Welcome to the ECC Nursing Program!

ECC’s Nursing Program is approved by the Illinois Department of Professional Regulation for both practical and professional nursing and is accredited by the Accreditation Commission for Education in Nursing (ACEN). The Accreditation Commission for Education in Nursing may be contacted at 3343 Peachtree Road NE, Suite 850 Atlanta, GA 30326 or by phone at 404 975-5000 or by Fax 404-975-5020. www.acenursing.org

The mission of Elgin Community College is to improve people’s lives through learning.

Health Professions Division - Mission Statement
The mission of Health Professions is to provide quality education that supports the development of health and wellness practitioners.

Health Professions Division - Vision Statement
The Health Professions Division will be recognized as a leader in providing quality education using innovative teaching strategies. Our students will develop confidence in their discipline through training in simulated and clinical settings. We will utilize interdisciplinary activities to instill a sense of professionalism in our graduates and nurture an appreciation for lifelong learning.

Nursing Program Mission Statement
The mission of the Elgin Community College Associate Degree Nursing Program is to provide an equitable, quality education that supports the development of professional nurses to practice safe, quality, evidence-based nursing care in the current healthcare environment.
# TABLE OF CONTENTS

## SECTION 1
- Nursing Philosophy .................................................................................................................. 3
- Organizing Framework .................................................................................................................. 4
- Program Organization .................................................................................................................. 6
- Nursing Curriculum Plan ............................................................................................................. 7

## SECTION 2
A. Academic Integrity Policies ...................................................................................................... 8
   - Academic Integrity Policy ......................................................................................................... 8
   - Professional Dishonesty Policy ............................................................................................... 12
   - Health Professions Contract of Social Media Conduct .......................................................... 12
   - Contract of Handheld Technology ......................................................................................... 13
B. Behavior Policies ....................................................................................................................... 14
   - Student Code of Conduct Policy ............................................................................................. 14
C. Criminal Background Checks and Drug Testing ..................................................................... 18
D. Testing and Grading Policies .................................................................................................... 19
   - Clinical Evaluation Policies .................................................................................................. 21
E. Retention & Promotion .............................................................................................................. 22
   - Advanced Placement Students ............................................................................................. 22
   - Failure/Withdrawal & Re-entry Policy .................................................................................... 22
   - New Program Requirements .................................................................................................. 23
   - Health Professions Dismissal Policy ...................................................................................... 23
   - Student Grievance Policy ....................................................................................................... 24
F. Classroom Experience ............................................................................................................... 24
   - Criteria for Written Assignments ............................................................................................ 24
G. Clinical Experience .................................................................................................................... 24
   - Attendance & Preparation ...................................................................................................... 24
   - Patient Data in the Clinical Area ............................................................................................ 25
   - Health Professions Discrimination Statement ....................................................................... 25
   - Nursing Program Dress Code .............................................................................................. 25
   - Health Requirements ............................................................................................................. 27
   - CPR Certification .................................................................................................................... 27
   - Liability Insurance .................................................................................................................. 28
   - Transportation to Affiliating Agencies ..................................................................................... 28
   - Snow Day Policy ..................................................................................................................... 28
   - Emergency Alert System ........................................................................................................ 28
   - Bloodborne Pathogen Exposure Policy .................................................................................. 28
### TABLE OF CONTENTS (Continued)

#### SECTION 2 (Continued)

<table>
<thead>
<tr>
<th>Section</th>
<th>Title</th>
<th>Page</th>
</tr>
</thead>
<tbody>
<tr>
<td>H.</td>
<td>Exams, Graduation, Licensure</td>
<td>32</td>
</tr>
<tr>
<td></td>
<td>Standardized Testing</td>
<td>32</td>
</tr>
<tr>
<td></td>
<td>Degree Audit</td>
<td>32</td>
</tr>
<tr>
<td></td>
<td>Graduation Requirements</td>
<td>33</td>
</tr>
<tr>
<td></td>
<td>NCLEX Examination</td>
<td>33</td>
</tr>
<tr>
<td></td>
<td>Nursing Licensure</td>
<td>33-34</td>
</tr>
<tr>
<td></td>
<td>CNA Certification</td>
<td>34</td>
</tr>
<tr>
<td>I.</td>
<td>Computer Labs</td>
<td>34</td>
</tr>
<tr>
<td>J.</td>
<td>Nursing Lab</td>
<td>34</td>
</tr>
<tr>
<td></td>
<td>Student Nurse Pack Purchasing Procedures</td>
<td>35</td>
</tr>
<tr>
<td></td>
<td>Skill Validations</td>
<td>35</td>
</tr>
<tr>
<td></td>
<td>Scheduling Lab Faculty Appointments</td>
<td>35</td>
</tr>
<tr>
<td></td>
<td>Appointment Cancellations, No Show and Tardiness</td>
<td>36</td>
</tr>
<tr>
<td></td>
<td>Success with Validations</td>
<td>36</td>
</tr>
<tr>
<td></td>
<td>Failure with Validations</td>
<td>36-37</td>
</tr>
<tr>
<td></td>
<td>Dress Code (Skill Validation)</td>
<td>37</td>
</tr>
<tr>
<td></td>
<td>Student Lab Responsibilities</td>
<td>37</td>
</tr>
<tr>
<td>K.</td>
<td>Resources</td>
<td>38</td>
</tr>
<tr>
<td></td>
<td>Copy Machine</td>
<td>38</td>
</tr>
<tr>
<td></td>
<td>Multi Media Materials</td>
<td>38</td>
</tr>
<tr>
<td></td>
<td>Reference Materials</td>
<td>38</td>
</tr>
<tr>
<td></td>
<td>Spartan Early Alert</td>
<td>38</td>
</tr>
<tr>
<td>L.</td>
<td>Student Communication</td>
<td>38</td>
</tr>
<tr>
<td></td>
<td>Students with Disabilities</td>
<td>38</td>
</tr>
<tr>
<td></td>
<td>Procedure for Requesting Accommodations</td>
<td>39</td>
</tr>
<tr>
<td></td>
<td>ECC Student Email</td>
<td>39</td>
</tr>
<tr>
<td></td>
<td>Revisions in Nursing Student Handbook</td>
<td>39</td>
</tr>
<tr>
<td></td>
<td>Health Professions Division Statement on Safety</td>
<td>40</td>
</tr>
<tr>
<td></td>
<td>Clinical Agencies</td>
<td>41</td>
</tr>
<tr>
<td></td>
<td>Administration/Staff/ Faculty</td>
<td>42</td>
</tr>
</tbody>
</table>

#### SECTION 3

<table>
<thead>
<tr>
<th>Section</th>
<th>Title</th>
<th>Page</th>
</tr>
</thead>
<tbody>
<tr>
<td></td>
<td>APPENDIX</td>
<td>43-54</td>
</tr>
<tr>
<td></td>
<td>Nursing Course Failure/Withdrawal Contract</td>
<td>44-45</td>
</tr>
<tr>
<td></td>
<td>Notice of Clinical Probation</td>
<td>46-47</td>
</tr>
<tr>
<td></td>
<td>Exposure/Incident Report Form</td>
<td>48-49</td>
</tr>
<tr>
<td></td>
<td>Student Handbook Agreement</td>
<td>51</td>
</tr>
<tr>
<td></td>
<td>Confidentiality Statement</td>
<td>52</td>
</tr>
<tr>
<td></td>
<td>Photography Release</td>
<td>52</td>
</tr>
<tr>
<td></td>
<td>Permission To Survey Future Employer</td>
<td>52</td>
</tr>
<tr>
<td></td>
<td>Voluntary Assumption of Risk &amp; Release of Liability</td>
<td>53</td>
</tr>
<tr>
<td></td>
<td>Simulation Lab Confidentiality Agreement</td>
<td>54</td>
</tr>
</tbody>
</table>
NURSING PRACTICE
We believe nursing practice is a relational, interactive and caring process. Nursing practice is an art and a science through which human needs of patients, families and communities are addressed. Patients, families and communities respond to health and illness in unique and diverse ways. The essence of nursing is the provision of quality holistic care. Nursing is defined by research-based theories and includes discipline-specific knowledge, skills and values that are distinct from other domains of healthcare. We believe the nursing process is the foundation of nursing practice and clinical judgment.

THE PRACTICE OF THE ASSOCIATE DEGREE NURSE
As an essential member of the healthcare team, the associate degree nurse “exemplifies the seven core values identified in the NLN Education Competencies Model: caring, diversity, ethics, excellence, holism, integrity and patient-centeredness. The NLN model also identifies integrating concepts, which are context and environment; knowledge and science; personal and professional development; quality and safety; relationship-centered care; and teamwork.”1

Applying the nursing process, the associate degree nurse addresses the acute and chronic health needs of patients in a variety of community-based settings. The associate degree nurse collaborates with the multidisciplinary healthcare team in the provision of quality patient-centered care, practicing within the legal and ethical framework of nursing.

NURSING EDUCATION
Nursing education at Elgin Community College includes general education and a nursing curriculum that emphasizes the knowledge, skills and values of the profession of nursing. Faculty and students establish a partnership wherein the faculty provides diverse learning opportunities and the students accept responsibility for their own learning.

The NLN model identifies student learning as a progressive and multidimensional process. The nursing curriculum provides a variety of rigorous activities to promote excellence and is reviewed and revised to achieve and master excellence in nursing education. Curricular revisions are based on evidence-based nursing educational research and nursing practice.

We believe that life-long learning is essential to maintain competence and accountability. As nursing professionals, graduates are encouraged to participate in nursing organizations, continuing education, certification, and earn advanced degrees to promote nursing excellence.

ORGANIZING FRAMEWORK

The Elgin Community College Nursing Program incorporates the NLN core values and integrating concepts into an organizing structure to achieve the Elgin Community College Nursing Program Outcomes. The core values as identified by NLN Education Competencies Model are Human Flourishing, Professional Identity, Nursing Judgment and Spirit of Inquiry. Additional concepts have also been derived from nurse theorists as well as the Institute of Medicine and Quality and Safety Competencies from the Quality and Safety Education for Nurses (QSEN) and have been incorporated into the framework. The organizing structure is based on the interrelationships among Student, Nurse, Person and Health Care.

The essence of nursing practice is holistic patient-centered care using nursing judgment in which the nurse provides care based on ethical, legal and professional standards. This nursing care incorporates the uniqueness of patients, families and communities to achieve optimal health and wellness. In healthcare, nursing offers a unique perspective when collaborating with the multidisciplinary healthcare team to provide patient-centered care. It reflects the multifaceted, nonlinear nature of nursing needed in the twenty-first century.

Student:  The student is a unique learner who develops a professional spirit of inquiry and accepts responsibility for learning. The student-faculty partnership facilitates professional development of knowledge, skills and attitudes of the nurse.

Nurse:  The professional nurse uses the nursing process to provide quality care to patients, families and communities. Competent practice of the professional nurse is guided by professional, legal and ethical standards of practice.

Health Care: The healthcare team collaborates so that each member offers discipline-specific knowledge from their unique perspective to provide quality patient-centered care within the global community. Quality patient-centered care is achieved when there is mutual respect and shared decision-making among the healthcare team (QSEN).

Person: Based on the holistic needs of a person, the patient-centered goal is to achieve the highest level of health and wellness. The plan of care is based on the patient’s unique cultural preferences, values and needs (QSEN).
LEVELS
The Program is divided into four Levels:
- Level 1 is comprised of the first semester
- Level 2 is comprised of the second semester
- Level 3 is comprised of the third semester
- Level 4 is comprised of the fourth semester

COURSE
A course is the subdivision of a level, carrying a course number and name, for example: Nursing 114 Nursing Fundamentals.

COURSE STUDENT LEARNING OUTCOMES
Each course has student learning outcomes identified in the course syllabus which is the focus of classroom discussion, academic testing and clinical expectations.

NURSING PROGRAM STUDENT LEARNING OUTCOMES
The Nursing Program includes four semesters of nursing courses in addition to the general education courses required for the Associate of Applied Science Degree. Nursing students may elect to obtain a Vocational Specialist Certificate after the completion of Levels 1 and 2 or the first two semesters of nursing courses and the specified general education courses.

- Provide quality holistic nursing care to diverse populations from a global community.
- Participate in life-long learning to maintain competency as a registered professional nurse and improve the quality of care.
- Apply critical thinking skills based on evidence to ensure the delivery of safe, quality care and promotion of health for patients within a family and community context.
- Implement the nursing role with integrity consistent with professional, legal and ethical standards of the profession.
- Collaborate effectively with members of the health care team.
- Use information and technology to communicate, manage knowledge and support decision making for effective delivery of nursing care.
### NURSING CURRICULUM PLAN

ASSOCIATE OF APPLIED SCIENCE IN NURSING

Program admission requirement:
CHM 101/112 (5.0); BIO 110 (4.0) and BIO 240 (5.0) = 14 cr. hours

<table>
<thead>
<tr>
<th>Semester 1</th>
<th>Semester 3</th>
</tr>
</thead>
<tbody>
<tr>
<td>HPE 101</td>
<td>NUR 212</td>
</tr>
<tr>
<td>1.0</td>
<td>5.0</td>
</tr>
<tr>
<td>NUR 114</td>
<td>NUR 214</td>
</tr>
<tr>
<td>8.0</td>
<td>5.0</td>
</tr>
<tr>
<td>NUR 116</td>
<td>SOC 100</td>
</tr>
<tr>
<td>2.0</td>
<td>3.0</td>
</tr>
<tr>
<td>PSY 100</td>
<td></td>
</tr>
<tr>
<td>3.0</td>
<td></td>
</tr>
<tr>
<td>ENG 101</td>
<td></td>
</tr>
<tr>
<td>3.0</td>
<td></td>
</tr>
<tr>
<td><strong>Total</strong></td>
<td><strong>Total</strong></td>
</tr>
<tr>
<td>17.0 cr. hrs</td>
<td>13.0 cr. hrs</td>
</tr>
</tbody>
</table>

<table>
<thead>
<tr>
<th>Semester 2</th>
<th>Semester 4</th>
</tr>
</thead>
<tbody>
<tr>
<td>NUR 120</td>
<td>NUR 220</td>
</tr>
<tr>
<td>4.5</td>
<td>4.5</td>
</tr>
<tr>
<td>NUR 122</td>
<td>NUR 222</td>
</tr>
<tr>
<td>4.5</td>
<td>4.5</td>
</tr>
<tr>
<td>NUR 124</td>
<td>NUR 224</td>
</tr>
<tr>
<td>1.0</td>
<td>1.0</td>
</tr>
<tr>
<td>BIO 265</td>
<td>ENG 102</td>
</tr>
<tr>
<td>4.0</td>
<td>3.0</td>
</tr>
<tr>
<td>PSY 218</td>
<td>Liberal Studies</td>
</tr>
<tr>
<td>3.0</td>
<td>3.0</td>
</tr>
<tr>
<td><strong>Total</strong></td>
<td><strong>Total</strong></td>
</tr>
<tr>
<td>17.0 cr. hrs</td>
<td>16.0 cr. hrs</td>
</tr>
</tbody>
</table>
POlicies and Procedures

All students must read and follow the updated Nursing Program Student Handbook each semester and as necessary. All students will be responsible for following any policy and procedure changes made and will sign Health Professions Nursing Program Student Handbook Agreement page. All students must follow the ECC policies in the College Catalog.

A. Academic Integrity Policies

Administrative Procedure 4.407

References: Board of Trustees Policy: G 1

Subject: Academic Integrity

Adopted: September 5, 2007

Amended: August 9, 2011; September 25, 2014; April 9, 2015

Review: This procedure will be reviewed by the Vice President for Teaching, Learning and Student Development by June 30 of every odd-numbered year.

I. Statement on Academic Integrity

Elgin Community College strives to foster an environment of respect for and achievement of the highest levels of academic integrity for all members of its academic community. Academic integrity and honesty are essential hallmarks of the institution’s contributions to the greater society and cannot be abridged without considerable harm to those who must rely upon the intellectual pursuits of the institution.

The college community has responsibilities to all those within its sphere of influence, both within the academic community itself and to the greater society which supports its work. Institutional integrity can only be achieved through honesty, conscientiousness, and credibility of the members of the ECC community itself. To that end, all members of the ECC community are expected to comply with the college’s shared values, which emphasize excellence, freedom of inquiry, equity, ethical practices, accountability, respect for diversity, and community engagement; and with its codes of conduct, which expressly forbid any form of academic dishonesty.

For more information on how to avoid academic integrity violations, see the Plagiarism Modules available from the main menu, under Student Support, in D2L or via http://studentweb2.elgin.edu/DLearning/plagiarism/index.html. Students may also use the ECC Library resources for citing sources at http://library.elgin.edu/screens/citations.html or seek assistance from the Write Place staff.

II. Acts of Academic Dishonesty include, but are not limited to the following:

A. Cheating

At its most basic level, cheating is the unauthorized use of outside assistance. Cheating includes use of notes, study aids, or other devices that are expressly forbidden by the instructor for the completion of an assignment or an examination. In addition, cheating occurs when a student copies another individual's work or ideas.
B. Plagiarism

Plagiarism is the presentation of another person’s written words or ideas as one’s own. Students are guilty of plagiarism if they submit as their own work:

- the sequence of ideas, arrangement of material, pattern of thought of someone else, even though it is expressed in the student’s own words; plagiarism occurs when such a sequence of ideas is transferred from a source to their work without the processes of digestion, integration, and reorganization in the writer’s mind, and without acknowledgement in their work.
- part or all of a written assignment copied or paraphrased from another person’s work without proper documentation reusing or modifying a previously submitted work for a present assignment without obtaining prior permission from the instructors involved

C. Fabrication

Fabrication is the invention or counterfeiting of data and/or research.

D. Complicity

Complicity occurs when a student provides assistance in any act that violates the integrity policy. Students are guilty of being accomplices to academic dishonesty if they:

- allow their work to be copied and submitted as the work of another
- prepare work for another student and allow it to be submitted as that student’s own work
- keep or contribute materials with the clear intent that they will be copied or submitted as work of anyone other than the author
- purchase work from another source
- fail to report acts of plagiarism to their instructor; students who know their work is being copied are presumed to consent to its being copied

E. Multiple Submissions

Multiple submission occurs when a student submits the same (or largely unaltered) work in multiple courses without instructor approval. Multiple submission does not include coursework in learning community or linked courses (in which instructors develop assignments together), nor shall it cover those situations in which a student has received approval to expand or develop previous work.

F. Misconduct in Research

Misconduct in research occurs when a student violates professional guidelines or standards in research, to include college standards and codes of conduct.

III. Instructor Initiated Sanctions

If an instructor identifies an act of academic dishonesty, the instructor shall determine the appropriate sanction(s) for the particular offense. The instructor may choose to document any of the following actions using the Academic Integrity Violation form:

- Verbal warning
- Completion of non-credit “Writing with Integrity” course through the Write Place
- Rewrite/redo assignment
- Reduced grade/failure on assignment
When an instructor chooses to reduce the final course grade or fails the student in the course, the student must be informed of the act in writing using the Academic Integrity Policy Violation form. The form must be completed then emailed to the student via their ECC student email account with an electronic copy to the Academic Dean, Dean of Students, and Registrar.

The student must also be informed by the instructor of his or her right to appeal the instructor’s determination to the appropriate Academic Dean (see Part IV). A student must appeal within ten days of instructor notification. While an appeal is in progress, the student must be allowed to continue actively participating in the class as long as the student is in compliance with the college’s Student Code of Conduct Administrative Procedure 4.402.

A documented subsequent violation of the Academic Integrity procedure recorded with the Dean of Student Services & Development shall result in administrative sanctions as outlined in the Administrative Procedure 4.402 (Student Code of Conduct), which may include:

1. Disciplinary warning or probation
2. Participation in non-credit “Writing with Integrity” course
3. Suspension
4. Expulsion

IV. Appeal Process
A student charged with an act of academic dishonesty may appeal the instructor’s determination. Students should continue active participation in the course while appeals are under review. The phases outlined below shall be followed. All dates will extend from the date of first notification by the faculty even if such dates fall before the end of the semester. In addition, students who appeal a specific finding of academic dishonesty may not appeal the final grade in the class for reasons associated with the specific academic integrity charge.

Phase I: Informal Resolution
The purpose of Phase 1 is for the faculty member and the student to resolve the disagreement following and documenting these steps:

Step 1: The student must contact the faculty member within ten (10) days of receiving the Academic Integrity Violation form with a written request to the faculty email account identified in the course documents.

Step 2: The faculty member, if available, must respond in writing to the student’s Elgin Community College email account within ten (10) days from the day the student contacts the faculty member.

If the student and faculty member cannot reach an agreement or if the faculty member is unavailable, the student may move on to Phase 2.

Phase 2: Division Review
The purpose of Phase 2 is to allow for independent review of the student’s appeal by following and documenting these steps:

Step 1: To formally appeal the Academic Integrity charge, the student must submit a written statement with documentation to the appropriate Academic Dean for review within ten (10)
days of receiving the faculty member’s response (or if ten (10) days has passed with no response).

Step 2: Within ten (10) days, the Dean will review the documentation and confer with the faculty member, if available, and student to determine if the appeal has merit. If the Dean determines that the appeal has merit, he or she will work with the faculty member, if available, and the student in an effort to resolve the problem in a manner that is agreeable to both the faculty member and student. If such a solution is determined, the Dean and faculty member, if available, will work together to implement the solution as noted in Phase 4, Step 1.

Step 3: If such a solution is not found within ten (10) days, the Dean will forward his or her recommendations to the Vice President of Teaching, Learning and Student Development, as noted in Phase 3.

If dissatisfied with the Dean’s recommendation, the student or faculty member may submit a written appeal to the Vice President of Teaching, Learning and Student Development within five (5) days of the Dean’s recommendation as noted in Phase 3.

Phase 3: Vice President/Committee Review
The purpose of Phase 3 is to provide due process for students and faculty by following and documenting these steps:

   Step 1: If the appeal is denied by the Vice President, the student shall be notified within five (5) days and the matter shall be at an end.

   Step 2: If the Vice President determines that the appeal has merit, within five (5) days of receiving that written appeal, s/he will notify Elgin Community College Faculty Association (ECCFA) of the need to appoint and convene an Academic Integrity Appeal Advisory Committee. The Vice President, in consultation with ECCFA, is responsible for ensuring that those designated to serve are not directly involved with the concern nor have any other conflict of interest. The committee will be comprised of the president of the student senate and three faculty members from three different academic disciplines, including one from the course discipline or closely related field and two from outside of the course discipline.

   Step 3: ECCFA will consult with the Vice President and will select these members within ten (10) days of receipt of the request. After ten (10) days, if ECCFA is unable to fulfill the request, the Vice President shall appoint, in consultation with ECCFA, the faculty representatives for the committee. The faculty members will elect the chair of the committee.

   Step 4: The committee will hold formal hearing(s) at which the student and the faculty member may provide documentation. The student must be advised of his or her right to be accompanied by an advisor (who may be an attorney, but may not participate in the hearings except as an advisor to the student). The faculty member may also bring an advisor (who may be an attorney, but may not participate in the hearings except as an advisor to the faculty member). All committee hearings shall be confidential.

   Step 5: The committee shall review the evidence and make a written recommendation to the Vice President Teaching Learning Student Development within three days of the last hearing. The Vice President may accept or modify the Academic Integrity Appeal Advisory Committee’s recommendations and may determine additional sanctions or responses, as necessary. The Vice President will notify the faculty member, the student, the appropriate Academic Dean, and
the chair of the Academic Integrity Appeal Advisory Committee of his or her decision within five (5) days of receiving the Committee’s recommendation.

Phase 4: Resolution
The purpose of Phase 4 is to implement the findings of the grade appeal process by following and documenting these steps:

Step 1: If the Dean (in Phase 2) or the Academic Integrity Appeal Advisory Committee (in Phase 3) finds merit in the appeal, the faculty member, if available, will be given an opportunity to change the student’s grade prior to the Academic Dean or Committee reporting to the Vice President. The Academic Dean or Chair of the Academic Integrity Appeal Advisory Committee will notify the Vice President of Teaching, Learning and Student Development of the faculty member’s decision in his or her report to the Vice President.

Step 2: If, after all appropriate steps, the grade appeal has been accepted and the faculty member refuses to change the grade, the Vice President Teaching Learning Student Development will change the grade administratively.

1) Nursing Professional Dishonesty Policy

“The students’ behavior represents him/herself, his/her profession, the College, the program and the clinical environment. Professional and ethical behaviors are expected at all times throughout the program.”

Professional dishonesty (which includes unethical behavior) in the clinical setting is also a serious offense within the college community. Ethical agency is a standard of Elgin Community College’s Health Professions Division. Examples of dishonest/unethical clinical behaviors include but are not limited to:

- falsifying documentation
- lying about performance
- failure to self-limit when incompetent to perform a task
- failure to follow procedures according to policy (taking unsafe shortcuts)
- failure to report patient care mistakes to clinical instructor
- covering up for the unsafe behavior of another student
- practice as a nursing student when impaired from drugs or alcohol (Note: students suspected of being impaired from drugs or alcohol will be tested according to the institutional policies of the affiliating clinical facility and Elgin Community College. The student will be responsible for the cost of this testing.)
- any violations of the Health Insurance Portability and Accountability Act (HIPAA)
  [www.hhs.gov/ocr/hipaa](http://www.hhs.gov/ocr/hipaa)

Some violations of confidentiality specific to the student role include but are not limited to:

- collection of any written information (for personal/educational use) about a patient that identifies the patient by name
- the unauthorized taking of any client records (or copies) from the patient care unit
- discussion of clients or care issues outside of the clinical or educational setting and even in those settings, discussion for other than patient care or educational purposes

Such violation(s) may result in a delay in completing my degree requirements or in further
disciplinary action against me by Elgin Community College.

2) Health Professions Contract of Social Media Conduct

In exchange for the educational opportunities provided to me by the clinical agencies, I agree to comply with all state, local, and federal requirements governing the privacy of medical information. Those privacy requirements have been explained to me, and I have had training in complying with these requirements. I agree to uphold all HIPAA and other privacy requirements during my clinical rotations.

I understand that I am bound to comply with all privacy requirements when I am not at the clinical rotation, including in my conversations with family, friends, and peers. I will be held accountable for maintaining the privacy of any information I obtain, see, or am given during my clinical rotations. To uphold the privacy of such information, I agree to not post or discuss any clinical experience or information regarding my experience with the clinical agency, its staff, or its clients/patients on any internet social media. I will be prohibited from returning to the clinical site if I violate any privacy requirement in any regard. Video/audio recording is only permitted with faculty/staff approval. If not approved, students are prohibited from all forms of video/audio recordings. Video/audio recording is also prohibited from being shared with individuals or any internet social media. Videorecording of physical assessment skills are not allowed under any circumstance. Such violation(s) may result in a delay in completing my degree requirements or in further disciplinary action against me by Elgin Community College.

3) Contract of Handheld Technology

Classroom

PDA/Smartphones/Handheld Computers – No electronics are allowed during any exams. Students may not be able to see/hear/feel these devices during exams. If faculty allow a calculator in an exam, the calculator will be provided by the school/instructor. Students with special accommodations requiring a special device must have documented departmental approval in the program director’s office before the beginning of the second week of class.

Audience Response System, ie: Clickers/Desire2Learn (D2L) – refers to an audience response system(ARS). You will be allowed to use your web enabled phone/computer/PDA for this purpose. Please note that all information you transmit is subject to editing by the instructor. Students must realize that any data transmitted via ARS may be seen by other students. It is expected that all information shared will adhere to the school’s code of conduct and the highest professional principles. Some ARS activities will be graded. These graded assignments are subject to the academic honesty policies applicable to exams and written work. False representation or other forms of cheating will be considered academic misconduct and will be referred to the Dean’s office. This policy applies regardless of whether a student is physically present or in distance education.

Clinical

PDA/Smartphones/Handheld Computers – Students using Handheld Devices (HHD) in clinical will always follow these guidelines unless prohibited by the clinical agency:
   o The device will be in airplane mode at all times while being used in the clinical agency.
   o The camera will not be accessed at anytime while in the clinical agency or a clients’ home
   o No pictures will be taken of any person, equipment, or location that is related to clinical without prior written consent of the supervisor of that location, the director of the program, and the faculty member.
- No texting, email, or communication of any type will ever be done in front of a client or clinical agency staff member. At other times, the student must have express permission of the clinical agency and their faculty member.

- Students agree that they will sanitize their HHD with an antibacterial wipe in accordance with basic universal precaution standard (after all patient interactions and at any time one would sanitize their hands/stethoscope).

Use of portable electronic devices in clinical is regulated by the clinical agencies, local, state, and federal regulations and laws. Students are fully responsible to ensure that they adhere to all regulations at all times whether at school, at clinical, on break, or any other time. This includes proper management of confidential client information. All students are fully responsible for following all regulations of the HIPAA guidelines.

http://www.hhs.gov/ocr/privacy/hipaa/understanding/summary/index.html

If there are any questions/concerns about whether or not certain data can be shared, stored, or transmitted students agree to refrain until clarification can be made. It is important to err on the side of caution. Any electronic device used for the purposes of transmitting educational material that is related to clinical or client interactions must be secured with a password when not in use. This includes computers, phones, PDAs and any other such device. Any communication about a clinical or client related concept or event must be de-identified before transmission per HIPAA guidelines.

Permission granted by Lewis & Clark Community College 8-2011

Such violation(s) of the above may result in a delay in completing my degree requirements or in further disciplinary action against me by Elgin Community College.

F. BEHAVIOR POLICIES

ADMINISTRATIVE PROCEDURE 4.402

References Board of Trustees Policy: EP1

Subject: Student Code of Conduct
Adopted: January 20, 1996
Amended: January 31, 1997; January 30, 2001; August 3, 2006; August 23, 2010; August 21, 2013; April 9, 2015
Review: This procedure will be reviewed by the Vice President for Teaching, Learning, and Student Development by June 30 of every even-numbered year.

1. Definitions

Elgin Community College herein referred to as “College”.

College Premises includes all land, buildings, facilities or other property in the possession of or owned by, leased by, used, or controlled by the College, including adjacent streets and sidewalks. [In Health Professions this also includes off-campus instructional sites.]

College Official includes any person employed by the College, performing assigned administrative or professional duties. [In Health Professions this also includes off-campus supervisors, clinical instructors, and preceptors.]
College Community includes any person who is a student, faculty member, College official, visitor or any other person employed by the College or on College premises. A person's status in a particular situation shall be determined by the Vice President for Teaching, Learning, and Student Development.

Organization means any number of persons who have complied with the formal requirements for recognition, through the Office of Student Life.

For more detailed information regarding Administrative Procedures, please go to elgin.edu.

2. **Student Obligations to the College**

Registration at Elgin Community College entitles each student to the rights and privileges of membership in the college community. As in other communities, students must assume the responsibilities and obligations accompanying these freedoms. The responsibility for maintaining appropriate standards of conduct, observing all College regulations, and complying with all federal, state and local laws rests with the student. Behavior for which a student is subject to disciplinary sanctions by the College, fall into these categories:

a. Acts of dishonesty, including but not limited to the following:
   1) Cheating, plagiarism, or other forms of academic dishonesty-second or multiple offenses (Refer to Administrative Procedure 4.407 Academic Integrity)
   [In Health Professions this also includes behavior that extends beyond the student role as well as failure to self-limit when appropriate. Also refer to Administrative Procedure 4.407 Academic Integrity with Health Professions Interpretations.]
   2) Providing false information to any College official, faculty member or office
   [In Health Professions this also includes off-campus supervisors, clinical instructors, and preceptors.]
   3) Forgery, alteration, or misuse of any College document, record, or instrument of identification.
   [In Health Professions this also includes clinical or program documents, records, or instruments of identification.]
   4) Tampering with the election of any College-recognized student organization.

b. Intentionally disrupting the orderly processes and operations of the College:
   1) Interfering with the educational opportunities of other students through classroom disruption or inappropriate behavior [In Health Professions this also includes off-campus instructional sites.]
   2) Intentionally obstructing or denying access to facilities or services by those entitled to use such services or facilities
   3) Intentionally interfering with the lawful rights of other persons on campus [In Health Professions this also includes the rights of other persons at off-campus instructional sites.]
   4) Inciting others to perform acts prohibited by paragraphs (a), (b) or (c) of this section.
c. Intentional participation in demonstrations within the interior of any College building, structure or any other portion of the premises of the College which have not been approved through appropriate administrative procedures. [In Health Professions this also includes off-campus instructional sites.]

d. Unauthorized entry into or occupation of any room, building or premises of the College, including unauthorized entry or occupation at an unauthorized time, or any unauthorized or improper use of any College property, equipment or facilities. [In Health Professions this also includes off-campus instructional sites.]

e. Physical abuse, bullying, verbal abuse, threats, intimidation, harassment, stalking, coercion and/or other conduct which threatens or endangers the health or safety of self or others, including but not limited through the use of social media and electronic communication.

f. Sexual harassment, sexual assault or sexual abuse on College premises or at College sponsored or supervised activities. Refer to Administrative Procedure 3.403 Anti-Discrimination, Harassment, Violence, and Retaliation Policy and Procedure for more detailed information. [In Health Professions this also includes off-campus instructional sites.]

g. Discrimination or harassment on the basis of race, color, national origin, ancestry, sex/gender, age, religion, disability, pregnancy, veteran status, marital status, sexual orientation (including gender-related identity), order of protection status, or any other status protected by applicable federal, state or local law. Refer to Administrative Procedure 3.402 Equal Opportunity and Affirmative Action Statement for more detailed information.

h. Attempted or actual theft and/or damage to property of the College or property of a member of the College community or other personal or public property. [In Health Professions this also includes off-campus instructional sites.]

i. Hazing, defined as an act which endangers the mental or physical health or safety of a student, or which destroys or removes public or private property, for the purpose of initiation, admission into, affiliation with, or as a condition for continued membership in, a group or organization.

j. Failure to comply with directions of College officials or law enforcement officers acting in performance of their duties and/or failure to identify oneself to those persons when requested to do so. [In Health Professions this also includes off-campus supervisors, clinical instructors, and preceptors.]

k. Unauthorized possession, duplication or use of keys to any College premises or unauthorized entry to College premises. [In Health Professions this also includes off-campus instructional sites.]

l. Violation of published College policies, administrative procedures, rules or regulations. [In Health Professions this also includes policies in student handbooks and published policies, rules or regulations at off-campus instructional sites.]
m. Violation of federal, state or local law on College premises or at College-sponsored or supervised activities. [In Health Professions this also includes off-campus instructional sites.]

n. Use, possession, distribution or manufacture of illegal or controlled substances on College premises or at College-sponsored events except as permitted by law. [In Health Professions this also includes off-campus instructional sites.]

o. Use, possession or distribution of alcoholic beverages on College premises or at College-sponsored events except as expressly permitted by the law and College regulations. [In Health Professions this also includes off-campus instructional sites.]

p. Smoking in areas which are not designated by the College refer to Administrative Procedure 3.801 Smoking and Tobacco Use on Campus. [In Health Professions this also includes off-campus instructional sites.]

q. Possession or use of firearms, explosives or other weapons except as authorized by the College.

r. Obstruction of the free flow of pedestrian or vehicular traffic on College premises or at College-sponsored or supervised functions. [In Health Professions this also includes off-campus instructional sites.]

s. Conduct which is disorderly, lewd or indecent; breach of peace; or aiding, abetting or procuring another person to breach the peace on College premises or at functions sponsored by, or participated in by, the College. [In Health Professions this also includes off-campus instructional sites.]

t. Theft or other abuse of computer time or services, including any violation of the Acceptable Usage Guidelines for Electronic Student Services, which can be found in all computer labs.

1) Use of computing facilities to view pornography or send obscene or abusive messages [In Health Professions this also includes illegally accessing protected or prohibited information at off-campus instructional sites.]

u. Abuse of the Disciplinary Hearing Process, including but not limited to:

1) Failure to obey the summons of a judicial hearing committee or College official [In Health Professions this also includes off-campus supervisors, clinical instructors, and preceptors.]

2) Falsification, distortion, or misrepresentation of information before a disciplinary hearing committee

3) Disruption or interference with the orderly conduct of a disciplinary proceeding

4) Request of a disciplinary proceeding knowingly without cause

5) Attempting to discourage an individual's proper participation in, or use of, the disciplinary system

6) Attempting to influence the impartiality of a member of a disciplinary committee prior to, and/or during the course of, the judicial proceeding

7) Harassment (verbal or physical) and/or intimidation of a member of a disciplinary committee, or witness prior to, during, and/or after a judicial proceeding.

8) Failure to comply with the sanction(s) imposed under the Student Discipline Procedure
9) Influencing or attempting to influence another person to commit an abuse of the disciplinary hearing.

3. **Disciplinary Procedures**

   Complaints:
   Any member of the college community may file charges against any student for misconduct using Administrative Procedure 4.401 (Complaint Procedure). [In Health Professions this also includes off-campus supervisors, clinical instructors, and preceptors.]

4. **Appeal**

   Following the adjudication of the complaint, the student or group or organization has the Right to Appeal to the appropriate vice president using Administrative Procedure 4.408 (Appeal).

5. **Record of Complaint and/or Appeal**

   After the Complaint and/or Appeal Processes have been concluded, all records of that processes will be placed in a confidential file in the Dean of Student Services and Development office for a period of 5 years.

C. **CRIMINAL BACKGROUND CHECKS AND DRUG TESTING**

**ADMINISTRATIVE PROCEDURE 3.406**

**References** Board of Trustees Policy: GP 1

**Subject:** Criminal Background Checks and Drug Testing of Health Professions Program Students

**Adopted:** January 1, 2005

**Amended:** June 19, 2006, August 7, 2008; July 9, 2015

**Review:** This procedure will be reviewed by the Vice President for Teaching, Learning and Student Development by June 30 of every even-numbered year.

The Illinois Department of Public Health (IDPH) – Healthcare Worker Background Check Code and the Joint Commission on Accreditation of Healthcare Organizations (TJC) have established regulations that require Elgin Community College to request criminal background checks and drug testing of all students in the Health Professions Division who participate in clinical training. The College will comply fully with the IDPH and TJC regulations governing criminal background checks and drug testing, and those requirements have been incorporated into this procedure. The results of all individual criminal background checks and drug testing will be kept in a secure location with controlled access. All individual test results will be considered confidential.

Criminal background checks and drug testing are required of all students accepted into a Health Professions program. The criminal background check and drug test must be completed no more than 30 days before beginning classes in the Health Professions Division. Students with a history of a felony or disqualifying offense without a waiver from IDPH and/or a positive drug test for illegal substances will be denied admission and/or dismissed from the Health Professions Division.
In addition, students:

- will be responsible for all costs associated with criminal background checks and drug tests (including repeat tests)
- will be responsible for independently securing all criminal background checks and drug tests from a source recommended by the Health Professions Division
- who leave the Health Professions Division for one or more semesters will be required to be re-tested upon re-admission
- who refuse to be tested will be considered positive for the criminal background check and/or drug test and will be denied admission to the Health Professions Division
- with a positive drug test will be referred to the Student Assistance program at ECC
- with a positive drug test may not reapply to a Health Professions program for a period of one year and must supply a letter from a professional source documenting successful rehabilitation
- with a second positive drug test will be permanently dismissed from the Health Professions Division
- whose drug test results are reported as dilute, must repeat the drug test within 24 hours of notification or it will be considered a positive result
- must have a drug test repeated annually while in the Health Professions Division, and may be required to submit to a random drug test if there is cause
- who allegedly tamper with a drug test sample or falsify information pertaining to a drug test must repeat the drug test (collection will be witnessed) within 24 hours of notification
- who refuse to repeat the drug test within the 24 hour time period will be denied admission to the Health Professions Division.

B. TESTING AND GRADING POLICIES

1. **All courses** required for the Nursing program must be completed with a C or better and are required to progress in the Nursing program. The grade will be based on an assessment of the individual student’s demonstration of mastery of course objectives. Mastery (passing) is achieved when a grade of 80 percent or higher on evaluated learning activities is demonstrated. Learning activities appropriate to course content will be included in the syllabus. Learning activities may include but are not limited to: reading of text, professional journals or other literature, audiovisual or computer instructional materials, group discussion, case study analysis, written papers, simulation, clinical experience and related written work. The letter grade given will be based on assessment of student learning through written test scores and/or through evidence of learning achieved in other activities. The requirements for achieving mastery in each course are based on course content and will be determined by the instructor for the course. Criteria for mastery achievement will be given to students in written form on the first day of the course in the syllabus.

2. If a student must be absent from an exam, a make-up exam may be taken as agreed upon with the instructor. The student must contact the instructor in order to make the appropriate arrangements.

3. All requirements must be completed as indicated on the course syllabus. Failure to do so will result in a failure of the course.

4. **ECC Incomplete Policy:** All courses for which an incomplete grade (I) has been assigned must be completed by the due date assigned by the faculty member teaching the course. The college recommends completion within 120 calendar days after the last day of the semester. A failing grade (F) will be recorded for courses not completed by the due date.
assigned. Under extreme circumstances, a student may obtain an extension if the instructor involved files a grade change form with the revised due date to the Records Office.

5. All grade changes must be completed within one calendar year of the course end date.  
(Related Administrative Procedure: 4.403 Appeal of Final Grade)

Grading Scale:  

<table>
<thead>
<tr>
<th>Grade Range</th>
<th>Grade</th>
</tr>
</thead>
<tbody>
<tr>
<td>92-100</td>
<td>A</td>
</tr>
<tr>
<td>85-91</td>
<td>B</td>
</tr>
<tr>
<td>80-84</td>
<td>C</td>
</tr>
<tr>
<td>75-79</td>
<td>D</td>
</tr>
<tr>
<td>Below 75</td>
<td>F</td>
</tr>
</tbody>
</table>

A failure in the clinical portion of the course constitutes a failure of the entire course regardless of grades attained in the theory portion of the course. Failure of the course will also result if a student does not pass the required lab validations. (See Skill Validations section for more details).
RATING SCALE: P = Pass, F = Fail, D = Deficient

CLINICAL EVALUATION POLICIES

1. Students are evaluated on their progress toward accomplishing the clinical objectives at the midpoint (formative*) and at the end (summative**) of each course by the clinical instructor. All students must complete their self-evaluation form and turn it in prior to or at the individual evaluation conference. Individual conferences (formative) may be scheduled at any time, at the discretion of the instructor or upon request of the student.

   *Formative evaluation is a method of evaluating the performance of a student while the student is actively participating in the clinical rotation.
   
   **Summative evaluation is a method of evaluating the performance of a student at the end of the clinical rotation. The focus is on the outcome and determines if the student has met the course objectives.

2. Clinical evaluations are based on the student's ability to demonstrate that they meet the expectations in the performance of nursing skills, demonstrate professional behavior, abide by the Code of Ethics, and can apply new and previously learned knowledge appropriate to each course or semester in the program.

DEFINITIONS OF CLINICAL BEHAVIORS/EXPLANATIONS
The Nursing faculty believes the number one priority in the clinical area is the client and their family. The student must consistently demonstrate physical and mental competence when in clinical areas in order to deliver safe client care. For continued professional growth of the student, clinical evaluations may be shared with the student's next instructor(s).

PASS (P): The student meets or exceeds the course objectives by demonstrating behaviors which include providing safe client care; completing all assignments; applying previously learned knowledge, behaviors and skills; communicating effectively and utilizing clinical instructor supervision appropriately.

FAIL (F): The student demonstrates inconsistent, questionable performance. The student fails to progress to the level of clinical competence expected of all students in the provision of safe client care; is lacking in expected knowledge base and fails to recognize or correct deficiencies.

If a student demonstrates unsafe and/or unprofessional behavior, the student will be removed immediately from the clinical setting when this unsafe and/or unprofessional behavior causes a potential or actual threat to the client's physical or emotional well-being. Other examples of this behavior includes, but is not limited to, violations of the ECC drug and alcohol use policy, violations of the Nursing Code of Ethics and the American Nurses Association's Nursing Practice Standards. This unsafe and/or unprofessional behavior may result in the immediate failure of the course in which the student is enrolled and may include a recommendation for dismissal from the Nursing Program by the faculty to the Director of the Nursing Program and Dean of Health Professions. A dismissal by the Dean of Health Professions means the student may not return to the Nursing Program. (refer to Health Professions Division Statement on Safety, including Grade Appeal Process).

DEFICIENT (D): This rating may be given for identified weaknesses or inconsistent, unacceptable behavior and requires remediation whether in an entire category or single subset. A Probation Conference (formative) will be held with the student and specific areas needing improvement will be identified and corrective measures stated. This will be written on the clinical evaluation. The student must demonstrate significant improvement in the identified unacceptable behaviors in order to receive a passing (P) grade.

- Any FAIL (F) rating will result in a failure of the course, regardless of the theory grade. Clinical failure is defined as consistent clinical behaviors, which fail to demonstrate a level of competency commensurate with current placement in the program as reflected in the clinical evaluation tool. A failed clinical performance evaluation will result in course failure regardless of a passing grade in theory. A DEFICIENT (D) rating will not be acceptable at the final or summative evaluation and is considered a failure (F) for the course.
D. RETENTION AND PROMOTION

- Students must achieve a nursing (NUR) course grade of 80% to advance to the next course.
- Students receiving a grade below “C” in any nursing course must repeat the entire course.
- A student may repeat only one nursing (NUR) course.
- **Two (2) nursing course failures and/or withdrawals** with a failing grade in the nursing program will result in dismissal from the Nursing Program.
  - Withdrawal from a nursing course with a grade below “C” will be considered an internal course failure.
  - Withdrawal from a nursing course with a grade of 80% or higher will not be considered as a course failure in the nursing program.
- A failed clinical performance evaluation will result in course failure regardless of a passing grade in theory (This is includes clinical, lab, or failure on the Basic Clinical Safety Exam).

All Students:

- **Step 1**
  - Students who wish to repeat a nursing course must begin by completing the Nursing Course Failure/Withdrawal Contract with the faculty member of record.
- **Step 2**
  - Meet with the Health Professions Retention Specialist, Renee Skrabacz, A105, 847-214-7611.
- **Step 3**
  - Meet with the Director of the Nursing Program.

- The time limit for completion of the ECC Nursing Program is five years from initial enrollment in the first nursing course to graduation on a space available basis.

Advanced Placement Students

At this time we are not accepting advanced placement students.

Failure/Withdrawal & Re-entry Policy

Students must follow college withdrawal policy. Refer to college catalog for this policy. Nursing students shall inform the individual instructor of withdrawal from a nursing course and the Director of the Nursing Program of failure from a nursing course and/or withdrawal from the course/program and complete the forms for failure/withdrawal. Students who wish to re-enter must complete the required Nursing Failure/Withdrawal Contract. Re-entry into the program/course is determined by the Director of the Nursing Program upon successful completion of the failure/withdrawal contract and a space available basis.

ECC students who exit the nursing program after completion of the first semester will be allowed to re-enter the program in order to complete within the 5 year time frame as space allows. If space is not available in the current curriculum, students will be required to enter the nursing program from the beginning in the new curriculum requirements (as space permits).
New Program Requirements

Effective Fall 2016, Elgin Community College Nursing Program will implement a new curriculum. The following changes will apply:

1. The Vocational Specialist Certificate in Practical Nursing will no longer be offered in the Nursing Program for new/incoming/re-entry students who start the program in the Fall of 2016 or after.

2. Students enrolled in the Nursing Program curriculum before Fall 2016 who need to repeat a course that is no longer offered, will be allowed to enter into the new Nursing Program curriculum from the beginning.

3. A student may repeat only one nursing (NUR) course in the Nursing Program regardless of the nursing curriculum he or she is in. Two (2) nursing course failures and/or withdrawals with a failing grade in the Nursing Program will result in dismissal from the Nursing Program.

Health Professions Dismissal Policy

Students are responsible for maintaining appropriate standards of conduct as described in this student handbook and the Student Code of Conduct/Discipline procedure found in the ECC college catalog. Students are expected to observe Nursing program regulations and meet professional standards as outlined in the American Nurses Association code of ethics.

A written warning will be issued for infractions of program regulations or professional standards.

A copy of the written warning will be kept on file in the Dean of Health Professions office.

Students who continue to violate program regulations or professional standards in which they have previously been given a written warning will be permanently dismissed from the Nursing program.

When behavioral/affective reasons warrant an immediate action, a student may be dismissed from the Nursing program without a written warning.

Students who have been permanently dismissed from the Nursing program are permanently dismissed from the Health Professions division at ECC.

Causes for dismissal include, but are not limited to:

1. Unprofessional or dishonest behavior
2. Actions which jeopardize patient safety
3. Infractions of clinical facility policy

Dismissal Procedure

1. Program officials will review all facts and documentation related to the student’s violation of program regulations or professional standards.

2. If warranted, the program official will prepare a Notice of Permanent Dismissal that outlines the specific reasons for the dismissal.

3. The program official will meet with the student to present the Notice of Permanent Dismissal. A student who is dismissed from the Nursing program will not be permitted to attend any further Nursing classes/clinical and will receive failing grades in the Nursing courses in which they are enrolled.
Due Process / Student Appeal
Students have the right to file a complaint regarding issues that they feel require a resolution. Students should follow the appropriate Student Appeal/Complaint procedure or Grade Appeal procedure as outlined in the ECC college catalog.

Student Grievance Policy
A student wishing to file a grievance regarding program policies and procedures must follow the ECC Grievance Policy found in the college catalog. The grievance must be submitted in writing, dated and signed no later than 30 days after the occurrence of the contested event.

Procedure: (specific for nursing students)
1. Appeal to the faculty member.
2. Appeal to Director Nursing Program
3. Appeal to the Dean of Health Professions.
4. Appeal to the Vice President of Teaching, Learning & Student Development

E. CLASSROOM EXPERIENCE
Attendance is recommended at all class sessions. All efforts to be on time are requested. Tardiness disrupts the learning process for others. Classroom discussion will be based on the objectives in the course manuals, as well as additional objectives and/or information identified by instructors. These discussions are designed to prepare the nursing student to function safely and effectively in the clinical area. Students are expected to complete the reading, writing and audio-visual/computer assignments and the learning activities assigned prior to coming to class. Students are responsible for all content and information presented in all classes and are expected to COME TO CLASS PREPARED to participate in the class discussion. Each faculty member may have additional class attendance requirements in their syllabus.

Criteria for Written Assignments
All written assignments should follow the individual faculty member's requirements in the course syllabus.

G. CLINICAL EXPERIENCE
Attendance and Preparation
Attendance is required at all clinical/laboratory periods. The student must contact the assigned health care agency and/or instructor prior to the beginning of the clinical day if she/he will be absent. Failure to do so will constitute an unsatisfactory clinical day. All efforts to be on time are expected as part of your professional behavior. All clinical absences will be required to be made up prior to course grade submission. Clinical probation will be implemented if a second clinical day is missed except in NUR 222 where the probation will be enacted after the third missed clinical day. Students must notify their RN preceptor and clinical instructor prior to leaving their assigned clinical area/unit. No student is to leave their assigned clinical area without proper notification and approval.

Adequate preparation for performance in clinical laboratory is required. If a student is not able to demonstrate the expected level of competence in the clinical laboratory, she/he may be dismissed from the clinical laboratory and assigned to the practice lab for additional validation of the skill. Failure to be prepared will constitute an unsatisfactory clinical day and will be counted as a clinical
absence. Students will be given a “Lab Communication Form” when remediation is necessary in the lab. Students are required to perform basic and advanced medication administrations for the first medication administrations each semester with their clinical instructor present. For students who have successfully validated on a skill, other than medication administration, it is up to the discretion of the clinical instructor to determine if the student may perform the skill with a staff

**Patient Data in the Clinical Area**

There cannot be any syncing of data on any devices (examples but not limited to: PDA, phones, flash drives, laptop computers, etc.) when in the clinical setting. All materials needed for care plans must be hand written. In addition, computers in the clinical setting can only be used for entering patient data. **All** copies of patient data used to plan care must be placed in the shredder before leaving for the day. This is in compliance with HIPAA regulations and must be adhered to at all of our clinical facilities (this violation will be grounds for dismissal from the nursing program).

Professional behavior is expected at all times in class and clinical. A clinical probation or course failure will be given if a student does not comply with the **ANA Code of Ethics**, ECC Honesty Policy, **Patient Care Partnership**, **ANA Standards of Practice**, ECC Dress Code or the health care agency policy and procedures.

**Health Professions Discrimination Statement**

Clinical experiences are planned by the Health Professions faculty/administrators to best meet student learning needs. Students may not refuse patient care assignments based on the students beliefs related to race, color, gender, sexual orientation, religion, creed, national origin, age, marital status, disability, veteran status, disease process, socio-economic status, or any other applicable basis in law.

**Nursing Program Dress Code**

Wearing the Elgin Community College Nursing Program monogram on your uniform jacket or lab coat distinguishes you as an important part of the health care team. Your image as you wear this uniform reflects the high standards of our school and should be worn with pride. The attention that you give to projecting a professional image communicates to the client the quality of care you will provide. Uniform regulations must be observed in order to protect the physical and psychological well-being and safety of the persons in your care, your co-workers and yourself. Therefore, adherence to these regulations is required and is a part of the clinical evaluation. If you do not follow the regulations you will be sent home.

1. The school uniform is to be worn only during a clinical experience; to and from the clinical area and must be laundered after each clinical experience. When validating in the campus lab, the uniform must be worn or you may wear professional attire with a lab coat/ uniform jacket.

2. A short sleeve, navy blue scrub top, navy blue pants and a lab coat/uniform jacket may be purchased at the ECC bookstore with the ECC logo and program embroidered on the scrub top and lab coat/uniform jacket. Since your sleeves could become soiled while in the clinical setting, you are only allowed to wear short sleeve plain white tops under your uniform.
3. A picture identification (ID) badge is part of the uniform, and is to be worn with the uniform at all times. This officially identifies you as an ECC nursing student and provides access to the clinical agency. You may obtain your ID badge at the ECC Student Life Office, B173, studentlife@elgin.edu. You are not to be in clinical agencies without your uniform and ECC ID badge, unless instructed otherwise.

4. Shoes must be white, navy or black, made of leather or plastic (without any openings), without any ornamentation/colors and must be kept clean. Shoes provide for the safety and comfort of the wearer with flat heels, with a back on the shoe.

6. Hair should be neat and clean and not hang around the face or fall forward when providing patient care. If hair is long, it must be pulled back. Extreme, unnatural hair colors (green, fluorescent, orange, etc.) and hair styles (i.e. mohawks, etc.) are prohibited. Make-up in all forms, including eye make-up, should be discrete and underplayed. Nails should be well manicured and short. If nail polish is worn, it must not be chipped and should be a light color. ARTIFICIAL NAILS ARE FORBIDDEN IN ALL CLINICAL AREAS. Scented products, such a body lotions, perfume or after shave products should not be used, as patients who are ill cannot tolerate strong scents.

7. Male students may wear short, neatly trimmed beards and/or moustaches. Moustaches should not extend beyond the lip line.

8. Wearing of jewelry in the clinical area is not recommended. Dangling jewelry, large rings and excessive jewelry including other items that could pose a hazard or harbor pathogens are not allowed. A plain wedding band and small stud-type earrings are allowed (no hoops or long earrings). Rings with stones may be damaged or lost, and are reservoirs for pathogens. In surgery and OB departments, no jewelry may be worn. The student is responsible for any jewelry worn to the clinical area.

9. Students must wear an analog or digital watch with seconds indicated on the face of the watch.

10. Piercing: only two small stud earrings in each ear are allowed, and may not include extreme earrings (such as gauges, plugs, etc.). Facial piercings are not permitted (including tongue, eyebrow, lip, nose, etc.). The use of a "band-aid" will not be acceptable over body piercing.

11. No gum chewing is allowed while in the clinical area. Eating and drinking is allowed only in designated areas.

12. Nursing faculty has the right to request that students cover up visible tattoos and remove piercings. Tattoos are not appropriate for the healthcare and professional work environment.

13. Dress codes for all clinical agencies will be adhered to in addition to these guidelines.
Health Requirements

A health/medical record and evidence of current immunizations are required prior to the first clinical experience. Laboratory (IgG titer) screening results indicating satisfactory levels of immunity to Rubeola, Rubella, Mumps and Chicken Pox must be demonstrated. Forms may be obtained from the Health Professions office. If you decide not to receive the Hepatitis B vaccine, you must sign a declination prior to attending your clinical experience.

A student who has any change in her/his physical and/or psychological condition (including pregnancy and postpartum period) which requires medical attention and/or affects her/his physical or emotional endurance must have a permission form or a written document signed by her/his health care provider to start and/or continue in the nursing program. The student must be able to meet the academic requirements and clinical objectives to continue in the program. Permission must be renewed to return after the student has received any follow-up care and following delivery/surgery. The ‘Health Release’ form and ‘Return to Program’ form can be obtained from the Health Professions office and must be returned to the Director of Nursing Program prior to any clinical experiences. For your safety/well-being, a student who is pregnant must notify the Director of Nursing Program as soon as she becomes aware of her pregnancy and provide written documentation from her health care provider to start/continue in the program.

Prior to each semester, each student will be responsible for updating their health information. You must submit a copy of your updated health information with your name and student ID number to the Health Professions office by July 1 for Fall and by December 20 for Spring.

Medical form, Rubeola, Rubella, Mumps and Chicken Pox need only be proven once (when you enter the Nursing Program). If these are not current, students will not be allowed in clinical.

Completion of annual TB and CPR (every 2 years) must be completed prior to the first day of the course. Completion of HealthStream courses must be completed prior to the first day of class. Only HealthStream courses through ECC will be accepted. Failure to complete all clinical/health requirements by the deadline will result in the student not being allowed to participate in clinical and lab experiences.

- **TB test** – Yearly or verification of health status
  If you are unable to have a TB test due to a past positive result, you must provide documentation (chest x-ray results) from your Physician and complete the annual student tuberculosis survey located in the Health Professions Office
- **CPR** – Every 2 years
- **HealthStream** – First and Third semesters or annually
- **Tdap (Tetanus, Diphtheria & Pertussis vaccine)** – Every 10 years
- **Hepatitis B** – Strongly recommended, but still voluntary. If you choose not to have the series of injections or a titer drawn, you must sign the declination section of the form
- **Flu Shot** – Yearly; October 1st for all nursing students
  If you are unable to receive a flu shot, you must provide a letter from your physician
- **Health insurance** - Initially and if OR when you change insurance companies:

American Heart Association Basic Life Support CPR Healthcare Provider Certification

Current cardio-pulmonary resuscitation (BLS) certification is required of all students for any clinical they are enrolled in. Certification must be up-to-date for all clinical experiences. You will not be
allowed to participate in any clinical experiences until certification is obtained/and or renewed.

Liability Insurance

It is highly recommended that nursing students have Professional-Personal Liability Insurance coverage while enrolled in nursing courses. Application forms may be obtained from the HP office or may be purchased independently. The cost is subject to change.

Transportation to Affiliating Agencies

Students must provide their own transportation to and from all clinical sites.

Snow Day Policy

Check [www.elgin.edu](http://www.elgin.edu) for current information about school closings. **If it is a clinical day,** follow the policy that your instructor has given you regarding each agency. Clinical agencies are located over a wide area and weather conditions vary greatly. The school cannot assume risk associated with weather conditions, therefore, the decision about when and where to travel is a matter of individual judgment. A clinical absence due to weather will require a make-up activity as assigned by your instructor.

Emergency Alert System

Current students, faculty and staff are automatically signed-up for ECC’s new emergency alert system. You will receive text messages if there is a campus emergency.

No further action is required. When a situation arises that requires an emergency broadcast, the college will send a text message to the cell phone number you provided.

You can review and/or update your contact information in the alert system at [emergency.elgin.edu](http://emergency.elgin.edu). This way you can verify that the correct phone number(s) and emails(s) are entered in the system. To log in, use your ECC username (e.g., jdoe1234) and password.

***Making changes to your contact information in the emergency alert system does not change your contact information globally in ECC systems. You will need to contact the Registration office to update your contact information. ***

Bloodborne Pathogen Exposure Policy

**Scope:** Applies to all students enrolled in ECC Health Professions programs

**Policy Statement:** In accordance with the Occupational Safety and Health Administration (OSHA)
Bloodborne Pathogen Standard, all students who have an exposure incident to bloodborne pathogens while engaged in Elgin Community College’s sponsored health professions programs will benefit from prompt medical attention, including baseline and follow-up laboratory testing as necessary.

**Definitions:**

*Blood*: human blood, human blood components, and products made from human blood.

*Bloodborne pathogens*: pathogenic microorganisms that are present in human blood and can cause disease in humans. These pathogens include, but are not limited to, hepatitis B virus (HBV) and human immunodeficiency virus (HIV).

**Other potentially infectious materials include:**
- Amniotic fluid
- Body tissues
- Organs from a human
- Semen
- Cerebrospinal fluid
- Pericardial fluid
- Peritoneal fluid
- Pleural fluid
- Saliva (in dental procedures)
- Vaginal secretions

*Contaminated*: The presence or the reasonably anticipated presence of blood or other potentially infectious materials on an item or surface.

*Contaminated sharps*: any contaminated object that can penetrate the skin including, but not limited to, needles, scalpels, broken glass, broken capillary tubes and exposed ends of dental wires.

*Exposure Incident*: a specific eye, mouth, other mucous membrane, non-intact skin, or parenteral contact with blood or other potentially infectious material that results from the performance of a student's duties.

*Parenteral*: Piercing mucous membranes or the skin barrier through such events as needlesticks, human bites, cuts and abrasions.

*Personal Protective Equipment*: Specialized clothing or equipment worn by a student for protection against a hazard. General work clothes (e.g. uniforms pants, shirts or blouses) not intended to function as protection against a hazard are not considered personal protective equipment. Examples include but are not limited to:
- CPR barrier
- *Face shields/masks/goggles*: are to be worn whenever splashes, spray, spatter, or droplets of blood or other potentially infectious materials may be generated and eye, nose or mouth contamination can be reasonably anticipated.
- *Gloves*: to be worn when it can reasonably be anticipated that the student may have hand contact with blood, other potentially infectious materials, mucous membranes, and non-intact skin; when performing vascular access procedures and when handling or touching contaminated items or surfaces. Disposable gloves such as surgical or examination gloves must be replaced as soon as practical when contaminated or as soon as feasible when they are torn or punctured or when their ability to function as a barrier is compromised. Disposable (single use) gloves are not to be washed or decontaminated for re-use.
- *Gowns/aprons and other protective body clothing*: to be worn as a barrier between general clothing and a potential exposure hazard.
Standard Precautions: An approach to infection control. According to the concept of Standard Precautions, all human blood and certain human body fluids are treated as if known to be infectious for HIV, HBV, and other bloodborne pathogens.

Procedure:

Clinical/Lab Practices

1. All students will be presented current Blood Borne pathogen educational information per program policies. Additional training will be provided for any changes or updates.
2. Students who do not complete Blood Borne Pathogen training will not be allowed in the clinical or lab area.
3. All students will apply the practice of Standard Precautions and Infection Control in each task they perform. Under circumstances in which differentiation between body fluid types is difficult or impossible, all body fluids shall be considered potentially infectious materials.
4. Contaminated sharps must be disposed immediately after use in a puncture resistant container, labeled with a biohazard warning and leak-proof on the sides and bottom.
5. Contaminated needles or sharps are not bent, recapped or removed. If recapping or needle removal is necessary, it is accomplished through the use of a medical device or a one-handed technique under the direct supervision of a healthcare practitioner or instructor.
6. The needle or sharps safety device must be activated immediately after use according to the manufacturer’s intended guidelines.
7. Students should notify the supervising healthcare practitioner or instructor of any sharps containers that are overfilled.
8. The student shall never attempt to retrieve any item that has been disposed of in a sharps container.
9. Broken glassware which may be contaminated shall not be picked up directly with the hands. It shall be cleaned up using mechanical means, such as a brush and dust pan, tongs, or forceps.
10. Eating, drinking, smoking, applying cosmetics or lip balm and handling contact lenses is prohibited in clinical areas where there is potential for exposure to blood borne pathogens.
11. If the student brings food and/or drink to the clinical site, it is not to be kept in refrigerators, freezers, on countertops or in other storage areas when blood or potentially infectious fluids are present. It may be stored in the refrigerator or area for facility employee food/drinks. It may not be stored in the same areas as patient food or drink.
12. All procedures involving blood or other potentially infectious materials shall be performed in such a manner as to minimize splashing, spraying, spattering, and generation of droplets of these substances.

Personal Protective Equipment

1. The student will wear appropriate personal protective equipment provided by the facility such as, but not limited to: gloves, gowns, laboratory coats, face shields or masks and eye protection, mouthpieces, resuscitation bags, pocket masks, or other ventilation devices.
2. Personal protective equipment will be considered “appropriate” only if it does not permit blood or other potentially infectious materials to pass through to or reach the student’s uniform, street clothes, undergarments, skin, eyes, mouth, or other mucous membranes under normal conditions of use and for the duration of time which the protective equipment will be used.
3. All personal protective equipment shall be removed prior to leaving the work area.
4. When personal protective equipment is removed it shall be placed in an appropriately designated area or container for storage, washing, decontamination or disposal.
5. Gloves shall be worn when it can be reasonably anticipated that the student may have hand contact with blood, other potentially infectious materials, mucous membranes, and non-intact skin; when performing vascular access procedures; and when handling or touching contaminated items or surfaces.

6. Disposable (single use) gloves, such as surgical or examination gloves shall be replaced as soon as practical when contaminated or as soon as feasible if they are torn, punctured, or when their ability to function as a barrier is compromised.

7. Disposable (single use) gloves shall not be washed or decontaminated for re-use.

8. Masks in combination with eye protection devices, such as goggles or glasses with solid side shields or chin length face shields, shall be worn whenever splashes, spray, spatter or droplets of blood or other potentially infectious materials may be generated and eye, nose, or mouth contamination can be reasonably anticipated.

9. Appropriate protective clothing such as, but not limited to, gowns, aprons, lab coats, clinic jackets or similar outer garments shall be worn in occupational exposure situations. The type and characteristics will depend on the task and degree of exposure anticipated.

Post-Exposure Practices
Working in the health field involves an assumption of risk.

1. Students shall follow the correct protocol, procedures, and policies of host facility and OSHA to keep the risk for injury or illness at a minimum.

2. In the event that an exposure occurs, the student assumes the responsibility for testing, treatment, and any other expenses.

3. Following any contact of body areas with blood or any other infectious material, students shall thoroughly wash the exposed area.

4. Students must notify their clinical instructor immediately of any exposure or possible exposure.

5. The student should seek medical attention immediately to determine what type of follow-up is necessary. Post exposure care for Hepatitis B and HIV should be administered as soon as possible (within the first few hours) after the exposure incident for maximum effectiveness.

6. Follow-up documentation will be submitted to the appropriate ECC Program Director which includes the route of exposure and the circumstances related to the incident. Refer to attached **Exposure/Incident Report Form**.

Reporting of Clinical Exposure Incidents
The report of the clinical incident documents events that are breaches of professional practice. A clinical incident occurs when there is a violation of professional standards or requirements, or if there is unsafe patient care or medication administration procedures; and the clinical agencies require an institutional specific “incident report”. Safety practices at the clinical agencies and at Elgin Community College are the responsibility of health professions faculty and students. All incidents must be reported immediately to the appropriate persons.

Procedure:
Clinical incidents involving a Health Professions student and/or a clinical patient:

1. The student will notify clinical instructor, health practitioner or program faculty at once.

2. The student will, under the supervision of a clinical instructor, health practitioner or program faculty, notify the manager/coordinator of the department/unit.

3. The student and clinical instructor, health practitioner or program faculty, under the direction of the manager/coordinator, will follow the procedure at the clinical agency at which the
incident occurred and complete appropriate “incident report” forms.
4. The student, under the direction of the program faculty/director, or clinical staff, will complete the ECC Exposure/Incident Report Form.
5. Once signed by all parties, a copy will be submitted to the Dean of Health Professions.
6. Financial obligations incurred as a result of the incident will be the responsibility of the student.

Reference: Occupational Safety and Health Administration (OSHA) Standard Number 1910.1030

Submit copy of completed form to both the Program Director and Dean of Health Professions

H. SIMULATION EXPERIENCE

Simulation experiences will be integrated into classroom, lab and clinical settings. Participants should feel that the simulated experience is a safe environment that encourages active learning and reflection while supporting professional practice.

Students are expected to adhere to dress code and clinical requirements while participating in the simulation lab. Participants are expected to demonstrate professional and ethical behavior ensuring confidentiality, providing honest and clear feedback in an effective, respectful manner and demonstrating mutual respect throughout the simulation learning experience. No food, drink or ink pens are allowed in the simulation area.

I. EXAMS, GRADUATION, LICENSURE

STANDARDIZED TESTING

Standardized examinations are an academic requirement of the nursing program at ECC. These exams will be scheduled throughout the Nursing Program and may or may not be included as a part of the grade in a particular course.

A comprehensive, final exam will be scheduled during the 4th semester. Specific information regarding the date, time, place, number of attempts and scoring will be found in the NUR 222 course syllabus.

DEGREE AUDIT

All nursing students are required to complete general education courses along with nursing courses towards the Associate of Applied Science in Nursing Degree with a grade of C or above in order to graduate and take the NCLEX-RN exam. Students are required to run their own degree audit every semester to track their progress towards graduation. The steps to running a degree audit are:

1. Log in to AccesECC
2. Click on the Student tab
3. Under Self-Service, click on Student Academic Planning
4. Click on Program Evaluation
5. Select Program of study and click submit
GRADUATION REQUIREMENTS

The college procedure for application for graduation must be followed: Fall – October 1 and Spring – February 1. Watch for announcements throughout the college regarding this important deadline. Students planning to take the state licensing exam MUST apply for graduation. After completion of the requirements for the Vocational Specialist Certificate for Practical Nurses or Associate of Applied Science Degree, you will have the privilege of participating in the ECC sponsored graduation ceremonies which are held each year in December and May. You can log on to www.elgin.edu/graduation to apply for graduation.

NCLEX EXAMINATION

Following successful completion of the first year of the nursing program and appropriate general education courses, eligible students may apply to the NCLEX-PN examination for practical nurses. After completing the second year of the nursing program and all the required general education courses, eligible students may apply for the NCLEX-RN examination for professional nurses online.

NURSING LICENSURE

Elgin Community College provides the following for purposes of information only.

The Illinois Department of Financial & Professional Regulation will ask you to provide "yes" or "no" responses to questions pertaining to the following subject areas at the time you complete your application to take the state licensing exams for licensure as a practical nurse or a registered nurse. In most cases, that will occur about one month prior to graduation from ECC.

- Denial, at any time, of a license, permit, or privilege of taking an examination by any licensing authority
- Encumbrance of any previous or current license or permit (revoked, suspended, surrendered, censured, restricted, limited, placed on probation)
- Chronic physical impairment or disability (past and present)
- Abuse or addiction to alcohol, narcotics, barbiturates and other habit forming substances (past and present)
- Chronic physical disease or condition (past and present)
- Chronic mental or emotional disease or condition (past or present)
- Conviction pertaining to any state and/or federal criminal offense
- Dishonorable discharge from military or from a city, county, state or federal parties
- Default on student loans or child support payments

The specific content of questions will vary and additional questions regarding your personal/medical background may be asked by the time you are ready to complete your application to take the PN or RN licensure exam (NCLEX). You will also need to be fingerprinted again by the State of Illinois for a criminal background check.

You will be expected to answer truthfully all questions asked on the application. Falsification of any information is grounds for the Department of Professional Regulation to deny your license to
practice or to take disciplinary action against your license once issued.

An answer of "yes" to any question pertaining to the general subject areas outlined above means that you will be required to write a detailed explanation and submit it along with your completed application.

The State Board of Nurse Examiners may then notify you in writing that you will be required to attend a hearing where your personal and/or medical history will be subjected to additional review and documentation. You will not be granted a license to practice until you go through the hearing process, if called upon to do so. You will, however, be allowed to take your licensing exams, but the results hold no bearing on the outcome of the hearing.

If the State Board of Nurse Examiners finds in your favor, you will be issued a written notification to that effect. In the event that the State Board of Nurse Examiners does not find in your favor, you will be notified in writing that your license to practice will not be granted.

CNA Certification

Beginning July 1, 2014, due to the IDPH guidelines required for CNA certification, ECC Nursing students will no longer be allowed to sit for the CNA examination through ECC’s Nursing Program.

J. COMPUTER LABS

Computer labs are open Mon – Fri 8 AM – 10 PM and Sat 8 AM - 12 Noon

A 330 - there are 32 computers with printer availability. Please see policy in computer lab. All computers are connected to the Internet and ECC network. You will log in using your ECC Access ID and password. Please do not print more than 15 copies at a time.

Food or drinks are not allowed in the computer labs.

K. NURSING LABS

- A306, A314 & A318 - Health and Life Sciences Building

Student may practice validation skills at any time while the Nursing Skills Labs are open. When campus lab classes are not being held, labs are available for practice/study from 8 am-10 pm M-F and on Saturdays from 8 a.m. to 1 p.m. Please ask nursing lab faculty for assistance with validation equipment if necessary. Practice stations are available for validation practice in A 306, A 314, A 318. The actual validations are held in A 312 and A 325. These two rooms are not to be used for student practice/study except with permission from the lab instructor.

For learning and skill development purposes, students practice noninvasive procedures in both patient and nurse roles with each other.

**All students MUST exit the ECC campus Mon – Fri by 10:30 PM**

Student Nurse Pack Purchasing Procedures
Students will purchase a lab pack for each semester in the ECC bookstore. This pack contains equipment and supplies to practice and validate for selected skills tied to the nursing courses.

Skill Validations

Throughout the nursing program, there will be selected nursing skills the student must perform (validate) satisfactorily with a lab instructor. Each skill is connected to a course. The student must pass the validation in order to pass the course. Should a student reenroll in a course, the skills will need to be repeated successfully. Skills are evaluated on a pass/fail basis. Students will have THREE attempts to pass a validation. Successful completion of the skill must be done prior to sitting for the course final exam. Validations may not be completed before class content relating to that skill has been covered. Not only will you perform the skill for the lab validator, but this will also be a time to fine-tune your skills, receive feedback and to validate that you do know the skill.

Scheduling Lab Faculty Appointments

Log on to one of your NUR courses in D2L and you will find a widget for “Nursing Lab Web Site” or you may use this link https://sites.google.com/a/student.elgin.edu/nursing/home
Use your Google Docs ID and password to schedule your lab appointment. Appointments with lab faculty are made for 20 min. to one hour time blocks. Students are not allowed to schedule appointment with lab faculty when they are to be attending class, campus lab, or clinical lab. Doing so will constitute one failure of the validation. Do not use the validation time as an excuse to be late to class, campus lab or clinical lab. When making an appointment, please include your name and the skill. A student may only sign up once per validation. Holding extra slots (i.e. in case they need to repeat or are unsure of their schedule) is unacceptable and considered poor professionalism. For student led demos, please list a minimum of three students last names, the skill and that it is a demo. For further assistance and examples, click on “Lab Sign-Up Orientation” for a tutorial.

Appointments are made for the following reasons:
1. The instructor requires the students to pass a skill validation (i.e. urinary catheterization, sterile dressing change, etc.) which is tied to a course. It is expected that the student practice the skill until an acceptable level of competence is mastered. After adequate individual practice, the student will perform the skill according to the requirement of the skill check list and the required time frame assigned to each validation
2. All nursing students are required to maintain competency of nursing skills learned while in the nursing program. If a student has difficulty with a procedure in the clinical area and is given a “Lab Communication Form” by the instructor to return to lab for practice and re-validation, student deficiencies must be completed prior to the next clinical experience and the student will be placed on clinical probation by the clinical instructor. Videos on skills are available for students to view via D2L. Students are encouraged to view the skills videos as part of remediation or prior to performing the skill in clinical. If a student fails the re-validation twice and does not meet the requirements of the clinical probation action plan, the student fails the course.
3. Group demo/practice sessions are an option. It is recommended that no fewer than 3 students be present for a group session. It is expected that the student has reviewed the procedure in the texts, A-V materials, and practiced independently prior to the appointment. Bring the skills checklist book. This will allow for a more productive session. A student cannot be involved with a demo or practice session within 24 hours of their validation appointment.
Appointment Cancellations, No Show and Tardiness

- A cancellation is when an appointment is cancelled 24 hours or less prior to the appointment time.
- A student is granted one cancellation per course within the 24 hour period. Cancellations must be done by accessing the Nursing Lab Sign-up website by erasing name and notifying lab instructors by e-mail or voice message. A second cancellation will be considered one failure.
- A pattern of cancellations and “no shows” will be cause for a student to be placed on clinical probation regarding accountability and responsibility.
- A “no show” for an appointment is considered an automatic failure for that validation attempt.
- When the lab clock indicates that the student is 10 minutes late for a scheduled appointment, an automatic cancellation will be issued. The student must reschedule the appointment online.
- If a student cannot be validated because the dress code was not followed, it will be counted as a failure.

Success with Validations

The following components of a validation explain what constitutes a passing grade.

- The student brings correct supplies and equipment.
- Has practiced enough to have a flow and efficient actions with the skill.
- Applies all safety principles.
- Requires minimal coaching from lab validator.
- Follows skill checklist critical elements
- Able to answer critical thinking questions
- Follows dress code
- Performs within the time frame assigned to the skill

If, in the judgment of the lab validator, the student has demonstrated all these aspects of a skill, the student will pass the validation.

Failure with Validations

The following components of an unsuccessful validation explain what constitutes a failure.

- The student comes unprepared with supplies and equipment
- Is lacking evidence of practice of the skill
- Doesn’t apply safety principles consistently.
- Requires consistent prompting
- Omits critical elements of the skill checklist.
- Unable to think through and answer critical thinking questions
- Does not follow dress code
- Does not perform within the timeframe assigned to the skill.

If in the judgment of the lab validator the student displays these behaviors, the student will fail the validation. A student must validate a skill with a different validator if a third attempt is needed to complete a validation.

A failure of a validation twice will result in a clinical probation. If a student fails the same validation three times, the student fails the course to which the validation is attached.
All students must present a signed copy of the pink “Lab Communication Form” confirming that the student has practiced/remediated the required skill prior to validating the skill with the lab instructor. 24 hour minimum is required between validation attempts.

Dress Code for Validations

Professional attire will be required for all validations. This consists of either the student uniform or casual professional street clothes with a lab coat. Professional street clothes mean “dress like you would expect to see a professional in a clinic.” For us, this means no jeans, no crop tops, no T-shirts, no shorts, etc. White, navy or black walking shoes (without colored stripes, etc.) may be worn if they have the appearance of nursing shoes. They must be clean and in good condition. Do not wear the navy uniform over street clothes. Wear your picture ID badge. Long hair is to be tied back and off the face.

Student Lab Responsibilities: It is expected students WILL:

- Leave the manikins and beds clean with supplies put away and repackaged appropriately.
- Keep all reference materials, lab equipment and sharps in the nursing labs.
- Report any problems with the lab equipment, supplies, beds and manikins to the Lab Validators.
- Keep appointments.
- Be prepared for validation.
- Be considerate of those around you - keep noise/voice level under control.
- Treat all supplies and equipment with respect.
- Cancel appointments you are unable to keep according to policy
- Bring required equipment to each validation.
- Push your chairs in when leaving an area.
- Respect possessions of the school and other students.
- Keep coffee bar clean.
- Pay for all coffee bar purchases.

It is expected that students WILL NOT:

- Interrupt the lab faculty during a skill validation or individual/group session for questions or personal attention.
- Take anything from the lab that does not belong to them.
- Bring children into nursing labs/validation and computer rooms where exposed equipment may present safety problems.
- Bring large amounts of food or beverages into nursing labs
- Bring family members or friends into nursing labs when students are practicing
L.  RESOURCES

Copy Machine

A copy machine is located on the third floor of the Health and Life Sciences Building. Copies can be made using a renewable copy card. If the copy machine is not operating properly, stop using the machine and notify the Health Professions Division office in A 106, ext. 7350

Multi Media Materials

A330 will have specific software programs located only on the network, however, most programs are available online anywhere.

Reference Materials

Text and reference books are available for use in the Nursing labs. Students may copy references. Please return books where you found them. Current nursing journals are located in the main campus library and online through the library by using the link to the online nursing journal databases: http://ecclibrary.elgin.edu/az.php?s=61763 (CINAHL, Health Source, OVID, etc.) Students are not allowed to take reference books or other lab materials home! This will be considered theft.

Spartan Early Alert Referral

When a student receives an Early Alert notification, he/she is encouraged to meet with the Health Retention Specialist. The student needs to be aware of the following:
   1. The Early Alert letter does not mean that a student will fail and it will not be reflected on an academic record.
   2. The alert means that the instructor is concerned about certain specific issues (late or missing assignments, poor exam quiz scores, poor attendance and other issues) that might be a roadblock to the student’s success.
   3. The student should speak to the instructor about resolving an issue identified in an Early Alert Referral.

M.  STUDENT COMMUNICATION

Students with Disabilities

ECC welcomes students with disabilities and is committed to supporting them as they attend college. If a student has a disability (visual, aural, speech, emotional/psychiatric, orthopedic, health, or learning), s/he may be entitled to some accommodation, service, or support. While the College will not compromise or waive essential skill requirements in any course or degree, students with disabilities may be supported with accommodations to help meet these requirements.

The laws in effect at college level state that a person does not have to reveal a disability, but if support is needed, documentation of the disability must be provided. If none is provided, the college does not have to make any exceptions to standard procedures.

All students are expected to comply with the Student Code of Conduct and all other college procedures as stated in the current College Catalog.
Procedure for Requesting Accommodations:

1. Go to B115.01 and sign release to have documentation sent to the college, or bring in documentation.
2. Attend an appointment that will be arranged for you with the ADA coordinator or designee.
3. If you have questions, call 847-214-7417 (TTY - 847-214-7392) or e-mail Pietrina Probst at pprobst@elgin.edu
4. ECC Student Email

All nursing students must activate their ECC student email account. All changes in policy and procedures, major announcements, etc., will be communicated to you through this email address. If you are not in the habit of checking this account frequently, please have all email from this address forwarded to your personal email accounts.

Revisions in Nursing Program Student Handbook

All nursing students are responsible for complying with the policies and procedures that are specified in the Nursing Program Student Handbook. This includes all revisions made to the Nursing Program Student Handbook. Students will be informed of changes to the handbook and are required to sign an updated Nursing Student Handbook Agreement Form.
Health Professions

<table>
<thead>
<tr>
<th>Policy/Procedure Name</th>
<th>Health Professions Division Statement on Safety</th>
</tr>
</thead>
<tbody>
<tr>
<td>Developed By</td>
<td></td>
</tr>
<tr>
<td>Adopted/Revised</td>
<td>2-26-14</td>
</tr>
</tbody>
</table>

Health Professions students are expected to practice safe techniques, remain drug and alcohol free, maintain a clean criminal background check, and demonstrate professional behavior at all times while on campus or in the clinical setting.

Program directors or faculty may immediately remove a student from an educational experience and recommend to the Dean of Health Professions a failing grade for a student for unsafe behavior, drug or alcohol use, background check violation, or the demonstration of unprofessional behavior (such as but not limited to: physical or verbal threats, inappropriate comments, physical abuse, offensive touching or use of force on a person without the person’s consent, verbal abuse, intimidation, harassment, coercion and/or other conduct which threatens or endangers the health or safety of any person). The recommendation for removal may result in permanent dismissal from the Health Professions Division.

A student may choose to appeal a failing grade through the Grade Appeal Process as stated in the college catalog. A student may choose to appeal a permanent dismissal from the Health Professions Division through the Disciplinary Procedures as stated in the college catalog.
NOTE: Miles = 1 way from ECC Main Campus

ABBH
Alexian Bros Behavioral Health
1650 Moon Lake Boulevard
Schaumburg, IL 60194
(847) 882-1600
(Miles = 15)

ABMC
Alexian Brothers Medical Center
800 Biesterfield Road
Elk Grove Village, Illinois 60007
847-437-5500
(Miles = 20)

ARHP
Alexian Rehabilitation Hospital
935 Beisner
Elk Grove Village, Illinois 60007
847-640-5600
(Miles = 20)

ASHP
Advocate Sherman Hospital
1425 N. Randall Road
Elgin, IL 60123
847-742-9900
(Miles = 5)

ASWC
Advocate Sherman West Court
1950 Larkin Avenue
Elgin, IL 60123
847-742-7070
(Miles = 3)

CNIM
Centegra Hospital of McHenry
4201 Medical Center Drive
McHenry, IL 60050
815-344-5000
(Miles = 27)

CBIH
Centegra Hospital of Huntley
10400 Haligus Road
Huntley, IL 60142
224-654-1000
(Miles = 14)

CMMW
Centegra Hospital of Woodstock
3701 Doty Road
Woodstock IL 60098
815-338-2500
(Miles = 24)

Cherished Place
417 West Main Street
W. Dundee IL 60118
847-586-5784
(Miles = 9)

CDPH
Central DuPage Hospital-NM
25 North Winfield Road
Winfield, IL 60190
630-933-1600
(Miles = 20)

COAK
Clare Oaks Retirement Community
825 Carillon Dr
Bartlett, IL 60103
(Miles = 15)

DCHP
Delnor Hospital-NM
300 Randall Road
Geneva, IL 60134
630-208-3000
(Miles = 10)

GFLD
GreenFields of Geneva
0N801 Friendship Way
Geneva, Illinois 60134
630-232-9105
(Miles = 10)

FRND
Friendship Village of Schaumburg
350 W. Schaumburg Rd.
Schaumburg, IL 60194
(Miles = 15)

Little Angels Nursing Home
1435 Summit Street
Elgin, IL 60120
847-741-1609
(Miles = 7)

PSHP
Presence St. Joseph Hospital
77 North Airlite Street
Elgin, IL 60123
847-695-3200
(Miles = 3)

SAMC
St. Alexius Medical Center
1555 N. Barrington Road
Hoffman Estates, IL 60194
847 843-2000
(Miles = 15)

SAHP
Swedish American Hospital
1401 East State Street
Rockford, IL 61104
(815) 968-4400
(Miles = 48)

TRHS
Two Rivers Head Start Agency
1661 Landmark Rd.
Aurora, IL 60506
630) 264-1444
(Miles = varies)
Nursing Faculty
You may direct dial any faculty extension by calling 847 214-XXXX (example: to reach Mary Arndt dial 847 214-7315). If that person is not available, please leave a message on their voice mail system or call the Health Professions office.

Nursing faculty may also be reached via e-mail. For example: marndt@elgin.edu. Simply use first initial & last name@elgin.edu.

<table>
<thead>
<tr>
<th>Name</th>
<th>Extension</th>
<th>Office Location</th>
<th>Phone Extension</th>
<th>Email Address</th>
</tr>
</thead>
<tbody>
<tr>
<td>Mary Arndt, A337.04</td>
<td>7315</td>
<td>A337.04</td>
<td>7315</td>
<td><a href="mailto:marndt@elgin.edu">marndt@elgin.edu</a></td>
</tr>
<tr>
<td>Michele Brynelsen</td>
<td>A335.04</td>
<td>A335.04</td>
<td>7742</td>
<td><a href="mailto:mbrynelsen@elgin.edu">mbrynelsen@elgin.edu</a></td>
</tr>
<tr>
<td>Kathleen Mika</td>
<td>A339.02</td>
<td>A339.02</td>
<td>7743</td>
<td><a href="mailto:kmika@elgin.edu">kmika@elgin.edu</a></td>
</tr>
<tr>
<td>Karen Friedberg, A337.03</td>
<td>7300</td>
<td>A337.03</td>
<td>7300</td>
<td><a href="mailto:kfriedberg@elgin.edu">kfriedberg@elgin.edu</a></td>
</tr>
<tr>
<td>Meena Chacko, A341.02</td>
<td>7316</td>
<td>A341.02</td>
<td>7307</td>
<td><a href="mailto:meena.chacko@elgin.edu">meena.chacko@elgin.edu</a></td>
</tr>
<tr>
<td>Barbara Tarin</td>
<td>A341.04</td>
<td>A341.04</td>
<td>7307</td>
<td><a href="mailto:barbara.tarin@elgin.edu">barbara.tarin@elgin.edu</a></td>
</tr>
<tr>
<td>Cathy Incapreo, A339.04</td>
<td>7314</td>
<td>A339.04</td>
<td>7685</td>
<td><a href="mailto:cincapreo@elgin.edu">cincapreo@elgin.edu</a></td>
</tr>
<tr>
<td>Amy Markowski</td>
<td>A341.01</td>
<td>A341.01</td>
<td>7685</td>
<td><a href="mailto:amarkowski@elgin.edu">amarkowski@elgin.edu</a></td>
</tr>
<tr>
<td>Lisa West, A339.03</td>
<td>7042</td>
<td>A339.03</td>
<td>7042</td>
<td><a href="mailto:lisa.west@elgin.edu">lisa.west@elgin.edu</a></td>
</tr>
<tr>
<td>Jonita DeVilliers</td>
<td>A337.01</td>
<td>A337.01</td>
<td>7042</td>
<td><a href="mailto:jdevilliers@elgin.edu">jdevilliers@elgin.edu</a></td>
</tr>
<tr>
<td>Karen Taylor, A339.01</td>
<td>7744</td>
<td>A339.01</td>
<td>7744</td>
<td><a href="mailto:ktataylor@elgin.edu">ktataylor@elgin.edu</a></td>
</tr>
</tbody>
</table>

Nursing Skills Labs: A334 Ext. 7734, Kathleen Mika, Aja Ferguson, Amy Markowski, Marie Therese Carpizo, Tara Latto
## APPENDIX LISTING

1. Nursing Course Failure/Withdrawal Contract  
2. Notice of Clinical Probation  
3. Health Professions Division Exposure/Incident Report Form  
4. Nursing Student Handbook Agreement  
5. Confidentiality Statement/Photography Release/Permission to Survey Future Employer  
6. Voluntary Assumption of Risk & Release of Liability
ELGIN COMMUNITY COLLEGE NURSING PROGRAM  
ELGIN, ILLINOIS  
NURSING COURSE FAILURE/WITHDRAWAL CONTRACT

Student’s name: __________________________ Address: ______________________________________

ECC ID#: __________________________ Course no: ______________________________________

Student email address: _____________________ Student cell phone___________________________

Final grade _______ Previous nursing failure: __________

POLICY STATEMENT:

• Students must achieve a nursing (NUR) course grade of 80% to advance to the next course.
• Students receiving a grade below “C” in any nursing course must repeat the entire course.
• A student may repeat only one nursing (NUR) course.
• **Two** (2) nursing course failures and/or withdrawals with a failing grade in the nursing program will result in dismissal from the Nursing Program.
  o Withdrawal from a nursing course with a grade below “C” will be considered an internal course failure.
  o Withdrawal from a nursing course with a grade of 80% or higher will not be considered as a course failure in the nursing program.
• A failed clinical performance evaluation will result in course failure regardless of a passing grade in theory (This includes clinical, lab, or failure on the Basic Clinical Safety Exam).

PROCEDURE:

1. Students will receive written notification of academic status from the Director of Nursing when withdrawing due to failure.

2. Students who fail a course are required to meet with the following individuals:
   a. Faculty member of record
   b. Retention Specialist
   c. Director of Nursing

Step 1: Meeting between faculty member and student regarding course failure.
Why do you think this course failure/withdrawal has occurred?

• What are you planning to do so that you are successful when you repeat the nursing course, if you are approved to return?

Faculty Recommendation:

Date: _______ Faculty member signature: ____________________________________________

Student signature: _______________________________________________________________

Step 2:
Meeting with Health Professions Retention Specialist to formulate a plan for successful completion of the nursing program. 

Plan:

Date: ______   HP Retention Specialist signature: __________________________

Student signature: ________________________________________

Step 3: Meeting with the Director of the Nursing Program to obtain permission to repeat a nursing course.

Director’s Recommendation:

Director of the Nursing Program ________________________________  Date: __________

Step 4:

First semester nursing students who have failed or withdrawn from NUR 114: You must contact the ECC Records Office to be considered for the next admission screening.

Nursing First semester nursing students who have failed or withdrawn from a nursing course, NUR 116 only, second, third, and fourth semester nursing students: You will be contacted by the Health Professions Office when a space is available for you in the course for which you are requesting readmission.

Revised November 10, 2014: Copies: Student, Faculty member of record, Student File, HP Retention Specialist, Director of the Nursing Program
Notice of Clinical Probation

Nursing is a professional discipline in which appropriate behavior should be displayed at all times by every student. Those who display unsafe, irresponsible, or unprofessional behavior while in the clinical setting will be placed on clinical probation.

Listed below are some, but not all, of the offending clinical infractions. Please review your Nursing Program Student Handbook for more detailed information.

- Fails to show up for clinical as scheduled.
- Fails to contact instructor with regards to expected tardiness or absences.
- Repeatedly arrives to clinical late (2 or more per rotation).
- Displays unprofessional manner of dress and/or unkempt appearance.
- Displays disregard for patient safety.
- Fails to meet clinical objectives and obligations consistently.
- Fails to take initiative during clinical opportunities/experiences.
- Performs skills that have not been validated on.
- Failure of second skill validation attempt
- Violates professional or ethical behavior with regards to patient confidentiality (HIPAA).
- Displays inconsistency with compliance on agency policies.
- Fails to take accountability for one's actions.
- Displays inappropriate behavior or communication while on the agency units.
- Displays insubordinate behavior to instructor(s)
- Other:

*Please refer to Nursing Program Student Handbook on ANA Code of Ethics (http://www.nursingworld.org/MainMenuCategories/EthicsStandards/CodeofEthicsforNurses.asp)

This clinical probation contract will be placed in the student’s file in the Health Professions Office and will remain on file until the student graduates from the Nursing Program.

Student Signature: _____________________________ Date: __________/201__

Instructor Signature: _____________________________ Date: __________/201__
Notice of Clinical Probation

The following student will be on clinical probation as of the following date:

Name: ______________________________________ Date: _____________

Course: NUR _______

**Infraction**: Describe behavior or incident.

---

**Re-mediation Plan**:

Student Signature: __________________________ Date: _______________

Instructor Signature: _________________________ Date: _______________

By signing this document, you are stating that you understand the reason you are on probation and the necessary steps to take in order to ensure passing NUR ________.
Elgin Community College
Health Professions Division Exposure/Incident Report Form

Working in the health field involves an assumption of risk. Students shall follow the correct protocol, procedures, and policies to keep the risk for injury or illness at a minimum. In the event that an exposure occurs, the student assumes the responsibility for testing, treatment, and any other expenses.

If an exposure occurs, students should safely complete patient care and inform the clinical instructor immediately. This form will be completed in addition to any forms required by the facility and submitted to a program official.

<table>
<thead>
<tr>
<th>Exposed Individual:</th>
<th></th>
</tr>
</thead>
<tbody>
<tr>
<td><strong>Name:</strong></td>
<td></td>
</tr>
<tr>
<td><strong>HP Program:</strong></td>
<td></td>
</tr>
<tr>
<td><strong>Phone #</strong></td>
<td><strong>Cell:</strong></td>
</tr>
</tbody>
</table>

<table>
<thead>
<tr>
<th>Exposure:</th>
<th></th>
</tr>
</thead>
<tbody>
<tr>
<td><strong>Exposure Incident:</strong></td>
<td><strong>Date:</strong></td>
</tr>
<tr>
<td><strong>Location of Exposure:</strong> (ie. facility &amp; department or unit)</td>
<td></td>
</tr>
<tr>
<td><strong>Type of Exposure:</strong> (ie. needle stick, mucous membrane, bite etc.)</td>
<td></td>
</tr>
<tr>
<td><strong>Type of Device:</strong> (ie. manufacturer, safety device, type of needle etc.)</td>
<td></td>
</tr>
<tr>
<td><strong>Body fluid or substance involved:</strong></td>
<td></td>
</tr>
<tr>
<td><strong>Body part(s) exposed:</strong></td>
<td></td>
</tr>
<tr>
<td>Incident Details:</td>
<td></td>
</tr>
<tr>
<td>------------------</td>
<td></td>
</tr>
<tr>
<td>Explain in detail what occurred:</td>
<td></td>
</tr>
<tr>
<td></td>
<td></td>
</tr>
<tr>
<td>Personal protective equipment used:</td>
<td></td>
</tr>
<tr>
<td></td>
<td></td>
</tr>
<tr>
<td>First Aid:</td>
<td></td>
</tr>
<tr>
<td>Was first aid performed? YES / NO (Circle one) Describe action taken:</td>
<td></td>
</tr>
<tr>
<td></td>
<td></td>
</tr>
<tr>
<td>If so, by whom?</td>
<td></td>
</tr>
<tr>
<td></td>
<td></td>
</tr>
<tr>
<td>Follow-up testing and results (attach documentation)</td>
<td></td>
</tr>
<tr>
<td></td>
<td></td>
</tr>
<tr>
<td>Faculty:</td>
<td></td>
</tr>
<tr>
<td>Instructor Name:</td>
<td></td>
</tr>
<tr>
<td></td>
<td></td>
</tr>
<tr>
<td>Instructor Signature:</td>
<td></td>
</tr>
<tr>
<td></td>
<td></td>
</tr>
<tr>
<td>Comments:</td>
<td></td>
</tr>
<tr>
<td></td>
<td></td>
</tr>
<tr>
<td>Facility contact to whom incident was reported:</td>
<td></td>
</tr>
<tr>
<td></td>
<td></td>
</tr>
<tr>
<td>Student Signature: Date:</td>
<td></td>
</tr>
<tr>
<td></td>
<td></td>
</tr>
<tr>
<td>Program Director Signature: Date:</td>
<td></td>
</tr>
</tbody>
</table>
Elgin Community College’s Nursing Student Handbook provides information regarding the policies and procedures in effect for the Nursing program. Students will be fully informed of any changes to this document.

Students must indicate agreement with each of the following statements by initialing on the lines below.

_____ I have received a copy of the Nursing Program Student Handbook.

_____ I am aware that it is my responsibility to ask questions about the contents of the Nursing Program Student Handbook and have those questions answered to my satisfaction.

_____ I understand that failure to follow any of the policies in the Nursing Program Student Handbook may result in my dismissal from the Nursing program.

_____ I agree to fully participate in the lab portion of the Nursing program. I understand that this requires hands on participation and that parts of my body will be exposed and touched.

_____ I agree that while enrolled in the Nursing Program, I will treat my studies, campus labs, and clinical experiences as an employee would treat job responsibilities, recognizing that my instructor assumes the role of my supervisor. I will attempt to learn the technical skills required of a Nurse, but also strive to develop professional behaviors and attitudes.

_____ I fully understand the importance of maintaining confidentiality regarding personal or client issues (HIPAA) and understand that disclosure of such information outside of class/lab/clinical is cause for dismissal from the Nursing program.

______________________________________________  ___________________
Student (signature)       Date

______________________________________________
Student (print name)
ELGIN COMMUNITY COLLEGE
HEALTH PROFESSIONS NURSING PROGRAM

CONFIDENTIALITY STATEMENT

I give permission to release information regarding my professional qualities, academic achievement, and clinical performance to the Director of the Nursing Program when responding to requests for employment consideration. This release does not include any information submitted by me or at my direction relating to medical records or reasonable accommodations under the Americans with Disabilities Act. This policy is revocable upon my written request to the Director of the Nursing Program.

______________________________________________  ___________________
Student (signature)       Date

______________________________________________
Student (print name)

PHOTOGRAPHY RELEASE

I give permission to release photographs taken for the sole purpose of identification of my status as a student enrolled in ECC’s Nursing program to the affiliated clinical facilities where I will be assigned.

______________________________________________  ____________________
Student (signature)       Date

______________________________________________
Student (print name)

PERMISSION TO SURVEY FUTURE EMPLOYER

I give permission to survey my future employer as part of the Nursing program’s assessment process. I understand that this information will be kept confidential and will be used solely for the purpose of evaluating the effectiveness of the program meeting its goals.

______________________________________________  ____________________
Student (signature)       Date

______________________________________________
Student (print name)
Health Professions Division
Voluntary Assumption of Risk & Release of Liability

THIS IS A RELEASE OF LEGAL RIGHTS. READ CAREFULLY PRIOR TO SIGNING.

Elgin Community College is a non-profit educational institution. References to Elgin Community College include its officers, Board of Trustees, employees and its designated agents.

As a student in Elgin Community College’s Health Professions Division, I (print your name) ____________________________, freely choose to participate in the (print your program name) ____________________________ program in which I am enrolled. I agree as follows:

RISKS: I understand that the clinical education environment for the Program in which I am enrolled through Elgin community College contains exposures to risks inherent in activities required for participation in the Program. These risks include, but are not limited to bodily injury, communicable and infectious diseases and property damage.

HEALTH AND SAFETY: I have been advised to consult with a healthcare provider regarding my personal medical needs. I have obtained the required immunizations. I recognize that Elgin Community College is not obligated to attend to any of my medical or medication needs, and I assume all risks and responsibilities. In case of a medical emergency occurring during my participation in this Program, I authorize the representative of Elgin Community College to secure whatever treatment is necessary. I agree to pay all expenses related to any treatment and release Elgin Community College from any liability for any actions.

ASSUMPTION OF RISK AND RELEASE OF LIABILITY: Knowing the risks described above, and in voluntary consideration of being allowed to participate in the Program, I hereby knowingly assume all risks inherent in this activity and connected activities. I agree to release, indemnify, and defend Elgin Community College and its officers, Board of Trustees, employees and its designated agents from all claims of any kind which I, the student, may have for any losses, damages or injuries arising out of or in connection with my participation in this Program.

SIGNATURE: I indicate that by my signature below, I have read the terms and conditions of participation in this Program and agree to abide by them. I have carefully read this Voluntary Assumption of Risk and Release of Liability and acknowledge that I understand it. The laws of the State of Illinois shall govern this Voluntary Assumption of Risk and Release of Liability.

Signature: ___________________________________________ Date: ____________
Witness: ___________________________________________ Date: ____________
NURSING PROGRAM SIMULATION LAB
CONFIDENTIALITY AGREEMENT
AUDIOVISUAL/PHOTOGRAPHY RELEASE

During your participation in simulated clinical experiences at Elgin Community College (ECC), you will be both an active participant in simulated scenarios and an observer. Due to the unique aspects of this form of training, you are asked to maintain and hold confidential all information regarding the details of the scenarios and the performance of the participants involved in the scenarios.

By signing this form, you agree to maintain strict confidentiality regarding the details of the scenarios and both yours and others performance, whether seen in real time, digital recording or otherwise communicated to you, throughout your enrollment in an ECC health careers program.

Continuous audiovisual digital recording is present in the simulation lab at ECC. Unless authorized by you, you will not be specifically identified. Recordings may be shown for purposes including, but not limited to debriefing, faculty review, educational, research, public relations, advertisement and/or promotional activities.

By signing this form, you consent to allow continuous audiovisual digital recording while you are in the simulation lab, throughout your enrollment in a ECC health careers program.

During your participation in the simulation lab at ECC, still photography (slides or prints) may be taken depicting your simulated clinical experience. Unless otherwise approved by you, you will not be specifically identified. Photographs may be shown for purposes including, but not limited to educational, research, public relations, advertisement and/or promotional activities.

By signing this form, you consent to allow still photography while you are in the simulation lab, throughout your enrollment in an ECC health careers program.

______________________________________________  ____________________
Student (signature)       Date

______________________________________________
Student (print name)