</p>	<ul style="list-style-type: none"> <li>▪ Prioritizes tasks to ensure client safety and standard of care.</li> <li>▪ Maintains adequate concentration and attention in the clinical environment.</li> <li>▪ Seeks assistance when clinical situation requires a higher level of expertise.</li> <li>▪ Responds to monitor alarms, emergency signals, call lights and orders in a rapid and effective manner.</li> <li>▪ Take the necessary precautions when dealing with body fluids, etc.</li> </ul>
Communication	<p>-Ability to communicate in English with accuracy, clarity and efficiency with clients, families and other members of the health care team (including spoken and non-verbal expressions, affect and body language).</p> <p>-Required communication abilities including speech, hearing, reading, writing, language skills and computer literacy.</p>	<ul style="list-style-type: none"> <li>▪ Gives verbal directions to and follows verbal direction from other members of the healthcare team and participates in discussions on client care.</li> <li>▪ Elicits and records information about health care issues and responses from clients and their family members.</li> <li>▪ Conveys information to clients and others as necessary to teach, direct and counsel individuals in an accurate, effective and timely manner.</li> <li>▪ Establishes and maintains effective working relationships with clients, families and the health care team.</li> <li>▪ Recognizes and reports critical client information to the health care team.</li> </ul>

<p>Cognitive Conceptual Quantitative Abilities</p>	<p>-Ability to read and understand written documents in English and solve problems involving calculation and reasoning. -Ability to comprehend spatial relationships. -Ability to gather data, develop a plan of action, establish priorities and evaluate treatment plans. -Ability to react effectively in an emergency situation.</p>	<ul style="list-style-type: none"> <li>▪ Calculate appropriate medication dosage given specific client parameters.</li> <li>▪ Collect data, prioritize needs and anticipate outcomes.</li> <li>▪ Analyze data to develop a plan of care.</li> <li>▪ Comprehend spatial relationships in order to administer injections, start intravenous lines or assess wounds of varying depths.</li> <li>▪ Recognize an emergency situation and respond effectively to safeguard the client, family and co-workers.</li> <li>▪ Transfer knowledge from one situation to another.</li> <li>▪ Accurately processes information on medication containers, physician orders, monitor equipment calibration, printed documents, flow sheets, policy and procedure manuals, etc.</li> </ul>
<p>Punctuality Work Habits</p>	<p>-Ability to adhere to the nursing policies, procedures and requirements. -Ability to complete classroom, lab and clinical assignments on time. -Ability to adhere to classroom, lab and clinical schedules.</p>	<ul style="list-style-type: none"> <li>▪ Attends class, lab and clinical punctually.</li> <li>▪ Able to drive to a number of different clinical sites at different times during the day.</li> <li>▪ Reads, understands and adheres to all policies, procedures and requirements.</li> <li>▪ Contact nursing faculty member in advance for any absence or late arrival.</li> <li>▪ Understand and completes assignments by due date and time.</li> </ul>

## **Appendix B**

### **Bloodborne Pathogen Exposure Control Policy**

**ADMISSIONS DISCLOSURE FORM-NURSING**

1. I am aware that to practice nursing as a registered nurse in any state or U.S. territory, I must pass the National Council of Licensing Examination for registered nurses (NCLEX-RN®) prior to working in the healthcare field. **Initials** \_\_\_\_\_
  
2. Because of the nature of the nursing program and regulations by state boards of nursing, I understand that a “For Cause” drug/alcohol screening can be done anytime there is suspicion of substance abuse in both the campus and clinical setting. **Initials** \_\_\_\_\_
  
3. I understand that a medical or criminal background check failure will prohibit me from completing the nursing program. Depending on the state requirements, a failed background check may or may not impact my eligibility to sit for the Registered Nurse Licensing Examination (NCLEX-RN®). **Initials** \_\_\_\_\_
  
4. I understand that all prerequisite and co-requisite courses must be completed by the end of my last quarter to be eligible to graduate. **Initials** \_\_\_\_\_
  
5. I understand that successful completion of the nursing program qualifies me to sit for the licensure examination, but I have not been promised by any college employee that completion of the program guarantees passage of the licensing examination or employment in nursing. **Initials** \_\_\_\_\_
  
6. I understand it is my responsibility to verify the transferability of all courses. I also understand official transcripts must be submitted to the Office of Registrar prior to the start of the course to be considered for transfer. **Initials** \_\_\_\_\_

\_\_\_\_\_  
**SIGNATURE OF STUDENT**

\_\_\_\_\_  
**PRINTED NAME**

\_\_\_\_\_  
**DATE**

\_\_\_\_\_  
**SCHOOL REPRESENTATIVE’S SIGNATURE**

\_\_\_\_\_  
**TITLE**

\_\_\_\_\_  
**REPRESENTATIVE’S PRINTED NAME**

\_\_\_\_\_  
**DATE**



**ACKNOWLEDGEMENT OF RECEIPT OF ASSOCIATE DEGREE NURSING  
STUDENT POLICIES AND HANDBOOK**

I have received and read the Associate of Applied Science Degree Nursing Student Handbook September 2017, the Admissions Disclosure Form for Nursing, Essential Skills and Functional Abilities Standards, and Safe Clinical Practice Policy and agree to abide by the standards/policies stated. I completely understand the study requirements, the need for reliable transportation, the attendance policy, the grading policies, progression policies, and the need to be professional at all times.

I understand that during the course of the program additional policies may be instituted as needed and to address the requirements of assigned clinical facilities. When in the clinical facility the policies and procedures of that facility supersede those of the school.

I give permission to be videotaped during simulations and understand this is for educational viewing purposes.

I give permission for the nursing faculty and/or Nursing Department Chair or designee to share my personal information: name, date of birth, documentation of the health and safety requirements, etc. to clinical agencies requesting this information. I understand this information may be needed to enter me in their security system, in their computer system and/or in their medication administration system, etc. or other applicable systems in order for me to participate in clinical learning experiences.

\_\_\_\_\_  
**Student's Name (PRINT)**

\_\_\_\_\_  
**Date**

\_\_\_\_\_  
**Student's Signature**

**This form will be maintained in the student's file throughout the nursing program.**