

# **GLEN OAKS NURSING DIVISION STUDENT HANDBOOK**

**2023-2024**



**NONDISCRIMINATION STATEMENT** It is the policy of Glen Oaks Community College that no discriminatory practices based on gender/sex, race, religion, color, age, national origin, disability, height, weight, or any other status covered by federal, state or local law be allowed in providing instructional opportunities, programs, services, employment or in policies governing student conduct and attendance. Any person believing that Glen Oaks Community College or any part of the organization has engaged in a discriminatory practice should contact the Title IX Coordinator at 62249 Shimmel Rd., Centreville MI 49032 or [thowden@glenoaks.edu](mailto:thowden@glenoaks.edu), office A53.

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***THIS HANDBOOK IS SUBJECT TO CHANGE. THE UPDATED VERSION WILL BE MAINTAINED ON THE NURSING PAGE ON THE GOCC WEBSITE.***

## INTRODUCTION

This Nursing Student Handbook provides nursing student's information about Glen Oaks Community College's (GOCC) Nursing Program, its curriculum, policies and other valuable information essential for the successful completion of the program. It is critical that all nursing students read and become familiar with this handbook, refer to it throughout their studies and comply with the policies it sets forth. It contains rules governing appropriate conduct for students and their participation in the classroom, clinical and related activities, as well as the policies and procedures of the program.

All students are responsible for compliance with current rules, policies and procedures contained in the handbook. All such rules, policies and procedures are subject to change at any time at the discretion of the College and/or the Nursing Program. As revisions are made students must comply with updated rules, policies and procedures as they proceed toward completion of the program. Additionally, nursing students are required to comply and conduct themselves within all other published rules, policies and procedures of the College.

Glen Oaks Community College offers an Associate of Applied Science in Nursing Degree Program. The program provides for the educational needs of students with varying backgrounds, capabilities, ambitions and career intentions. This design also facilitates preparation of nurses with differing competencies to meet the variety of employment needs within the surrounding community.

Graduates of the Associate of Applied Science in Nursing Degree Program are eligible to apply for RN Licensure. Current Licensed Practical Nurses who successfully complete the Nursing Role Transitions course will complete the second year of the ADN program.

## **AN OPEN LETTER TO NURSING STUDENTS**

Beginning the Nursing Program is like starting a new job. Successful employment is based on hard work and effort. It is the same with success in the Nursing Program.

An employer expects everyone to be at work every day, to be on time, dressed appropriately and prepared for the job. If ill, the employee is expected to notify the employer as soon as possible. Most employers allow only a limited number of sick days. If they are exceeded, the employee is “docked.” This is also true of the Nursing Program. Regular and prompt attendance is essential, and your “sick” days are limited. Excessive absences will result in loss of a grade or failure. Failure to be on time for class, lab, or clinical may also result in a grade reduction or failure. The appropriate faculty member must be notified if the student will be absent from class or clinical.

The workplace also holds regular meetings that everyone is expected to attend and contribute to the discussion. If an employee misses most of the meetings, or does not contribute, success as an employee is jeopardized. This is also true of classes in the Nursing Program. You are expected to attend all “meetings” (classes) and contribute to the discussion. This requires that you go to class having prepared the assigned material. Failure to do so will result in a reduction in your “salary” (grade).

An employer would expect you to submit all reports on time. Not doing so would endanger the employer’s business and employee’s success. Each class syllabus identifies all “reports” (tests and papers) which are due as stated. As in the workplace, failure to do so comes with a cost and results in a decrease in your “salary” (grade).

Performance reviews occur periodically on the job and the employer determines the degree of success the employee has achieved. This is also true of the Nursing Program. The “performance reviews” are tests and clinical evaluations. These reviews require not only knowledge of the material, but the ability to apply that knowledge in the clinical setting. The “pay” (grade) depends upon your performance.

The faculty members of the Glen Oaks Community College Nursing Program are committed to helping you become a good nurse and an employee that is valued by your future employer. If you attend class, participate in discussion, prepare well and submit all materials as expected, you have the potential to excel.

Welcome and Best Wishes!

Nursing Faculty and Staff

## **NURSING EDUCATION ORGANIZATIONAL INFORMATION/CONTACT INFORMATION**

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## ***PHILOSOPHY OF NURSING EDUCATION***

The nursing faculty operates on the premise that all clients are in a dynamic state of change. Clients, their families and significant others, living within a rural community, require holistic nursing care to promote or maintain optimal health across the wellness-illness continuum.

Nursing combines the art of compassion and the science of evidence-based practice to provide individualized client-centered care. Nurses deliver care that promotes human dignity through assessment, diagnosis, planning, implementation and evaluation to guide critical thinking, decision-making and team collaboration.

Communication abilities are essential to the nursing process, and include the exchange of information verbally, in writing and using information technology. The nursing faculty promote accessibility for their students and encourage on-going dialogue to assure nursing students advance to become novice nurses upon graduation.

Professional nursing behaviors include adherence to professional nursing standards, accountability for one's own actions, and the use of safe, legal and ethical principles in nursing practice. A professional nurse is committed to participation in life-long self-enrichment activities and on-going education.

Nursing education is an interactive, on-going collaborative teaching and learning process moving from simple to complex concepts. The educational framework is enhanced through continuous use of the nursing process, critical thinking, scientific theories and developmental theories which result in the acquisition of knowledge and behavioral changes.

The nursing faculty believes each person is entitled to the opportunity to develop to his or her greatest potential. The nursing division serves a diverse student body of varying interests and potentials and is committed to providing equal access to education for all persons regardless of race, color, sex, age, religion, national origin, sexual orientation, disability, veteran status or other status as protected by law.



## **COLLEGE VISION STATEMENT**

Transforming Lives and Advancing Communities

## **GLEN OAKS MISSION STATEMENT**

The mission of Glen Oaks Community College is to provide opportunities for academic and lifelong success through excellence in teaching and comprehensive support services that meet our community's diverse educational needs.

## **NURSING VISION STATEMENT**

The Division of Nursing at Glen Oaks Community College educates future nurses in an interdisciplinary environment that will promote changing lives, improving health outcomes and advancing the nursing profession.

## **NURSING DIVISION MISSION STATEMENT**

The Division of Nursing supports the mission of Glen Oaks Community College and is committed to:

- Providing evidence-based nursing education
- Disseminating contemporary nursing knowledge
- Demonstrating excellence in nursing practice
- Promoting teamwork and collaboration in an environment that is accountable and respectful
- Sharing expertise and leadership through service to the diverse communities we serve

## **NURSING DIVISION VALUES**

**Caring-** Often a motivator for the nursing profession, involves kindness and concern for others through empathy, respect, and commitment to preserve human dignity.

**Integrity-** Core principle expressed through honesty, accountability and ethical behavior. ("Integrity is doing the right thing when no one is watching" C.S. Lewis)

**Diversity-** Recognizes and affirms the differences and uniqueness of all people based on individual preferences, values, and beliefs.

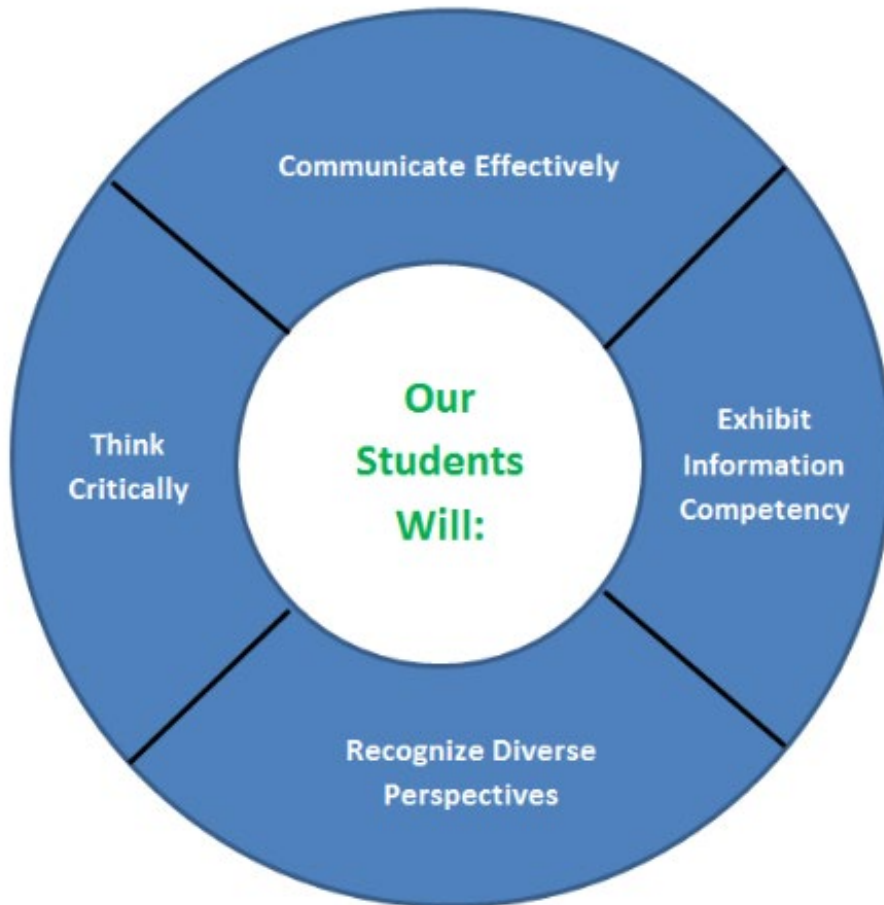
**Excellence-** Encompasses the qualities of caring, integrity, and attention to diversity while providing quality education.

### ***STUDENT REPRESENTATION WITHIN THE PROGRAM***

Student representation will be sought for Nursing Program input. Two students will be selected from each cohort group. One representative will be selected by the cohort student body, and the second will be selected by the GOCC Nursing Faculty. Students will participate in Division of Nursing meetings, as well as, the GOCC Health Advisory Committee.

### ***GLEN OAKS COMMUNITY COLLEGE***

#### **Institutional Learning Outcomes**



## **GLEN OAKS COMMUNITY COLLEGE STUDENT LEARNING OUTCOMES**

Glen Oaks Community College strives to help students develop the ability of their lifetime to do the following:

1. **Think critically** – Our students will:
  - Analyze information beyond their opinions and belief and be able to recognize bias
  - Translate theory into practice and apply prior knowledge to new situations
  - Locate needed information, know when it is necessary, and do so, and judge source credibility
  - Solve problems logically
2. **Communicate effectively** – Our students will:
  - Express themselves orally, in writing and visually
  - Express beliefs, thoughts and actions in a manner that is understood by participants
  - Be active listeners
  - Convey reasoning and understanding in a clear, convincing and precise manner in a given discipline
3. **Exhibit information competency** – Our students will:
  - Determine the extent of information needed in order to accomplish a specific purpose
  - Know where and how to find and appropriately use sources and information
  - Evaluate the credibility and relevance of sources
  - Know how to legally and ethically use sources and information
  - Retain an objective stance
4. **Recognize diverse perspectives** – Our students will:
  - Be able to recognize their own worldview
  - Be able to recognize others' worldviews

## ***TECHNICAL STANDARDS FOR ADMISSION, PROGRESSION AND GRADUATION***

Since nursing is a profession in which members are licensed to give care to others, it is necessary that each learner for that profession reach a minimum level of competency. Failure to meet the following Technical Standards (“criteria”) may result in denial of admission or progression. Glen Oaks Community College understands and will fulfill its responsibilities under the Americans with Disabilities Act and state law. A student who requires a reasonable accommodation to meet the criteria will notify the College Disability Support Services counselor, in writing, of the need for any such accommodation. A request for an accommodation will be reviewed on a case-by-case basis. If it is determined that the student cannot meet the criteria, the student will, subject to the due process procedure, be required to leave the program.

Applicants denied admission or progression because of failure to meet the criteria may petition for reconsideration pursuant to the due process procedure.

## **TECHNICAL STANDARDS FOR ADMISSION AND PROGRESSION**

<b>ISSUE</b>	<b>STANDARD</b>	<b>SOME EXAMPLES OF NECESSARY ACTIVITIES (NOT ALL INCLUSIVE)</b>
Critical Thinking	Critical thinking ability sufficient for clinical judgment.	Identify cause-effect relationships in clinical situation, develop nursing care plans.
Interpersonal	Interpersonal abilities sufficient to interact with individuals, families and groups from a variety of social, emotional, cultural and intellectual backgrounds and obtain pertinent data.	Establish rapport with clients and colleagues. Exhibit a professional appearance and attitude. Able to stay focused on the client and/or family to give or obtain pertinent information for providing safe and effective care.
Communication	Communication abilities sufficient for clear interaction with others in verbal and written form.	Explain treatment procedures, initiate health-teaching, document and interpret nursing actions and client responses. Validate that understanding of the communication has taken place.
Mobility	Physical abilities sufficient to move from room to room and maneuver in small spaces.	Move around in client rooms, workspaces and treatment areas. Administer cardiopulmonary procedures.
Motor Skills	Gross and fine motor abilities sufficient to provide safe and effective nursing care.	Calibrate and use equipment; position clients. Draw up solution in a syringe.
Hearing	Auditory ability sufficient to monitor and assess health needs.	Hear monitor alarm, emergency signals, auscultatory sounds, cries for help, percussive sounds.
Visual	Visual ability sufficient for observation and assessment necessary in nursing care.	Observe client responses and signs. Read syringes, calibration and other small equipment. Identify color changes in skin, fluids, etc.
Tactile	Tactile ability sufficient for physical assessment.	Perform palpation, functions of physical examination and/or those related to therapeutic intervention, e.g., insertion of a catheter. Detect

		changes in temperature, turgor, size of affected area, etc.
<b>ISSUE</b>	<b>STANDARD</b>	<b>SOME EXAMPLES OF NECESSARY ACTIVITIES (NOT ALL INCLUSIVE)</b>
Professionalism	Capable of exercising good judgment, developing empathic and therapeutic relationships with clients and others tolerating close and direct physical contact with diverse populations. Emotional stability and appropriate behavior sufficient to assume responsibility and personal accountability.	<p>Foster and maintain cooperative and collegial relationship with classmates, instructors, other healthcare team members, clients, their families as well as employees of the college and clinical sites.</p> <p>Present professionally in demeanor and appearance. Establish rapport with clients and colleagues.</p> <p>Ability to self-regulate behavior and maintain composure during stressful or sensitive care of clients in all areas of the healthcare environment. Respond appropriately to constructive criticism.</p>

Associate of Applied Science in Nursing YEAR ONE					
<b>SUMMER SEMESTER (Pre-Requisites)</b>	<b>CREDIT HOURS</b>	<b>CLASS HOURS</b>	<b>CLINICAL/LAB CONTACT HOURS</b>	<b>CONTACT HOURS TOTAL</b>	<b>CONTACT HOURS</b>
ALH 218- Medical Terminology	3	45		45	3
BIO 101- Human Biology	3	45	37.5	82.5	5
BIO 210- Anatomy & Physiology 1	4	45	45	90	6
ENG 121- English Composition I	3	45		45	3
<b>Semester Totals</b>	<b>13</b>	<b>180</b>	<b>82.5</b>	<b>262.5</b>	<b>17</b>

<b>FALL SEMESTER</b>	<b>CREDIT HOURS</b>	<b>CLASS HOURS</b>	<b>CLINICAL/LAB CONTACT HOURS</b>	<b>CONTACT HOURS TOTAL</b>	<b>CONTACT HOURS</b>
BIO 211- Anatomy & Physiology II	4	45	45	90	6
NUR 101- Fundamentals of Nursing	7	60	135	195	13
NUR 109- Pharmacology I	1	15		15	1
<b>Semester Totals</b>	<b>12</b>	<b>120</b>	<b>180</b>	<b>300</b>	<b>20</b>

<b>WINTER SEMESTER</b>	<b>CREDIT HOURS</b>	<b>CLASS HOURS</b>	<b>CLINICAL/LAB CONTACT HOURS</b>	<b>CONTACT HOURS TOTAL</b>	<b>CONTACT HOURS</b>
NUR 111- Medical/Surgical Nursing I	8	60	195	255	16
NUR 119- Pharmacology II	2	30		30	2
PSY101- Intro to Psychology	4	60		60	4
<b>Semester Totals</b>	<b>14</b>	<b>150</b>	<b>195</b>	<b>345</b>	<b>22</b>

Associate of Applied Science in Nursing YEAR TWO					
WINTER SEMESTER	CREDIT HOURS	CLASS HOURS	CLINICAL/LAB CONTACT HOURS	CONTACT HOURS TOTAL	CONTACT HOURS
NUR 204- Nursing Role Transition (LPN-RN Track)	3	30	45	75	5
<b>FALL SEMESTER</b>					
ENG 122- English Composition II	3	45		45	3
NUR 211- Medical/Surgical Nursing II	5.9	60	84	144	9.6
NUR 218- Mental Health Nursing	4.4	45	63	108	7.2
NUR 219- Pharmacology III	2	30		30	2
<b>Semester Totals</b>	<b>15.3</b>	<b>180</b>	<b>147</b>	<b>327</b>	<b>21.8</b>

WINTER SEMESTER	CREDIT HOURS	CLASS HOURS	CLINICAL/LAB CONTACT HOURS	CONTACT HOURS TOTAL	CONTACT HOURS
NUR 221- Medical/Surgical Nursing III	5.4	60	63	123	8.2
NUR 224- Family Nursing	6.4	75	63	138	9.2
NUR 230- Professional Issues in Nursing	2	30		30	2
<b>Semester Totals</b>	<b>13.8</b>	<b>165</b>	<b>126</b>	<b>291</b>	<b>19.4</b>
<b>Traditional Track ADN Program Totals</b>	<b>68.1</b>	<b>795</b>	<b>682.5</b>	<b>1525.5</b>	<b>100.2</b>
<b>LPN-RN Track ADN Program Totals</b>	<b>62.1</b> (30 from LPN Program)	<b>375</b>	<b>318</b>	<b>693</b>	<b>46.2</b>



This program prepares you to take the NCLEX exam in the state of Michigan. Graduates who want to practice in other states should review those requirements via that Board of Nursing.

For Board of Nursing requirements in other states please see <https://www.ncsbn.org/14730.htm>

### ***END OF PROGRAM STUDENT LEARNING OUTCOMES***

<b><i>CONCEPTS</i></b>	<b><i>Upon completion of the nursing program, the graduate shall demonstrate the role and function of the registered nurse as evidenced by:</i></b>
Client-Centered Care	Nursing graduates will coordinate client-centered care to diverse populations across the lifespan.
Safety	Nursing graduates will integrate nursing care that promotes safe practice.
Teamwork & Collaboration	Nursing graduates will collaborate within nursing and interdisciplinary teams in the delivery of optimal care.
Evidence-Based Practice	Nursing graduates will integrate current evidence-based practice in clinical decision-making.
Critical Thinking	Nursing graduates will demonstrate critical thinking to affect optimal client outcomes.
Informatics & Technology	Nursing graduates will incorporate the use of information and electronic technology to support decision-making.

## **STANDARDIZED NURSING EXAMS**

Glen Oaks Community College Nursing Division uses Kaplan Nursing Inc. to assess the individual and group performance of its nursing students. The Department of Education has been working with the Accreditation Commission for Education in Nursing (ACEN) to assess the performance of nursing colleges.

As a result, ACEN, has decided that each nursing college's program must be able to rate itself in comparison to other nursing colleges within its state, its jurisdiction and nationally.

Kaplan is used to design, control and evaluate various nursing standardized exams based upon the Detailed NCLEX TEST Plan, which is the source for the NCLEX exams students are required to pass to become licensed nurses. These standardized tests are administered in a proctored setting where students have a time frame to complete the questions. Questions are formatted similar to the NCLEX test questions. Because these tests are standardized, the student is able to learn areas that need improvement, and the student can be ranked by percentile against the state, national and jurisdictional Nursing Programs. The Nursing Program can then evaluate where the program ranks nationally. Students are assigned practice questions in preparation for the actual proctored test.

### **Specific Course Proctored Exams**

The exams also serve the purpose of overall curriculum delivery and evaluation. Faculty can use test results to evaluate subject matter and delivery. In addition, standardized exams assist the student in preparing for the Kaplan Secure Predictor exam and following graduation, the NCLEX exam.

### **Kaplan Secure Predictor Exam**

Students must achieve a minimum score of 60% on the Kaplan Secure Predictor Exam. If a student scores below 60%:

1. Student will need to complete the critical content review in Kaplan and complete a 75 question QBank test at the level of application and analysis with a minimum score of 60%.
2. The student needs to notify the course faculty when remediation is completed. This remediation must be completed within one week of the Kaplan Secure Predictor Exam.

### **Test Accommodations**

Students who require special accommodations must request testing modifications from Student Services with appropriate documentation. This is the responsibility of the student.

## ***FINANCIAL AID/SCHOLARSHIPS/EXPENSES***

### ***A. NURSING SCHOLARSHIPS***

The GOCC catalog lists several donor scholarships that are reserved for Nursing Students. Please talk to the Director of Financial Aid about eligibility criteria. Refer to college catalog for more information.

### ***B. BOARD OF NURSING SCHOLARSHIPS***

Funds will be disbursed through the Financial Aid Office. Students will be notified when funds are available.

### ***D. FINANCIAL AID/LOANS***

Glen Oaks has established a broad-based financial aid program. Refer to the college catalogue for details.

## ***STUDENT EXPENSES OTHER THAN TUITION, FEES AND BOOKS***

**In addition to** the current in-district or out-of-district tuition, nursing students shall be responsible for the following:

- Personal health requirements/Physical examination and history
- Current TB testing, immunizations and required titers
- Current BLS from American Heart Association, for the health care provider; status validated with CPR card
- Drug and alcohol screening
- Criminal background check
- Transportation costs
- Clinical equipment; stethoscope, scissors, penlight, pocket notepad, black ink pen
- Uniforms, shoes, socks
- Watch with second hand or digital capability to display seconds
- Nursing Pin/Lamp
- Sitting fee for composite picture of graduating class (optional)
- NCLEX (National Council Licensure Examination) Application
- Nursing license application fee, Live Scan Fingerprint scan now required before you can take the NCLEX exam
- Health insurance and expenses related to illness, injury or random drug/alcohol screen are the responsibility of the individual student.

### ***STUDENT NURSE SCOPE OF PRACTICE***

- Students are responsible for their own actions or failure to act and are liable for any adverse result. Clients have a right to safe, competent and professional care.
- Students shall be assigned tasks and procedures within their expected capability based on the course and program outcomes. Students are under the supervision of a faculty member or registered nurse and are not allowed to do tasks, skills or activities without the instructor's knowledge and approval. The student is held to the same standard in the clinical settings in relationship to the level of the student's current education. The student is obligated to provide safe, competent and professional care to all clients.
- Students shall be assigned skills, tasks and procedures which have been covered either in assigned textbook readings, lecture or presentations in either the classroom, online or in the nursing skills lab.
- Students shall NOT perform any tasks in a clinical setting which has not been covered in the course reading, lecture or nursing skills lab except when directly supervised by the faculty.
- Students asked to do a skill or procedure that they are not competent in doing, shall refrain until discussed with faculty.
- Students shall comply with all policies and procedures of the agency used for the clinical rotation along with the Glen Oaks Community College Division of Nursing policies and procedures.

## **CLINICAL EXPERIENCES**

**STUDENTS WILL NOT BE PERMITTED TO DO CLINICALS WHERE THEY WORK  
UNLESS THE ASSIGNMENT IS ON A DIFFERENT FLOOR OR UNIT**

### **A. Student Schedules**

1. The student's rotation and time schedule will be planned by the faculty in conjunction with the Dean of Health Sciences.
2. Students will observe the college calendar in each semester's course schedule.
3. Weekend, evening and night clinical sections may be scheduled.
4. Student clinical rotations are made concurrently with classroom instruction.
5. Nurse fatigue causes errors and puts clients and staff at risk of harm. If the faculty determines that the student is too fatigued to critically think and provide safe client care; the faculty will make arrangements to send the student home safely. This will be considered a student absence and jeopardizes the student's ability to meet clinical objectives.
6. Students are expected to begin clinical experience at the designated time. (See Clinical Attendance Policy). ***In case of inclement weather, students are advised to use the phone/text alert from the college or listen to local TV/Radio stations for cancellation of the college.***

***The clinical instructor will determine the clinical group form of communication if a clinical day needs to be delayed or canceled.***

### **B. Client Assignments**

1. Assignments will be made with the dual purpose of safe, therapeutic care of the individual client and an appropriate educational experience for the student.
2. Student assignments will be made by the clinical faculty member.
3. Students will be assigned to provide care for clients with a variety of symptoms and health needs.
4. Students will attend change of shift report; obtain specific instructions from individuals, and medical record, prior to assessing the client.

5. Students are expected to record an initial client assessment at the beginning of the clinical shift. Thereafter, they will regularly document assessments and safety observations on an ongoing basis.
6. Students are expected to provide care for individuals only after proper preparation and while supervised by a faculty member or designated agency employee.
7. Each student is ultimately responsible for care administered.
8. Students are expected to document in a legally acceptable manner, recognizing that whatever is documented has important legal ramifications/consequences.
9. Students are expected to maintain confidentiality of all client information obtained in the clinical setting (See HIPAA policy).
10. Access to medical records of unassigned clients is allowed only with faculty member permission for educational purposes and only during assigned clinical hours (See HIPAA policy).

#### ***C. Emergencies***

1. Students are expected to provide a copy of their clinical schedule with times, locations and phone numbers to family and child care providers. This will allow quicker access in emergency situations.
2. If there are changes in address, phone number or email address the student has a responsibility to inform the nursing office.

#### ***D. Student Nurse Liability***

1. Student nurse liability insurance is provided and is included in the general college fees.
2. If an injury occurs to a student while in the clinical setting that needs treatment in the Emergency Department, the student is responsible for payment. Liability does not cover such incidents. If the student needs emergency treatment, but refuses to be seen in the Emergency Department and desires to see their own healthcare provider, the proper incident report must still be completed.

### ***E. Healthcare Issues***

1. Students are responsible to acquire a signed health release form from their healthcare provider to allow them to work in the clinical area. Verification of any restrictions/special instructions must be provided by your health care provider.
2. Falsification of any medical information necessary for the Nursing Program will result in expulsion from the Nursing Program.
3. It is the student's responsibility to notify the nursing office of health-related limitations or when he/she is taking any prescription or non-prescription medicine or substance that may impair judgment, performance or otherwise adversely affect normal mental function or physical abilities.
4. Healthcare insurance is highly recommended.

### ***F. Pregnancy Policy***

A written physician permission form is required by the Nursing Division for the student to begin or continue in the clinical portion of the nursing courses, upon pregnancy identification and again after pregnancy completion. This decision should be based on the understanding that in a health care environment the pregnant student may be exposed to health hazards that may be damaging to her or her fetus.

If the pregnant student has any alterations in her physical ability, she and her physician must assess the ability to meet both theory and clinical outcomes of the course. The pregnant student will be expected to meet the same conditions and objectives that are required of all students.

### **CLINICAL/LAB DRESS CODE**

**The dress code may be modified in specific classes as identified in the course syllabus.**

1. A white scrub top and black scrub pants are to be purchased by the student. Exceptions shall be made for religious preferences or size concerns.
2. Short white lab coat.
3. Black socks.
4. Black shoes (any brand providing they are all black with black laces). No sandals or shoes with open toes. Exceptions shall be made for size concerns.
5. Keep uniforms wrinkle free and shoes clean.
6. Name badge with picture and badge buddy (must wear white GOCC scrub top). - First name only. Name badge must be worn during all clinical experiences. Name badge is free and is obtained in the Student Services Office.
7. No long hair or loose pony tails (no bows, no hair wraps, other than white, no large hair clips/combs, etc.). Hair must be secured off the collar and away from the face. NO UNNATURAL HAIR COLOR.
8. Male students are to be clean shaven or have neatly trimmed facial hair/mustache or beard as long as facial hair does not impact ability to be successfully fitted for a facemask.
9. Nails are to be clean and not to extend beyond the fingertip. No nail polish. No artificial nails.
10. No more than one small pair of post earrings, no hoops. No other body piercing. No gages. No other visible body piercings. Plain wedding band only, no other jewelry. Medical alert necklaces or bracelets are acceptable.
11. Tattoos may be visible at the discretion of the nursing faculty. Tattoos may not be offensive, rude, or distasteful, or contain swearing or nudity.
12. No gum chewing, smoking or tobacco products including electronic cigarettes.
13. Avoid use of perfumed spray/lotion, aftershave or scented hygiene products. Students are to be clean, well groomed, and free of offensive body odors, including cigarette smoke.
14. The student shall take the following equipment to clinical:
  - a. Watch with second hand (NO SMART WATCHES)
  - b. Penlight - light to check pupils. (No LED lights)
  - c. Clinical equipment: Stethoscope, scissors, black ballpoint pen, pocket sized notepad.

These are available at the GOCC bookstore or can be purchased elsewhere.



## **CLINICAL RESOURCES**

(Affiliating Agencies)

The following agencies may be used throughout the Year 1 and Year 2 curriculum. This list is subject to change and is not all-inclusive.

Glen Oaks is a small, rural community college; therefore, we travel widely to meet the student's clinical needs. Many of these sites may not be near your home.

- Ascension Borgess - Kalamazoo, Michigan
- Beacon Health System (Elkhart General Hospital) - Elkhart, Indiana
- Beacon Three Rivers Health – Three Rivers, MI
- Beacon Three Rivers Health Homecare and Hospice – Three Rivers, MI
- Beacon Three Rivers Health Pediatric Clinic – Three Rivers, MI
- Beacon Three Rivers Health Women's Clinic – Three Rivers, MI
- Branch-Hillsdale, St. Joseph Community Health Dept. – Coldwater & Three Rivers
- Bronson Battle Creek - Battle Creek, Michigan
- Bronson Methodist Hospital - Kalamazoo, Michigan
- LaGrange County Health Dept. - LaGrange, Indiana
- Maple Lawn Medical Care Facility– Coldwater, Michigan
- Oaklawn Hospital- Marshall, Michigan
- Optalis Healthcare – Three Rivers, Michigan
- Pivotal Certified Community Behavioral Health Clinic - Centreville. Michigan
- Private Physicians' Offices in Michigan and Indiana
- Promedica Coldwater Regional Hospital - Coldwater, Michigan
- The Pines Behavioral Health – Coldwater, MI
- The Water's of LaGrange, LaGrange, Indiana
- Thurston Woods/Froh Home - Sturgis, Michigan
- Topeka Professional Clinic - Topeka, Indiana

## ***NURSING SIMULATION***

The Nursing Division incorporates simulation scenarios in selected nursing courses.

Simulation provides an opportunity to rehearse, repeat and master skills needed in the clinical area. Simulation scenarios allow the student to integrate the knowledge from the classroom into the clinical situation and gain confidence in a non-threatening environment where learning is the primary focus. Simulation allows the student to practice and rehearse communication skills, assessment skills, teamwork, teaching, family interaction, medication administration and calculation.

Students are expected to actively participate in simulation learning activities, using effective teamwork and communication skills. Students should “care” for the manikins as if they were caring for actual clients in a healthcare setting.

## ***NURSING COURSE PROGRESSION***

### **GRADING POLICY WITHIN THE NURSING DIVISION**

The 0.0 to 4.0 grading scale is used by the Nursing Division for the final grade in each of the Nursing courses. The numerical grade point is assigned using the following scale:

4.0= 95-100%

3.5= 90-94%

3.0= 85-89%

2.5= 80-84%

2.0= 75-79%

1.5= 70-74%

1.0= 65-69%

0.0= 64%and below

#### **Calculations of Course Grade**

**IMPORTANT:** Only after the classroom percentage has been averaged based on classroom testing (example: quizzes, exams, tests, midterm, final exam) and is 80% or higher will the clinical, Kaplan and other assignments be factored into the final grade. **AN OVERALL MINIMUM GRADE OF 2.5 (80%) MUST BE ACHIEVED TO PASS THE COURSE.**

When computing grades, faculty will record each graded student work to hundredths without rounding.

Example:

Score: 94.482

Recorded as 94.48

Rounding on final grade (GPA) will occur as follows: if the number in the tenths place (right of decimal) is 5 or higher, the grade will be rounded up. If the number is lower than 5, the grade will be rounded down.

Example:

95.59

94.39

94.48

284.47 divided by 3 = 94.82 using this as an example, 94.82 will be rounded to 95

**Note: If a student fails two (2) courses, in 2 different semesters, required by the nursing program, they are dismissed from the program and shall not be readmitted.**

## CALCULATING GRADES – Example

### Classroom (70% of final grade)

Exams – Multiple Choice/True-False.....40%

Final.....15%

Remember: Only after the classroom percentage has been averaged based on classroom testing (example: quizzes, exams, tests, midterm, final exam) and is 80% or higher will the clinical, Kaplan and other assignments be factored into the final grade.

Assignments.....10%

Kaplan Test.....5%

### Clinical (30% of final grade)

Resume.....10%

Cover Letter.....10%

Post-Conference Presentation.....10%

### Student's Final Grades:

Test Scores: 1.) 77.89% 2.) 85.04% 3.) 80% 4.) 82% 5.) 79.45% 6.) 74.32%

Final Exam: 79.98%

Assignments: 1.) 86% 2.) 90% 3.) 95% 4.) 100%

Kaplan Test: 77

Resume: 85%

Cover Letter: 95%

Presentation: 95%

Student's Final Score: \_\_\_\_\_

Student's Final GPA: \_\_\_\_\_

## Calculating Grades – Answer Key

### Test Grades = 40% of Classroom Grade

1.)77.89

2.)85.04

3.)80

4.)82

5.)79.45

6.)74.33

$$\frac{478.7}{6} \text{ divided by } 6 = 79.78 \times 40\% = 31.91$$

### Final Exam = 15% of Classroom Grade

$$1.)79.98 \times 15\% = 11.99$$

NOW:  $31.91 + 11.99 = 43.9$  divided by (total possible) 55 = 79.81%

**POLICY:** Only after the classroom percentage has been averaged based on classroom testing (example: quizzes, exams, tests, midterm, final exam) and is 80% or higher will the clinical, Kaplan and other assignments be factored into the final grade.

(Rounding only occurs when recording the Final GPA)

*This student has failed the course and will receive a GPA of 2.0*

## **CLASSROOM**

Students accepted into the Nursing Program must earn a grade of 2.5 or higher in each of the required courses in the nursing curriculum and maintain an overall GPA of 2.5 or higher if they are to continue in the program. It should be noted that this requirement holds for not only nursing courses but also other general education courses.

Nursing students who receive final grades of less than 2.5 in a required course will not be allowed to progress to the next nursing course until they have repeated the course and achieved at least a 2.5 final grade.

## **CLINICAL**

Students must meet with their clinical faculty member at midterm if applicable, and again at the end of their clinical rotation to participate in a self-evaluation/faculty evaluation of their clinical performance.

The purpose of these evaluations is to provide the student the opportunity for feedback, to reinforce strengths and to correct any weak areas by the end of the clinical rotation. The Clinical Performance Evaluation is to be completed and signed by both the student and faculty member at both midterm, if required, and final evaluation. Students must achieve “satisfactory” on each component of the final Clinical Performance Evaluation in order to pass the clinical component of the course.

Students must achieve a passing lab/clinical performance evaluation. Students who receive a failing classroom/lab/clinical performance evaluation will receive a maximum final grade of 2.0 in the clinical course regardless of their grade point in the theory portion of the clinical nursing course.

Classroom Testing Policy  
Glen Oaks Community College  
Division of Nursing

**General Testing Guidelines**

1. Test questions should progress from knowledge level to application and analysis level throughout the nursing curriculum.
2. Test questions must address the Client Need Categories of the NCLEX as it applies in each course.
3. The college owns all tests, test blueprints, and test analysis.
4. Test results will be reviewed with the students no later than one week from the date of all students completing the exam.
5. Completed tests will be stored by faculty for 30 days after grades are submitted for the course. No tests are to be given to students to keep.
6. Only students with documented disabilities who have been evaluated and approved by the Student Disabilities Support Services department will be provided with any special testing arrangements. This is the responsibility of the student.
7. Students who have test taking concerns who do not have a documented disability must meet with the instructor to discuss options.
8. Course syllabus will outline the quiz/exam schedule and weight for each quiz/exam.
9. Faculty will make arrangements for any students who need to take an exam in the Testing & Tutoring Center.
10. Quiz/exam scores will not be rounded. All scores will be computed to the second decimal place.
11. No extra credit will be allowed.
12. There will be a minimum of 2 dosage calculations on each exam throughout the program.
13. Students must obtain a mean exam grade of 80% to pass the course. Only after the classroom percentage has been averaged based on classroom testing (example: quizzes, exams, tests, midterm, final exam) and is a minimum grade of 80% will the clinical, Kaplan, and other assignments be factored into the final grade.
14. Academic dishonesty will not be tolerated and will lead to immediate dismissal from the program. The student will receive a final GPA of 0.0 for the course(s) involved.
15. Using test banks published by textbook companies for faculty use is considered academic dishonesty and will result in a final grade of 0.0 for the course(s) involved.

## **Test Administration**

1. Students will be allowed one and one-half minute per question for each test unless additional time is pre-approved by Student Services.
2. No cell phones, smart watches, or other electronic devices will be allowed during the testing process.
3. Desks should be clear of books, notes, and all study materials.
4. Scratch paper may be distributed by the instructor and must be returned at the end of the exam.
5. A basic calculator may be used during the exam. No graphing calculators will be allowed.
6. Foam earplugs are allowed with the instructor approval.
7. Head coverings (hats/hoodies/scarves) are not allowed during testing, with the exception of religious head coverings.
8. Water bottles/drinks, mints, hard candies, cough drops are allowed with the approval of the instructor.
9. Students may not eat during the exam.
10. Students may not leave the room during the exam. If an emergency arises, an exception will be made at the discretion of the instructor.
11. No content questions will be addressed during testing.

## **Student Arriving Late or Absent on Exam/Quiz Day**

1. Students arriving late to the classroom, will have the remainder of schedule test time to complete the test. No additional time will be given to unexcused tardy students.
2. The grading policy for missed exams/quizzes will be written in the course syllabus.
3. In the event of an unexpected situation beyond the student's control (serious illness, accident, death of an immediate family member, etc.) the student must notify the instructor to request an excused absence **prior to the exam/quiz**.
4. If an excused absence is granted, arrangement must be made to make up the exam/quiz as quickly as possible.
5. If a student anticipates missing an exam, they must make arrangements with the faculty prior to missed exam.
6. Makeup exams will be proctored.

## **Exam Review**

1. Students will be given the opportunity to review their exams.
2. No note taking, photos, or recordings will be allowed during the review of the exam.
3. Students are expected to use professional, respectful communication during test reviews.
4. Students will not write or in any way record anything from the exam.
5. Faculty will not engage in any disputes over questions or change any grades during the test review time.



### **Guidelines for Item Writing**

1. Each stem should end with a question.
2. All SELECT ALL THAT APPLY items will have 5 distracters. When writing this type of item, follow the stem with bolded Select all that apply, followed by the 5 options.
3. Use the term client in the stem, do not include age gender, race or sex unless necessary to answer the item.
4. Do not use the words **except** or **least**.
5. Bold critical words in the stem of the question, including; **highest, priority, most, first, and best**.
6. Each application level question has to involve a nurse and/or a client/family member.
7. Do not use abbreviations unless the word is also written out: example EKG (electrocardiogram)
8. All pharmacology items will be given in generic names only
9. Refer to clients as “older adults” not “the elderly”.
10. Use a client “reports” instead of “complains”.
11. Number each item 1- 50.... Label each distracter A. B. C. D.
12. Distracters should be in the same family. (Do not ask about medications and have some of the distracters name diseases.)
13. Do not use “All of the above” or “None of the above”.
14. Do not include “of the following” in the stem.

### **Exam/Quiz Construction**

1. A test blue print will be used for all theory exams. The blueprint will be completed when the exam is developed, and will include the following items:
  - a. Course SLO
  - b. Cognitive level
  - c. NCLEX RN test plan topic
  - d. Course topics

### **Alternative-type Questions:**

- a. SELECT ALL THAT APPLY- Items should have 5 answers at the least 2 should be correct. All answers can be correct. Follow the stem with bolded **Select all that apply**. Partial credit will be awarded.
- b. LABEL/DIAGRAM- (1) point will be given to each correctly labeled line.
- c. MATCHING- (1) point will be given for each correct answer.
- d. CHART EXHIBIT- Read the available given chart/exhibit to find information needed to answer the question.

### **Analyzing Test Results**

1. The faculty who administers the exam is responsible for analyzing the test results using the Summary of Test Plan, Review, and Analysis form.

2. Following each test, scoring will be completed using an electronic scoring method.
3. In the event electronic scoring isn't available, faculty will manually score the test.
4. The faculty will review all test questions where greater than 50% of the students answered incorrectly.
5. Point biserial will be considered using the following table:

<b>Discrimination Index</b>	<b>Recommended Action</b>
0.30 and above	Very good item
0.20-0.29	Reasonably good item
0.09-0.19	Marginally acceptable item
Below 0.09	Poor item (should be carefully reviewed and possibly nullified)

6. If a test question is deemed unacceptable, the faculty has the following options:
  - A. Give credit for more than one choice. (this is the preferred action)
  - B. Nullify the test item by giving credit for all choices.
  - C. Delete the test item from the exam and recalculate with one less total item (this is the least preferred action).

## **ATTENDANCE POLICY**

Any student missing 15% of the total hours in a clinical, classroom or lab, will result in the student's final grade being lowered one whole number. As an example, if the student's final grade is a 3.5, the student's grade will be lowered to 2.5.

Any student missing 20% or more of the total hours in a clinical, classroom or lab will result in a course failure; regardless of scores in other graded components of the course, a 2.0 will be assigned as a final grade.

**Clinical Attendance-** Students will utilize the content they have learned in lab and lectures during scheduled clinical days. These learning opportunities are critical to the student's overall education, and therefore, attendance is required. If there is a rare occurrence and a student must miss a clinical day due to an emergency or illness, the student will be assigned a learning activity. This learning activity will include a 3-page paper on a topic decided by the clinical instructor. The student will also lead a post-conference discussion on the assigned topic. Students should meet with the clinical instructor to identify the topic. Any missed clinical time greater than or equal to half of the scheduled clinical day will be considered an absence. Missed time less than half of the clinical day will be considered a tardy.

**Tardiness-** Being late to lectures, lab, or clinicals is a disruption for the entire class, and therefore isn't tolerated. Students who demonstrate a pattern of being late will be addressed. A learning contract will be issued after three accumulated tardies in class, lab, and/or clinicals. The learning contract will be reviewed by the student, faculty, and Dean and a plan for success will be created. An additional tardy following the learning contract will result in a course final grade drop of 0.5. For example, a final grade would drop from a 3.0 to a 2.5.

Students who will be absent or tardy for a class session must notify the faculty by email or phone at least one hour before class. In an emergency, the student must notify the faculty member by phone as soon as possible. If a student is scheduled to be in a clinical setting that day, the student must call the clinical agency and notify them of their absence.

See individual course syllabi for any additional details regarding the attendance policy.

## **JURY DUTY**

Students issued a court summons for jury duty should make every attempt to be released from this responsibility by communicating class/clinical hours with the appropriate designee. Students unable to be relinquished of these responsibilities should notify faculty as well as the Dean

## **CRITERIA FOR ISSUING A LEARNING CONTRACT**

The following criteria are listed as non-exclusive guidelines in determining the basis for issuing a written Learning Contract:

1. Unsatisfactory achievement of course and/or clinical objectives or clinical performance evaluation.
2. Unsafe clinical nursing practice. It is understood that unsafe practice may include either a combination or repetitive examples of one or more of the following:
  - a. Errors in medication, calculation or administration.
  - b. Administering medication without faculty in attendance.
  - c. Violation of nursing principles resulting in actual or potential client harm.
  - d. Failure to demonstrate critical thinking skills sufficient for safe clinical judgment.
  - e. Failure to demonstrate adequate preparation in subsequent clinical experiences, i.e. knowledge of related pathophysiology, medications and nursing interventions.
  - f. Failure to teach, work or communicate professionally, therapeutically or effectively with the health care team members/faculty in providing care to individual clients and families.
3. Failure to meet the responsibilities of a student in the Nursing Program as evidenced by:
  - a. Excessive tardiness or absences.
  - b. Unprofessional personal appearance and/or hygiene, etc.
  - c. Repeated failure to submit required written work in a clinical area or classroom on time.
4. Violations of established Nursing Code of Ethics, i.e., American Nurses Association Code for Professional Nurses (Refer to NUR 101 Fundamentals textbook).
5. Acts of Incivility per the American Nurses Association (ANA Position Statement). Registered nurses and employers across the healthcare continuum, including academia, have an ethical, moral, and legal responsibility to create a health and safe work environment for registered nurses and all members of the health care team, health care consumers, families, and communities. Nurses are required to “create an ethical environment and culture of civility and kindness, treating colleagues, co-workers, employees, students, and others with dignity and respect.

## **LEARNING CONTRACT GUIDELINES**

### **A. LEARNING CONTRACT:**

1. Problem:  
The faculty member will list, in writing, the reasons for issuing the Learning Contract, based on, but not limited to, established criteria. This identification will include documentation of behaviors which are unsatisfactory. Learning Contracts shall be issued in a timely manner.
2. To be resolved by:  
The faculty member will verbally establish a time period for resolution of the unsatisfactory behavior, followed by a written notice (Probation Period). The time period must be entered in this section and signed by student and faculty member.
3. The student shall resolve any difficulty as previously documented within the period of probation.
4. Copies shall be given to the Dean, the faculty member and the student (Dean's copy will be placed in the student's file).

### **B. LEARNING CONTRACT REPLY:**

The student will reply, in writing, to the written Learning Notice within one week. This will include the following:

1. Student's perception of the unsatisfactory behavior.
2. Awareness of consequences of behavior.
3. Methods that will be utilized to correct the unsatisfactory behavior.
4. Copies will be given to the Dean, faculty member and student.  
(Dean's copy will be placed in the student's file)

The faculty member and the student must sign and date the Learning Contract and Learning Contract Reply after reviewing each together.

### **C. RESOLUTION OF THE LEARNING CONTRACT:**

At the end of the established probationary period, the student and the faculty member will again have a conference on effectiveness of corrective action taken. If the student has progressed to another clinical area during this time, the student will be evaluated by both the faculty member who issued the Learning Contract and the present faculty member.

1. If the student shows satisfactory improvement, the issues identified in the Learning Contract will be deemed resolved. A Resolution of Learning Contract providing an evaluation of the student's progress will be written in triplicate, signed and dated by both the faculty member(s) and the student.

This will remain on file until the student graduates. Copies will be sent to the Dean of Health Sciences, the faculty member(s) and the student.

2. If the student does not show satisfactory improvement after receiving a Learning Contract, the student shall fail the course. The student has the right to appeal.

**Glen Oaks Community College**

**Division of Nursing**

**A. LEARNING CONTRACT**

Student: \_\_\_\_\_

Course: \_\_\_\_\_

Date: \_\_\_\_\_

I. UNSATISFACTORY PERFORMANCE/CONDUCT:

2. PROBATIONARY PERIOD TO EXTEND FROM:

\_\_\_\_\_ to \_\_\_\_\_  
Date Date

3. LEARNING CONTRACT REPLY DUE: \_\_\_\_\_  
Date

\_\_\_\_\_  
Student's Signature Date Faculty Signature Date

Distribution: Dean of Health Sciences, Faculty and Student.

**Glen Oaks Community College**

**Division of Nursing**

**B. LEARNING CONTRACT REPLY**

Student: \_\_\_\_\_

Course: \_\_\_\_\_

Date: \_\_\_\_\_

I have been counseled that my behavior is Unsatisfactory/Questionable. (Circle one)

PERCEPTION OF UNSATISFACTORY PERFORMANCE/CONDUCT:

CONSEQUENCES OF UNSATISFACTORY PERFORMANCE/CONDUCT:

METHODS TO BE USED TO CORRECT UNSATISFACTORY  
PERFORMANCE/CONDUCT:

_____ Student's Signature	_____ Date	_____ Faculty Signature	_____ Date
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**REPLY FORM DUE ONE WEEK FROM ISSUANCE OF LEARNING CONTRACT  
NOTICE**

(Additional pages may be added)

Distribution: Dean of Health Sciences, Faculty and Student.



**Glen Oaks Community College**  
**Division of Nursing**  
**C. RESOLUTION OF LEARNING CONTRACT**

Student: \_\_\_\_\_

Course: \_\_\_\_\_

Date: \_\_\_\_\_

STATEMENT OF RESOLUTION:

Student's Signature	Date	Faculty Signature	Date

Distribution: Dean of Health Sciences, Faculty and Student.

## ***CRITERIA FOR IMMEDIATE DISMISSAL FROM THE PROGRAM***

The following criteria are listed as examples, but are not limited to, critical behaviors that will not be tolerated, and will lead to immediate dismissal from the program. The student will receive a final GPA of 0.0 for the course(s) involved.

1. Academic dishonesty.
2. Violation of client confidentiality, (HIPAA).
3. Sexual harassment/sexual misconduct.
4. Verbal or physical threats/threatening behavior to clients, staff, peers, faculty or administrators.
5. Conviction of a felony, high misdemeanor or misdemeanor involving a controlled substance or alcohol.
6. Injury to a client, staff, peer or faculty as a result of negligence, abuse or unsafe actions in providing nursing care.
7. Reporting to class/clinical under the influence of drugs/alcohol.
8. Carrying a weapon such as a knife or gun on one's person to class or clinical agency.
9. Violation of the Michigan Public Health Codes, the Indiana Nurse Practice Act, the Patient Bill of Rights or the ANA Code of Ethics.
10. Leaving the clinical site during your clinical experience without notifying clinical instructor.

Refer to the college catalog for other behaviors under the Student Code of Conduct

## ***Artificial Intelligence Policy***

While we recognize the benefits of Artificial Intelligence (AI) in many areas of research and development, we have decided that its use in completing assignments is not appropriate.

As the nursing program at GOCC, we are committed to fostering an environment that encourages critical thinking, creativity, and personal growth through independent learning. Using AI to complete assignments undermines this goal by removing the opportunity for students to engage with the material and develop their own ideas and insights.

Effective immediately, the use of AI tools to complete assignments is prohibited in all courses within the nursing program. This includes, but is not limited to, the use of AI-generated text, automated essay writers, and machine learning algorithms.

We expect all students to uphold the highest standards of academic integrity and to complete all assignments using only their own ideas and efforts. Any student found to be using AI to complete an assignment will be subject to disciplinary action, up to and including expulsion from the nursing program.

We understand that this policy may be inconvenient for some students, but we believe it is in the best interest of everyone in our community. Thank you for your cooperation in upholding the standards of academic integrity and independent learning that we value at GOCC and in the nursing program.

### ***CRITERIA FOR DISMISSAL SHALL INCLUDE BUT NOT BE LIMITED TO:***

#### **COURSE/CLINICAL FAILURE**

- Excessive absences as outlined in course syllabus or college catalog.
- **FINAL** course grade of less than 2.5 in any required nursing curriculum course.
- Unsatisfactory lab/clinical **FINAL** performance evaluation resulting in a failure.
- Any student receiving a grade below 2.5 in any nursing curriculum course will need to repeat the course. Contact the Dean with desire to return to determine if an open seat is available.
- Students who fail two NUR courses in two separate semesters shall be dismissed from the program, and not allowed to return.

## **WITHDRAWAL POLICY**

A student finding it necessary to withdraw from the Nursing Program must file an official withdrawal form with the Registrar's Office. Failure to obtain official release can result in failing grades in all classes from which the student fails to withdraw, and deprivation of tuition refund privileges in effect at the time of withdrawal.

All students are **HIGHLY ENCOURAGED** to meet with their instructor/professor prior to withdrawing from any class.

1. If withdrawal is made during the first 10% of the academic period, no grade is recorded.
2. Following the first 10% of the academic period and not exceed 90% of the total academic period, a student will receive an automatic "W".
3. During the final 10% of an academic period, a "W" will not be issued.

**NOTE:** A "W" will not be calculated as part of a student's grade point average (GPA)

## **READMISSION TO THE NURSING PROGRAM**

NURSING STUDENTS WHO HAVE WITHDRAWN OR BEEN DISMISSED FROM THE NURSING PROGRAM, FOR ANY REASON, ARE NOT GUARANTEED READMISSION.

**A. Students seeking readmission to the next immediately occurring class (no longer than 1 year after withdrawal or dismissal), must follow the process defined below:**

1. Meet with the Dean of Health Sciences and submit a request for readmission letter. The letter **MUST** address the following:

- Detailed nature of the circumstances leading to exit from the program.
- Detailed interventions which the student has successfully implemented to resolve the circumstance(s) that led to exit from the program. Documentation if appropriate shall be provided to support the student's position.

The Nursing Faculty Readmission Committee shall evaluate the student's request for re-admission letter and evaluate whether the student has been able to reconcile the reasons that led to withdrawal/failure or dismissal.

**B. Students seeking readmission greater than 1 year after withdrawing or being dismissed must take the Kaplan Entrance Exam and meet the same criteria as newly entering students, plus meet the above criteria.**

Students out longer than 1 year shall be evaluated by the Nursing Readmission Committee on an individual basis. The student seeking reentry shall be ranked along with the other new applicants.

**If denied readmission by the Nursing Faculty Readmission Committee, the student is encouraged to follow the APPEALS PROCESS, SEE BELOW:**

Students denied readmission by the Nursing Faculty Readmission Committee may appeal to the Dean of Health Sciences. If the Dean denies readmission the student may appeal to the Vice President of Academics. The Vice President of Academics decision is the final decision.

## **IMMUNIZATION POLICY**

Immunization records are maintained in the nursing office to meet the requirements of the affiliation agreements with clinical sites. Entry into the program will be denied to anyone not adhering to the immunization record process.

Students entering the GOCC Nursing Program are required to submit evidence of immunizations on a health record or physical form completed by your physician as follows:

### **MEASLES, MUMPS AND RUBELLA (MMR)**

Students born in or after 1957 must:

- Have proof of two (2) MMRs in your file. If you have no proof of two (2) MMRs, you must receive them before entry into the program. The doses should be one month apart, so you would need to have the first one two (2) months before your classes start, and the 2<sup>nd</sup> one **NO LATER THAN** 1 month prior to 1<sup>st</sup> day of class.
- In lieu of getting the MMR's you may get titers drawn for Measles, Mumps and Rubella but they must prove immunity to each disease, otherwise you will need to get the MMRs.

Students born before 1957 must:

- Have one documented MMR
- Submit \*titer for Rubella showing immunity

**PLEASE NOTE:** Measles vaccinations may temporarily suppress tuberculin reactivity; therefore, tuberculin testing should be postponed 4-6 weeks after receiving an MMR immunization. MMR should not be given to women known to be pregnant or who are considering becoming pregnant within 3 months of immunization.

### **HEPATITIS B**

Proof of Hepatitis B immunity through submission of a health record showing the 3 Hepatitis B shot series **OR** Hep B Surface (AB) Anti-Body \*titer.

If you are just starting the series of three shots, you need to know that **2 shots must be done before you can start clinical**. The third shot is administered 4 to 6 months later so this series takes about 5-7 months to complete.

### **CHICKEN POX**

Proof of immunity by \*titer or 2 vaccinations.

**\*A titer is a blood test that shows the antibodies sufficient to produce immunity**

## ***IMMUNIZATION RECORDS (CONT.)***

### **TUBERCULIN (TB) TESTING**

A TB test with negative results is required yearly. If there has been a previous positive reading you will need to get a chest X-ray for your record showing you do not have TB; those are required every 2 years.

### **Tdap**

Tetanus, Diphtheria & Pertussis vaccine. One time dose of Tdap as soon as feasible to all Health Care Provider's (HCP) who have not received Tdap previously. Get Td boosters every 10 years thereafter.

### **Influenza Vaccine (Flu Shot)**

Yearly Influenza Vaccine(s) **IN SEASON** (FALL/WINTER).

### **COVID-19 Vaccination**

Completion of an FDA-authorized vaccination or series of vaccinations is required (unless there is an approved exemption on file).

## ***LATEX ALLERGY POLICY***

- Allergic responses to latex can be life threatening. Please be advised, you are responsible for informing the nursing office if you suspect you have a latex allergy. Testing to identify the allergy must be completed prior to admission or once it is manifested.
- Students with a known latex allergy must obtain a physician release for clinical rotations and sign a letter of understanding releasing the College and Clinical agencies from responsibility, including medical liability, should a reaction occur.
- The College will provide latex and powder free gloves for nursing labs. Should the clinical agency to which you are assigned NOT provide latex free gloves, you will be responsible for providing your own gloves.
- If the allergy is severe, you will be required to have an epi-pen on your person at all times.

## ***GLEN OAKS COMMUNITY COLLEGE CLOSING /DELAY PROCEDURE***

When inclement weather warrants the possibility of closing day, evening classes, or create a school day delay at Glen Oaks Community College, the following procedure will be implemented.

If severe weather conditions appear to be developing, the Director of Building & Grounds will contact the College President or designee to discuss general road/travel conditions. If State Police OR the Sheriff officially closes the roads, no one is expected to travel. The President OR designee will make decision as to whether or not to have a delayed start OR to close/cancel school for the day.

The President or designee will notify President's Executive Associate by 5:30 a.m. and she/he will notify the various news-media outlets (TV & radio stations) accordingly: WLKM (96FM), WMSH (99.3FM), WNWN (98.5), WKFR (FM 103.3), WKFR (103.3) WRKR (107.7), WTHD (105.5 LaGrange), WKZO (96.5) and television station WWMT (Kalamazoo Channel 3), WOOD TV8 (Channel 8 & 41), FOX 28 and WNDU (Channel 16). Glen Oaks website and Channel 3 news will be the FIRST areas the closing or delay will be posted.

In the event of early dismissal and/or afternoon or evening closure, similar protocol as outlined above will be followed. (evening closures = notifications by 4:00 p.m.). The only deviation from this would be IF there was an immediate change of weather and/or orders by the St. Joseph County Sheriff's Department banning travel.

**IF the college has delayed start (usually 2 hours), faculty, staff and students should meet where they would normally be at THAT time. This applies for ALL ON CAMPUS classes. EXAMPLE: If you attend a class that normally runs from 8am-11am, you would report for that class at the 10:00 a.m. start time. ANY classes that would normally end PRIOR to the delayed start time, will NOT be held.**

In the event that the college will be closed or have a delayed start time, the President or designee will initiate a phone fan-out call list to employees notifying them accordingly. An e-mail or text alert will be sent out to those who have signed up to receive that method of communication from GOCC.

Considering the size of our service area, it is often difficult to get an accurate report on the weather conditions overall. In all situations the best judgment and information available will be utilized. However, in the final analysis, each person must use their own best judgment regarding weather conditions and their ability to drive to campus safely.

Employees are expected to report for work and fulfill their hourly obligations whenever the College is open.



## **CLINICAL CANCELLATION NURSING DIVISION POLICY**

In the event of the official closing of the college, e.g. due to inclement weather, clinical experiences will not be held.

Policy 3.21E

## **NURSING & ALLIED HEALTH POLICY**

### **CRIMINAL BACKGROUND CHECK POLICY**

Maintaining the safety of healthcare facility clients is important to Glen Oaks Community College and state and national agencies.

The Joint Commission, which accredits many healthcare facilities across the nation, enforced background screening in September, 2004 and set requirements mandating that students in a healthcare field must complete the same background check as hospital employees. Michigan Compiled Laws reinforced this in 2006 and continue to be refined to include background checks for any "health facility or agency that is a nursing home, county medical care facility, hospice, hospital that provides swing bed services, home for the aged, or home health agency" (Michigan Public Act 167 of 2017).

In accordance with state law and national accreditation requirements, nursing and allied health students must complete background investigations to be able to use clinical sites. The student will incur the cost of the background investigation either directly or through course fees. Students should contact the Health Sciences department prior to starting any background investigation to ensure they are following program or department directions.

Admission or readmission to any healthcare program will be denied for the following:

Certain felony convictions or attempt/conspiracy to commit a felony within 15 years preceding the date of admission; such as criminal sexual conduct, abuse or neglect, health care fraud involving a firearm, prescription drugs or similar felonies. For a full list of felonies, see MCL 333.20173a at <http://www.legislature.mi.gov>. Or any misdemeanor within 10 years prior to application that involved or is similar to the following:

1. Abuse, neglect, assault, battery.
2. Criminal sexual conduct.
3. Fraud or theft against a vulnerable adult (as defined by the Michigan penal code or similar misdemeanor in state or federal law), but not limited to such crimes against a vulnerable adult.
4. Criminal activity involving controlled substances such as sale, possession, distribution or transfer of various narcotics or controlled substances.

For a full list of misdemeanors, see MCL 333.20173a at <http://www.legislature.mi.gov>.

Once admitted to an Allied Health/Nursing Program or nurse aide course, students subsequently convicted of crimes listed above will be dismissed from the Allied Health/Nursing Program or Nurse Aide Course. It is the student's responsibility to report changes in the status of his/her criminal background to the Director of Allied Health or Dean of Health Sciences no later than 3 days after the occurrence. Policy 3.21C

## ***NURSING AND ALLIED HEALTH SUBSTANCE ABUSE POLICY***

Many federal and state laws are now in effect to protect the safety of clients. Healthcare agencies are now charged with certain actions to protect the safety of the public from employees who are working under the influence of drugs/and or alcohol or who have criminal backgrounds. Students in nursing and healthcare occupations must be in compliance with these agency stipulations in order to participate in clinical experiences/externships.

To comply with our agency contracts, drug screening is incorporated into the health status evaluation required prior to entrance to each Nursing and Allied Health Program.

Positive drug test is grounds for immediate dismissal from the program. Final decision will be made by the Dean of Health Sciences.

The student will incur the cost of drug screening. The nursing and allied health department contracts with an outside agency to conduct these services.

GOCC reserves the right to drug screen nursing and allied health students when behavior or conduct makes staff/faculty suspect substance abuse. The student will incur the cost of any drug screening.

**\*Note: Some health care agencies used for clinical experiences/externships are initiating random drug screening for staff and students assigned to their agency.**

Refusal to allow mandatory or requested drug screens in the clinical agency will result in immediate program dismissal and potential college disciplinary actions. Please refer to Glen Oaks Community College Catalog for the Student Code of Conduct which describes behaviors that will result in disciplinary action.

## ***LEGALIZATION OF MARIJUANA- NO CHANGE TO GOCC POLICY***

**The GOCC Policy prohibits students, employees, and members of the public from possessing or using marijuana (adult legal or medicinal) on college property, in student housing, or during any college activities.**

As a recipient of federal funding for financial aid and federal grants, GOCC is required to follow the Safe and Drug-Free Schools and Communities Act and the Drug Free Workplace Act.

A student who possesses, uses, or is found under the influence of marijuana on college property is subject to sanctions under the Student Code of Conduct. A description of the Alcohol and Drug Policy and the Student Code of Conduct can be found in the college catalog at [www.glenoaks.edu](http://www.glenoaks.edu). Students who reside in the Devier Student Suites are also subject to terms in the Student Housing Handbook.

This information is presented to assist you in complying with the Michigan Regulation and Taxation of Marijuana Act and with applicable GOCC and the Student Code of Conduct.

## **SOCIAL NETWORKING POLICY**

### **American Nurses Association (ANA), Principles for Social Networking**

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

### **6 Tips to Avoid Problems**

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

### **Social Media Conduct**

Students must maintain professional boundaries in the use of electronic media and are required to uphold all privacy requirements associated with class/lab/clinical sessions. Therefore, students may not record, text, post or discuss any class/lab/clinical experience information regarding students, the College, the clinical agency, staff, or clients on any social media site. Students should review the National Council of State Boards of Nursing (NCSBN) website information referred to below.

### **References:**

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

## **CELL PHONE USE**

(As it pertains to nursing students while in class, clinical or lab)

### **CLASS/LAB**

Cell phones/Smart watches for personal use are to be turned off in class and labs unless deemed appropriate by faculty. Calls/texting to or from friends and family etc. are to be made on the student's own time (breaks or between classes, lunch). Any special arrangements are to be made with faculty. Students violating this policy will be dismissed from class with a Learning Contract to follow. Subsequent occurrences will result in progressive discipline up to and including dismissal from the program.

### **CLINICALS** (acute care facilities or other health care agencies)

Cell phone use in the clinical/healthcare agencies, at specified sites only, is for the purpose of contacting the instructor or receiving a call from the instructor. Use of the phone for making or receiving calls, texting, photographing for personal use is strictly forbidden. Such calls (making receiving calls/texting) are to be done on student's own time (lunch/breaks) away from client unit or other client areas. Instruct family/others to send **ONLY** emergency calls to the clinical unit.

Cell phone cameras are **not** to be used in client areas due to HIPAA laws. Taking pictures of client is strictly forbidden by HIPAA laws.

Students violating this policy will be dismissed from the clinical site with a Written Warning to follow. Subsequent occurrences will result in progressive discipline up to and including dismissal from the program.

**NOTE:** Agency cell phone policies will supersede this GOCC Nursing Division policy.

### ***STUDENT CONCERNS WITHIN THE NURSING DIVISION***

In the event that a student has a concern or issue with a faculty member, the first step is for the student to request an appointment with the faculty member to address the concern privately. If the concern is not resolved to the student's satisfaction, the student may make an appointment to speak with the Dean of Health Sciences. Following the appointment with the Dean, a meeting will be arranged with all three parties present, the student, the faculty member and the Dean for the purpose of trying to achieve resolution of the student concern.

If a resolution is not achieved within the Nursing Division; the student may complete a student concern report (3.65A) and submit to the Vice President of Academics. See the Glen Oaks Community College Student Concern Procedure in the college catalog.

### ***CHILDREN IN THE CLASSROOM***

As an educational institution, we are aware of the distraction that a child, no matter how quiet, may bring into the learning environment. It is for this reason that the following policy is in effect: No children will be allowed in the classroom or lab setting.

# SIGNATURE PAGES

(Do not remove from book)



**Signature Page for Social Networking, Cell Phone, Student Concern and Immunization Records Nursing Division Position Statements:**

I \_\_\_\_\_ have read the **Social Networking**  
**Statement** and understand that this will be the policy going forward to handle  
any concerns within the Nursing Program.

\_\_\_\_\_  
**Signature of Student** **Date**

\*\*\*\*\*

I \_\_\_\_\_ hereby acknowledge that I  
**Print Name Please**  
have read the **Cell Phone Use Statement** and understand that this will be the  
policy going forward to handle any concerns within the Nursing Program.

\_\_\_\_\_  
**Signature of Student** **Date**

\*\*\*\*\*

I \_\_\_\_\_ have read the **Student**  
**Print Name Please**  
**Concern Statement** and understand that this will be the policy going forward to  
handle any concerns within the Nursing Program.

\_\_\_\_\_  
**Signature of Student** **Date**

\*\*\*\*\*

I \_\_\_\_\_ know that my **Immunization Records** must be  
up to date prior to clinical rotations, and a copy of my records will be held in the  
Nursing Office. I consent to allow my immunization records be communicated with  
clinical sites as required for my clinical education.

\_\_\_\_\_  
**Signature of Student** **Date**

All Nursing Division Policies are subject to change at the discretion of the  
Director of Nursing/Faculty

### **STUDENT CONFIDENTIALITY STATEMENT**

I, \_\_\_\_\_ understand that in the performance of my duties as a nursing student, I am required to have access to and am involved in the processing of client care data. I understand that I am obliged to maintain the confidentiality of this data at all times, both at work and off duty, and that I must comply with the Health Insurance Portability and Accountability Act (HIPAA). I understand that a violation of these confidentiality considerations and/or HIPAA may result in disciplinary action, including dismissal from the program. I understand that I could be subject to legal action and/or fines. I certify by my signature that this matter of maintaining confidentiality has been discussed with me in all areas concerning the privacy of client information.

\_\_\_\_\_  
**Signature**

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

### **HANDBOOK RECEIPT**

I verify that I have obtained the Student Nurse Handbook. It is expected that I will read, understand and comply with the policies contained therein.

\_\_\_\_\_  
**Signature**

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

### **EXEMPLAR STUDENT WORK**

I consent to allow the Division of Nursing to utilize my exemplary work for the ongoing process of program development.

\_\_\_\_\_  
**Signature**

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

*Please sign and retain for your records **Separate signature page signed by student and placed in student's nursing file.***

## **GRADUATION**

### **Application for Graduation (AUDIT)**

An application for graduation must be filed by each student who wishes to receive a degree or certificate from Glen Oaks Community College. The application should be filed with the Registrar two weeks prior to the beginning of the third semester.

The Application for Graduation has NOTHING to do with “walking” in the graduation ceremony.

The graduation audit must be performed before the College is able to submit the “Certificate of Completion” to the state which will allow the student to sit for the NCLEX exam.

There is NO fee for this application.

### **Graduation Requirements**

A candidate must have received a minimum grade of 2.5 in each required course in the nursing curriculum, maintained an overall GPA of 2.5, successfully completed the specified curriculum requirements and made satisfactory settlement of all bills and/or financial obligations deemed necessary by the College.

**Nursing students are STRONGLY encouraged to attend the formal commencement exercises as well as the Health Sciences Pinning Ceremony. Graduation guests are limited to invitation only, but the Health Sciences Pinning Ceremony is open to all guests.**

## **HEALTH SCIENCES PINNING CEREMONY**

The pinning ceremony is a time-honored tradition, and it signifies your official initiation into the brotherhood and sisterhood of nurses. The ceremony is rich with symbolism. The history of this rite of passage can be traced all the way back to the Crusades of the 12th century.

The modern ceremony dates back to the 1860s, when Florence Nightingale was awarded the Red Cross of St. George in recognition for her tireless service to the injured during the Crimean War. To share the honor, she in turn presented a medal of excellence to her brightest graduates. By 1916, the practice of pinning new graduates was standard throughout the U.S.

The nursing pin cannot be considered mere jewelry or a reminder of graduation like the tassel or a mortarboard. Rather, the nursing pin has a history that connects each new Glen Oaks nurse to every nurse who has come before, every nurse in the United States, every nurse who has ever accepted the responsibility of the profession.

The wearing of the nursing pin is a privilege earned by graduates of Nursing Programs across the country. It is a symbol of the practice of nursing and the educational preparation of the wearer. Most schools have a pinning ceremony to honor their graduates, and the Glen Oaks Nursing Program is no exception.

## **HOW TO REGISTER FOR LICENSE AND NCLEX**

### **To Register for Michigan License**

To apply for a Michigan Nursing License, visit <https://www.michigan.gov/-/media/Project/Websites/lara/bpl/Nursing/Licensing-Info-and-Forms/Nursing-Licensing-Guide.pdf?rev=469c2956838248f9b869fd411084cbab>. This pdf lists the instructions, costs, and requirements to register for a Michigan Nursing License.

### **To Register for Indiana License**

To apply for an Indiana Nursing License, visit [https://www.in.gov/pla/professions/nursing-home/nursing-licensing-information/#Initial LPN or RN License by Endorsement Reciprocity](https://www.in.gov/pla/professions/nursing-home/nursing-licensing-information/#Initial_LPN_or_RN_License_by_Endorsement_Reciprocity). This site lists the instructions, costs, and requirements to register for a Indiana Nursing License. If you are planning on applying for an Indiana Nursing License, you must let the nursing office know in order for your certificate of completion be sent to Indiana, instead of Michigan.

### **To Apply for the NCLEX Test**

To register for the NCLEX, visit <https://www.nclex.com/registration.page>. The program code for the GOCC Nursing Program is: US09401000.

**US09401000 NCLEX RN ADN**

**REMEMBER:** You must complete the Mandatory Kaplan Review on campus to be eligible to sit for Boards.