

**PRACTICAL
NURSING
PROGRAM**

STUDENT HANDBOOK

North Idaho College ~ Fall 2025

*North Idaho College
Practical Nursing Program
Division of Nursing*

STUDENT HANDBOOK

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Section I: General Information

STUDENT HANDBOOK

Welcome and Introduction

The Practical Nursing Program at North Idaho College functions under the Division of Nursing. The program is approved by the Idaho Board of Nursing. Graduates of this program are eligible to take the national licensure examination (NCLEX-PN) to become a Licensed Practical Nurse.

A clinical experience is correlated with each of the following content areas: Fundamentals of Nursing, Adult Health Nursing, Maternal/Newborn Nursing, Child Health Nursing, Mental Health Nursing, Medical-Surgical Nursing and Gerontology. These clinical experiences will be correlated with classroom theory and clinical lab practice.

Selected observational experiences will be offered in specialty areas as well as in community agencies.

The graduate of this program is prepared as an entry level practical nurse that functions to meet the nursing needs of persons of various age groups; to assist individuals, groups, and communities in the promotion and maintenance of their health; and to be a responsible member of an interdisciplinary health-care team.

Purpose

This handbook is specific to the Practical Nursing Program, and is intended to provide a reference for the students while enrolled in the program.

The Student Handbook contains the policies and guidelines of the PNP. Reading the Student Handbook is an individual student responsibility, and each student is held accountable for the contents of the Student Handbook. While a student is in the Nursing Program, it is expected that the policies and procedures contained in the Nursing Division Student Handbook will be followed. The Nursing Faculty reserve the right to revise policies as needed. When policies are developed or revised, students will be informed of the changes in writing.

The NIC Catalog and the Student Handbook are available to students as a resource for NIC policies and procedures. If there is a difference in policy between written documents, the Nursing Program Handbook will take precedence.

North Idaho College Mission Statement

North Idaho College meets the diverse educational needs of students, employers, and the northern Idaho communities it serves through a commitment to student success, educational excellence, community engagement, and lifelong learning.

PN Program Mission Statement

North Idaho College's Practical Nursing Program is committed to student success by providing the highest quality education and teaching excellence. The nursing education received will help students reach their potential in providing safe and professional health care. North Idaho College's Practical Nursing Program will enhance the quality of life for the student as well as the community and provide a resource for lifelong learning.

Philosophy

The practical nursing faculty believes the person is a holistic being. The person is complete and unified and cannot be viewed as merely the sum of his/her parts. Each person is a unique, thinking being who makes choices, possesses value and dignity, and strives toward attainment of his/her needs. The person does not live alone, but exists interdependently with the environment. The environment may include the family, the culture, and the community in which the person resides. The statements of belief include:

1. Concepts of Nursing

Health, the need and right of each person, is the ongoing effort of the individual to maintain balance in their ever-changing environment. The individual constantly strives toward an optimal level of health, wellness, and self-actualization, moving toward independence rather than dependence. Nursing is the diagnosis, prevention, and treatment of actual or potential alterations in health. Nursing is a science and an art which recognizes the inherent worth of the individual, the value of human life, and the pursuit of the highest standard of health.

2. Concepts of Practical Nursing Education

Education is a dynamic and continuing process of growth and adjustment during which the student, interacting with the environment, assimilates knowledge and acquires attitudes, appreciations and competencies. Through education, positive change in personal behavior and the environment is achieved. Practical nursing education benefits when it is within the structure of the college where the student may pursue general education courses, as well as professional-technical nursing courses. The college encourages the involvement of community representatives in determining present and future educational needs and the implementation of appropriate curricula to meet the needs identified. The college believes that the interests of the students, the business/industry community, and the college are best served through the advisory partnerships that are well established and maintained.

In accordance with our philosophy, which emphasizes career mobility and articulation with community college programs, practical nursing education is constructed to present an orderly and systematic framework which builds upon common basic principles from the social, biological and psychological sciences. The program is planned to provide continuity,

sequence, and integration of learning experiences so the student may progress from simple basic nursing care to that which is more complex.

The practical nursing curriculum is constructed to build on students' previous learning experience. It provides fundamental knowledge to all students. The program provides for learning differences among students. All qualified individuals should have an opportunity for upward mobility in nursing. As faculty, it is our responsibility to provide learning experiences that build on the students' previous educational experiences.

Practical nursing education provides the learner the opportunity to gain knowledge to qualify for the licensing examination and develop basic competencies as stated by the Idaho State Board of Professional-Technical Education. It is an amalgam of theory and clinical experience. The science and technology of nursing changes rapidly; therefore, nursing education focuses on the concepts and principles inherent in meeting basic human needs.

3. Concepts of the Teaching/Learning Process

The faculty believes optimal learning occurs when:

- the environment encourages freedom of inquiry, thought, and expression within a framework of professional conduct;
- learning progresses from the simple to the complex, knowledge to application;
- the responsibility for learning is placed on the learner;
- there is a close correlation between theory and practice;
- ample opportunity for application and practice of theoretical concepts is provided;
- a variety of instructional methods are offered to meet the different learning styles of the learner; and
- education is viewed as a life-long process to assist the individual to adapt to changes in his or her environment.

The Nursing Process is the tool of nursing practice and education. The Nursing Process is the method whereby nursing knowledge is transferred into practice. It is the process applied to nursing action and includes assessment, diagnosis, planning, implementation, evaluation and revision.

A varied program of theory, and correlated clinical, community experiences and individualized advisement encourages the student to develop confidence as a person and a nurse who now, and in the future, can be a contributing member of society.

Conceptual Framework

The faculty of the Practical Nursing Program believe that the conceptual base for the program is the descriptive outcome of the interaction between person, environment, health, and nursing.

The major sub concepts are Basic Human Needs as developed and defined by Abraham Maslow, and Nursing Process, the tool by which nursing assists the client to attain human needs. The

Person, Nursing, and Health all exist within the framework of the Environment and interact among themselves to define the holistic person.

To further integrate the presentation of the interrelationships of the person, nursing, environment, and health, the faculty has isolated threads evident throughout the program of study. Along with the framework, these threads serve to unify the curriculum into a cohesive whole. They are specified to ensure that each thread is included in each course. The following threads are embedded in the curriculum:

- Cultural Intelligence
- Legal-Ethical concepts
- Developmental theories
- Communication
- Quality and Safety Education for Nurses (QSEN) principles

Purpose of the Practical Nursing Program

The Practical Nursing Program of North Idaho College strives to:

1. Support and assist in the implementation of the purposes and mission of the College.
2. Prepare individuals to engage in quality nursing practice commensurate with their level of education; to function as a generalist.
3. Provide and encourage career mobility by offering articulation with the Associate of Science Degree in Nursing at North Idaho College.
4. Provide nursing education opportunities without regard for age, race, sex, or religion.
5. Serve as a catalyst for positive change in the delivery of health care and the practice of nursing.
6. Enable students to develop the skills, knowledge, habits, and attitudes essential in securing and maintaining a job, and gaining promotion in their chosen career.

Curriculum End-of-Program Student Learning Outcomes

1. Recognize people as unique individuals with rights and viewpoints reflective of their culture and developmental level
2. Integrate theoretical knowledge with clinical practice
3. Utilize the nursing process to provide care for people experiencing problems resulting from illness, injury or commonly occurring health problems.
4. Integrate the nursing roles of organizer, coordinator, advocate and educator under supervision
5. Demonstrate accountability for learning and growth
6. Utilize effective interpersonal communication skills

Table 1 Curriculum End-of-Program Student Learning Outcomes

North Idaho College General Education Framework

North Idaho College has a proud heritage of seeking to provide all students with learning experiences to build the knowledge, skills, and abilities needed for productive and meaningful lives and 38 Program Offerings to be contributing members of society. The college framework for general education adopts the principles and requirements outlined in Idaho's Statewide General Education (Policy III N). NIC's faculty met with colleagues from across the disciplines at each of the two- and four-year public higher education institutions in Idaho to write competencies in six areas of general education. The courses listed in the following pages represent the thoughtfully considered review by faculty of the content and learning outcomes for general education at NIC. These are:

- **Written and Oral Communication:** Students will express themselves effectively, in both written and oral forms, to varied audiences to serve diverse purposes.
- **Mathematical Ways of Knowing:** Students will use appropriate mathematical principles and practices to interpret mathematical concepts, execute and explain appropriate strategies, and draw conclusions.
- **Scientific Ways of Knowing:** Students will apply scientific reasoning to various discipline related questions in the field and use laboratory practices appropriately for study, analysis and replication of key principles.
- **Humanistic and Artistic Ways of Knowing:** Students will describe and interpret how a variety of humanistic and artistic forms, reflect, shape, and influence the human condition.
- **Social and Behavioral Ways of Knowing:** Students will use social science reasoning to inquire, collect relevant information, and develop insights on individual, social, community, regional, national, and/or global issues.

In addition, NIC has established requirements for competencies in:

- **Integrative Inquiry and Wellness:** Students will demonstrate self-awareness, apply integrative learning, and develop commitment toward educational and life goals. These competencies and outcomes are the basis for assessing our general education program. Together with the programs we offer, general education at NIC reflects the college's commitment to preparing citizens in the 21st century. NIC students will thereby have the benefit of an education that is shaped by our mission and values as a comprehensive community college.

Depending upon the particular program's focus of study, students may not take all of the above coursework to complete their program requirements.

Organizational Chart

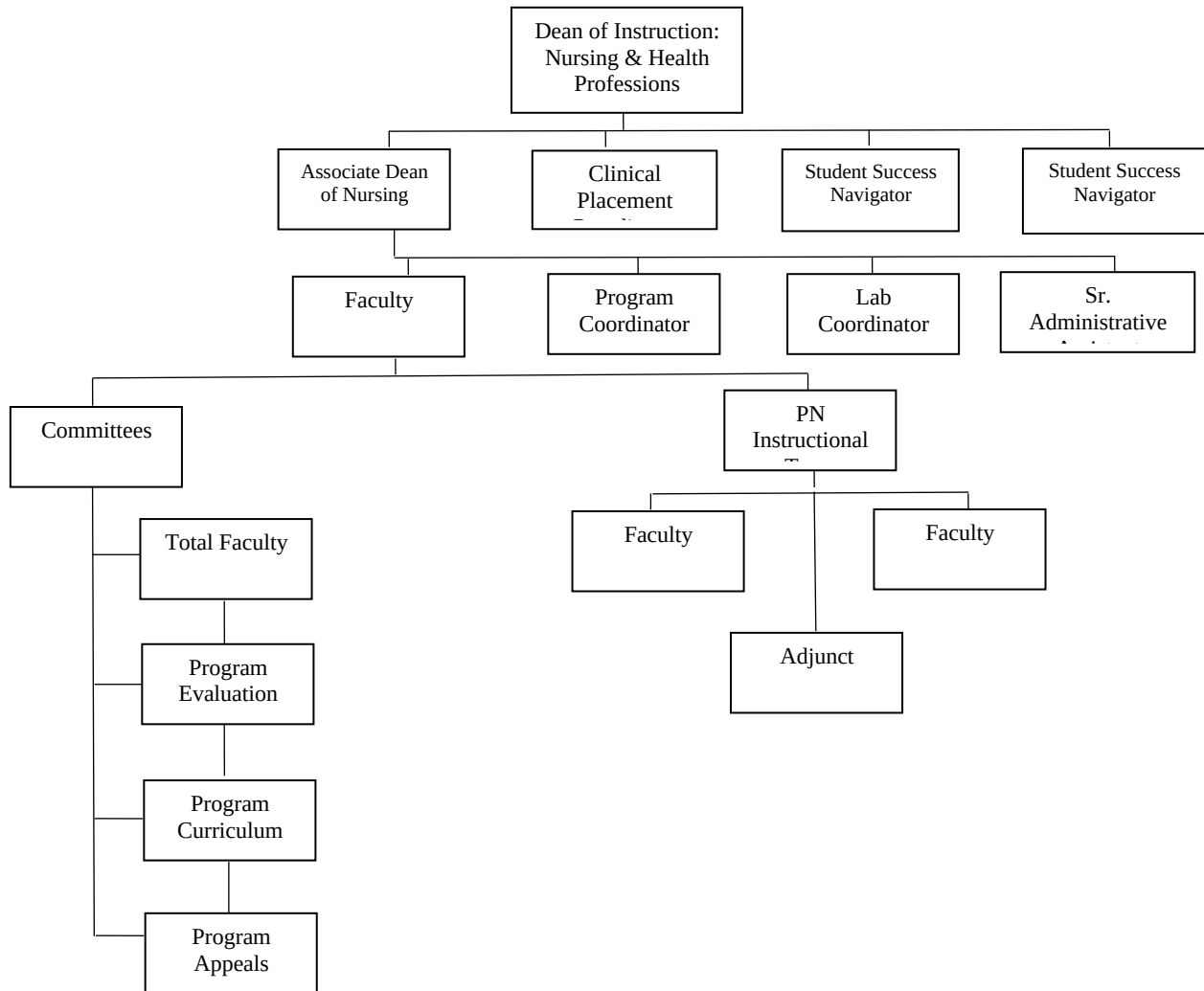


Table 2 Organization chart for Nursing

Lines of Communication for Students

1. Initial line of communication is one-on-one with the clinical or classroom instructor.
2. Concerns or problems, which could not be resolved on the instructor level or the course teaching team level should be taken to the Associate Dean of Nursing.
3. The student will be informed of the decision/action on the matter.

**Section II:
Physical Facilities
&
Student Services**

Physical Facilities

The physical facilities for the Division of Nursing are located in the Meyer Health and Sciences Building (MHS).

1. Dean of Nursing and Health Professions:

Room 281

2. Associate Dean of Nursing:

Room 274

3. Faculty Offices:

Faculty offices are located on the second level of the MHS

4. Administrative Assistant offices:

Room 257 – Nursing Program Senior Administrative Assistant

Room 282 –Assistant to the Associate Dean of Health Professions and Nursing

5. Classrooms:

See class schedule for room assignments

6. Conference Room (for Nursing Program committee meetings):

Room 210 – located on the second level of MHS

Room 169- located on the first level of MHS

7. Nursing Program Learning Lab:

Room 112/120 – located on the first level of the MHS

Room 119 – located on the first level of the MHS

8. Simulation Center:

Room 141 – located on the first level of the MHS

9. Computer Resource Room:

Room 143 – located on the first level of the MHS

10. Group Study Rooms:

Room 153 and 168 (downstairs in MHS)

Room 235 and 240 (upstairs in MHS)

*Please check the kiosk by each door for the room schedule and to reserve a time to use the room.

Financial Information/Resources

1. Fees

Fees included in student course fees:

- Learning Lab
 - Students are charged a laboratory fee to cover the costs of laboratory/simulation supplies needed for individual use in the learning/simulation laboratories.
- Assessment Technology Institute
 - Learning tool utilized by the ADN Program.
- Clinical Placement Northwest Consortium Fee
- My Clinical Exchange Fee
- National Background Check and Washington State Patrol Watch
- Monthly OIG/GSA screening
- Document management fee for third party management of storage for primary source documents proving compliance with clinical requirements (such as proof of immunizations, tuberculin testing, etc.).
- Fingerprint Background Check – Certain clinical settings may require an additional more extensive background check (Behavioral Health Settings). The student is responsible for the cost of any background check outside of the normal processes.
- Technology Fees
- Electronic Testing Platform

Additional Costs Not Included in Course Fees:

- Drug Screens if required by the clinical facility
- Parking Pass
 - Campus parking is permitted only with an NIC parking pass. Information on parking, including the cost of the permit, is provided at registration.
- Uniform
- Textbooks

2. Scholarships

A number of scholarships with varying qualifications are available to nursing students. Nursing students are encouraged to discuss interest with the Nursing Program Advisor.

North Idaho College Campus Map



North Idaho College

1000 W. Garden Ave. • Coeur d'Alene, Idaho 83814
(208) 769-3300 • (877) 404-4536

Coeur d'Alene Campus Map

Building Information, Campus Parking Information,
and Off-Campus Locations are located on the back.





North Idaho College

Building Information

- 1 **McLain Hall (MCL)**
450 N. College Dr.
Outdoor Center, Graphic and Web Design Program
- 2 **Lee-Kildow Hall (LKH)**
471 N. College Dr.
Cardinal Central (Campus Information, Student ID, Parking Services), Admissions, Office of Finance and Business, Financial Aid, Student Finance, Registrar, Cardinal Learning Commons (Math Education Center, Academic Tutoring), English and Humanities Division, Social and Behavioral Sciences Division, Center for New Directions, Dual Credit
- 3 **Christianson Gymnasium (GYM)**
481 N. College Dr.
Athletics Department, Gymnasium
- 4 **Edminster Student Union Building (SUB)**
495 N. College Dr.
Market Food Court, Caffeinated Cardinal, Cardinal Bookstore, ASNIC Student Government Offices, Student Services (Advising), Career Services, Veteran and Military Family Services, Auxiliary Services, American Indian Student Advisor, TRIO, Food Pantry, Student Involvement, Title IX and Student Conduct, Victim Advocate and Violence Prevention
- 5 **Meyer Health and Sciences Building (MHS)**
521 N. College Dr.
Health Professions and Nursing Division, Natural Sciences Division, Labs, DeArmond Auditorium, Rolphe Auditorium
- 6 **Siebert Building (SBT)**
430 N. College Dr.
Information Technology, The Sentinel, Mail and Copy Center, Fleet Services
- 7 **Industrial Arts (IND)**
468 N. College Dr.
Carpentry Lab
- 8 **Residence Hall (RES)**
518 N. College Dr.
Student Housing
- 9 **Post Hall (PST)**
538 N. College Dr.
Athletics Department; Physical Education, Dance, and Resort/Recreation Management Division
- 10 **Fort Sherman Officers' Quarters (FSQ)**
1025 W. Garden Ave.
Heritage Conference Room
- 11 **Workforce Training Center**
525 Clearwater Ln. - Post Falls
Workforce Training, Community Education
- 12 **Lakeside Center (LKC)**
489 N. College Dr.
Children's Center
- 13 **Winton Hall (WIN)**
538 N. College Dr.
Dental Hygiene Clinic
- 14 **Bob and Leona DeArmond Building (DARM)**
401 W. River Ave.
New Student Welcome Center, University of Idaho Office, Lewis-Clark State College Office
- 15 **Lee Hall Annex (LHA)**
485 N. College Dr.
Writing Center, Modern Languages Lab
- 16 **Seiter Hall (STR)**
475 N. College Dr.
Math, Computer Science, and Engineering Division; Counseling, Disability Support Services
- 17 **Fort Sherman Powder Magazine (FSM)**
530 N. College Dr.
Study Area/Meeting Space
- 18 **Hedlund Building (HED)**
420 N. College Dr.
Emery's Restaurant, Gizmo-CDA, Idaho Small Business Development Center, Venture Center, Business and Professional Programs Division, Job Corps, University of Idaho
- 19 **Sherman Building (SHE)**
1000 W. Garden Ave.
President's Office, Community Relations, Communications and Marketing, NIC Foundation, Alumni Association, Grants
- 20 **Boswell Hall (BOS)**
880 W. Garden Ave.
Schuler Performing Arts Center; Corner Gallery; Communication and Fine Arts Division
- 21 **Molstead Library (MOL)**
875 W. Garden Ave.
Library, Todd Lecture Hall, Testing Center, Computer Labs, Office of Instruction, Office of Planning and Effectiveness, eLearning, Adult Education Center/GED®
- 22 **Sunspot**
Concessions and rentals (June-September)
- 23 **Headwaters Complex**
26 **Facilities Operations (HWCA)**
701 N. River Ave.
Custodial Services, Fleet Services - Key pick-up
- 27 **Human Resources (HWCB)**
710 Military Dr.
- 28 **Maintenance Department (HWCC)**
724 Military Dr.
- 29 **Landscape Services (HWCE)**
719 Military Dr.
- 30 **Security (HWCD)**
763 Military Dr.
- 31 **Student Wellness and Recreation Center (SWRC)**
920 W. River Ave.
Recreational Sports, Learning Labs

Campus Parking & Parking Services

(208) 769-5902

All passenger vehicles – with the exceptions of vehicles with a handicap plate or placard and motorcycles – are required to display a current parking permit during Fall and Spring Semesters. Parking permits must be displayed from the vehicle's rear-view mirror with the front of the permit facing outward.

Permits are required during Fall and Spring Semesters:

Monday through Thursday from 7:30 a.m. to 4 p.m.
Friday from 7:30 a.m. to 2:30 p.m.

Parking permits are not required during Summer Session. Rosenberry Drive, Hubbard Avenue and parking lot A on Hubbard Avenue near Northwest Boulevard do not require parking permits throughout the academic year.

Visit nic.edu/parking for regulations, information and online services, including purchasing parking permits.

Emergencies

Call 911 immediately and then call NIC Security at (208) 769-3370 to report any crime or medical emergency that is in progress. Contact NIC Security to report any suspicious behavior, to request a security escort or for other assistance.

Metered Parking

All vehicles parked at the meters are required to pay. Vehicles displaying a parking permit are required to pay when parking at the meters. Vehicles with handicap plates or placard may park at the meters for free.

Visitor Permits

Visitor passes are required during the times when parking permits are required. Visitor passes are available in the Sherman Building, the DeArmond Building and Cardinal Central in Lee-Kildow Hall. A visitor is defined as any person other than a student, staff member or faculty member of North Idaho College. Visitor permits are free.

Winter Parking

From November 1 to March 15, do not park vehicles overnight on college streets, College Drive, West Garden Avenue or NIC parking lots. Limited overnight parking is available in the west row of the North Molstead lot - look for the overnight parking signs. Overnight parking will be enforced seven days a week from midnight to 6 a.m. Vehicles parked overnight in areas other than the designated overnight parking spots during the winter will be issued citations and towed when snow removal is in progress.

Citations

Illegally parked vehicles and/or vehicles without a visible permit will be ticketed. Fines are payable online at nic.edu/parking. The fine will be reduced if paid within seven days. Fines are not reduced for handicap and fire lane violations. An additional fine will be assessed if the fine remains unpaid after 30 days. Students with unpaid parking tickets may lose course registration privileges and/or be placed on Academic Hold.

Appeal Process

An appeal must be made within seven business days of the date of citation. Appeal parking citations online at nic.edu/parking.

Security

(208) 769-3310

Campus Security

703 Military Dr., Coeur d'Alene, ID 83814
Security reports, fire reports, crime statistics, and safety tips: nic.edu/security.

Off-Campus Locations

NIC at Sandpoint

(208) 263-4594
515 Pine St., Ste. G
Sandpoint, ID 83864

Workforce Training Center

(208) 769-3214
525 Clearwater Ln.
Post Falls, ID 83854

Workforce Training Center

Law Enforcement Program

Kaniksu Building

510 Clearwater Ln.
Post Falls, ID 83854

Parker Technical Education Center

(208) 769-4040
7084 W. Lancaster Rd.
Rathrum, ID 83858

North Idaho College Student Services

North Idaho College provides a variety of services to help promote student success. These services are listed in the college catalog under the section Student Resources (<https://www.nic.edu/students>). The catalog describes the services offered and gives campus location and phone number to facilitate access.

Services include the following:

Service	Website	Phone
NIC Campus Security	nic.edu/security	(208) 769-3310
Advising Services	nic.edu/advising	(208) 769-7821
Cardinal Central (Registrar, Financial Aid, Work Study, Scholarships)	nic.edu/cardinalcentral	(208) 769-3311
Cardinal Learning Commons	nic.edu/clc	(208) 769-3206
Career Services	https://www.nic.edu/websites/default.aspx?dpt=15&pageId=	
Center for New Directions	nic.edu/cnd	(208) 769-3447
Children's Center	nic.edu/childcenter	(208) 769-3471
Counseling Services	nic.edu/therapy	(208) 769-5947
Dining Services	nic.edu/diningservices	(208) 769-3359
Disability Support Services	nic.edu/dss	(208) 769-5947
eLearning	https://www.nic.edu/websites/default.aspx?dpt=25&pageId=	
Financial Aid	nic.edu/cardinalcentral	(208) 769-3311
Food Pantry		(208) 665-5086
IT Help Desk	nic.edu/it	(208) 769-3280
Library (Molstead Library)	nic.edu/library	(208) 769-3355
Math Education Center	nic.edu/clc/mec	(208) 676-7139
Parking Services	nic.edu/parking	(208) 769-5902
Student Health and Wellness Services	nic.edu/studenthealth	(208) 665-4520
Testing Center	nic.edu/testingcenter	(208) 769-7203
TRIO Student Support Services	nic.edu/trioss	(208) 769-5979
Veteran and Military Family Services	nic.edu/veterans	(208) 929-4028
Writing Center	nic.edu/writingcenter	(208) 769-3298

Table 3 North Idaho College Student Services Contact Information

Nursing Learning Lab

The Learning Lab is located on the first floor in the Meyer Health and Sciences Building, rooms 112/120, and 119. The Learning Lab is a learning resource for nursing students for developing technical skills, assessment skills, math skills, documentation skills and decision-making skills.

The Learning Lab is staffed by an experienced R.N. Open Lab hours are determined at the beginning of each semester based on course schedules to provide maximum accessibility for the greatest number of students.

The Learning Lab is equipped with simulated patient units, models, supplies and audiovisuals required for development of skills specified in the course syllabi. Reservations are required for individual practice time. Guidelines as set forth by learning lab and simulation coordinator must be followed regarding PPE use while in lab or simulation center. Students can wear either clean street clothes or scrubs for any practice labs, and students are required to wear closed toe shoes at all times while in learning lab or simulation center.

Simulation Center

The Health Professions and Nursing Simulation Center is located on the first floor of the Meyer Health Science Building (Room 139). The Simulation Center is designed to replicate a hospital or clinical environment and is equipped with high fidelity mannequins that exhibit human physiological functions such as blood pressure, heart and lung sounds and reactive pupils. The simulation lab provides the opportunity for students to be exposed to realistic clinical experiences where they can practice technical skills and clinical decision making in a safe environment before working directly with patients. Scrubs must be worn while in the simulation center unless otherwise directed by faculty.

The Simulation Lab is staffed by a Simulation Tech. Educational experiences in the Simulation Lab are arranged and led by faculty.

**Section III:
General Information,
Advising,
Withdrawals &
Readmission**

General Information and Requirements

Study Habits

Set aside time each day for study. Reading assignments before class increases the value of your learning. We recommend that you include in your weekly schedule time for relaxation and personal time.

Employment

We want you to be successful in the nursing program and therefore encourage you not to take on more responsibilities than you can manage. We also understand that you and your family have basic financial requirements. As you are determining your work schedule, please confer with an instructor. The following guidelines are also offered to assist you:

1. Your minimum class, clinical, and study time commitment to the nursing program is approximately 40-50 hours per week.
2. Full-time employment is discouraged due to clinical and classroom commitments.
3. Sixteen (16) hours per week is the maximum employment workload recommended by the faculty, and working **weekends is strongly recommended over weekdays.**
4. Work commitments for evenings is strongly discouraged and nights prior to clinical **are prohibited due to patient safety.**

Meals

At the college, food is available for purchase in the Student Union Building during regular college hours. In the clinical setting, eating is to be confined to the cafeteria or designated eating areas. Once at the clinical facility you are to remain on the facility campus for the duration of the clinical experience (exceptions may be granted in the final semester of precepting). This means you will need to bring your own lunch or plan to purchase food at the facility.

Smoking

North Idaho College is a tobacco-free campus. Many clinical facilities have smoking restrictions-make sure you are aware of and abide by clinical facility's policies regarding smoking. While in uniform, if a cigarette odor can be detected on you, you will be sent home and this will be considered an unexcused absence.

Advising

A. North Idaho College is committed to providing academic advising to all undergraduate students. All pre-nursing students are assigned an advisor to guide them in selecting an educational plan consistent with their abilities and goals. As students get closer to applying to the nursing program, it is recommended that they meet with the Nursing Advisor to assist them in reviewing the application requirements. Once a student has been admitted into the

Practical Nursing Program, they will be assigned a full-time nursing faculty member as their advisor. Students may visit an advisor at any point in time for academic advising.

A. Advising for Students currently enrolled in the PN Program:

The advisor is available for academic advising and other guidance and assistance to facilitate success in the program. Advisors are knowledgeable about college and community services, which may meet individual needs and can help with accessing these services.

A general advisor for Nursing is also available to nursing students. The nursing advisor's office is in the Meyer Health and Sciences Building, Room 166.

Students are free to seek assistance from any nursing instructor. All have an open-door policy. The student's advisor, though, has a special interest in and responsibility to his/her advisees.

Essential Abilities Policy

The following are considered to be essential abilities, which are necessary for admission to, and continuance in, the Practical Nursing program. With *or without* reasonable accommodation, all candidates and students must meet or exceed the following in order to provide safe care for patients and families.

Must meet:

- Urine drug test screening requirements.
- Criminal background check (including finger-printing) * requirements.

A. **Motor/Sensory:**

1. Ability to visualize, auscultate, percuss and palpate to complete physical assessments.
2. Provide direct patient care.
3. Lift minimum of 25 pounds without assistance.
4. Be capable of frequent bending, stooping, lifting, pushing or pulling.
5. Possess the manual dexterity necessary to perform common tasks including, but not limited to gloving, gowning, use of computers, and operating controls on equipment.

B. **Communication:**

1. Verbally communicate effectively in English with co-workers, providers, patients and families (in person and on the telephone).
2. Be able to read and comprehend handwritten or printed information written above the 12th grade educational level.
3. Be able to write and verbalize words commonly used in health care.

C. **Cognition:**

1. Gather, analyze, and draw conclusions from data.
2. Prioritize activities.

3. Appropriately respond to spoken words and auditory signals including patient call lights, vital sign and other equipment alarms and controls.

D. Behavior:

1. Demonstrate the honesty and integrity that reflects essential character traits supporting trustworthiness and professionalism.
 2. Groom and dress professionally, and exhibit social skills (including verbal and body language) appropriate in professional interactions.
- A list of disqualifying offenses can be found by visiting [Link to North Idaho College PN website page](#) and searching for IDAPA Code 16.05.06 Facilities may have additional disqualifying offenses.

Students requiring accommodation must register with Disability Support Services and provide documentation. Reasonable accommodations for persons with disabilities will be determined in collaboration with Disability Support Services following current Americans with Disabilities Act (ADA) guidelines as stated in the North Idaho College policy on disabilities.

Progression, Withdrawal and Re-entry

Progression

Students must pass all courses in their current level of the Practical Nursing Program in order to progress to the next level. If a student fails one or more courses in a level, this constitutes as one failure of the program. (i.e. - a student fails both PN 111 and PN 111L, because they are linked courses, this counts as a singular failure and the student is eligible for a readmission attempt). A student may readmit or re-enter one (1) time only into any North Idaho College Nursing Program: either RN or PN (exception: approved withdrawal due to crisis).

Definitions:

Readmit: Students who did not successfully complete any first semester practical nursing courses or co-requisite general education course must apply for readmission through the competitive admission process.

Re-entry: Students who do not successfully complete any nursing or co-requisite general education courses in the second or third semester of the practical nursing curriculum must request re-entry to the program.

Progression Standards

A. Students that fail a first level nursing course:

1. Students that fail a first level nursing course, or co-requisite general education course are required to apply for admission to the PN program as outlined in the Application Packet (located on North Idaho College Practical Nursing Webpage, [Link to North Idaho College Safety website page](#)).
The student is subject to the competitive admission process.

2. Nursing courses the student passed in their first attempt in the Nursing Program will be accepted for up to two years at the time of the second admission into the program. If a course has been taken more than two years prior, the student will be required to retake the course(s) upon acceptance into the program.

A. Course failure after completion of the first semester:

Re-entry: Students who do not successfully complete any nursing or co-requisite general education courses in the second or third semester of the nursing curriculum must request re-entry to the program.

Minimum requirements for successful completion of any nursing courses:

1. **Theory Courses:** A grade of C+ (77.0%) or higher is required in each nursing theory course. To receive a grade of C+ in a nursing course the student must:
 - a) Achieve a minimum 77.0% average on all course work as specified in the course syllabus.
 - b) Complete all course requirements as specified in the course syllabi.

A. **Lab Courses:** Pass all lab courses. Satisfactory performance in the course outcomes is required to pass all lab courses. This is recorded as a satisfactory (pass) or unsatisfactory (fail) on the NIC student transcript.

1. Student must obtain “Meets Outcome” grade in all competencies at the Final Evaluation to pass the Course.
2. Student must obtain satisfactory clinical behavior ratings to meet this requirement
3. Pass the Math/Dosage Calculation requirement, if applicable.

D. Linked Courses*: If a student cannot successfully achieve the competencies of a theory course, then the student is deficient in the nursing knowledge required to competently and safely deliver patient care in the linked lab course.

1. If a student fails or does not complete a linked lab course, they may continue to complete the linked theory course and receive a grade. If the student re-enters the program, the student will be required to take both the linked courses (lab & theory) again and will receive the higher of the two grades for the theory course.
2. If a student fails or withdraws from a linked theory course, the student will not be able to continue in the linked lab course; the student must withdraw from both courses. If a failure occurs after the withdrawal date, the student will receive a failure (unsatisfactory) in the linked lab course.

• A linked course is a course that has a required, independently numbered and named clinical lab course associated with it. The following are linked courses:

PN 110 & PN 110L

PN 111 & PN 111L
PN 112 & PN 112L

A. General Education Courses:

1. A grade of **C** or better is required for general education courses listed as pre-requisite for the next nursing level. Pre-requisites and co-requisites for nursing levels are specified with the course description in the college catalog and in the course syllabus.
2. If a student does not achieve the required grade, they may repeat the course. When the course has been successfully completed with the required grade, the student may seek re-entry to the nursing program. See Readmission or Re-entry Policy and Procedure. Students must complete all pre-requisite and co-requisite requirements before advancing to the next level within in the Nursing program.

Student Withdrawal

1. To withdraw from any course at NIC, the student must log into their MyNIC account and drop (withdraw from) the course.
2. If a student drops (withdraws from) a Nursing linked course, they are required to drop both the theory and lab courses. A linked course is a course that has a required, independently numbered and named clinical lab course associated with it (e.g. PN 110 and PN 110L).*
3. A student must drop (withdraw from) a course by the designated college withdrawal date for the semester. Final dates for drops (withdrawals) with a grade of **W** are published on the college calendar. Students in academic jeopardy should be informed of options and time lines.
4. Students who do not officially drop (withdraw from) a class will receive a grade of **F** unless the instructor for the class initiates a withdrawal for them.
5. Students may withdraw after the college withdrawal date only for compelling and extraordinary reasons. If a nursing student must exit under such circumstances, the student must make an appointment with the Associate Dean of Health Professions and Nursing/Director of Nursing to explore petitioning for withdrawal. A student must be passing all nursing courses to be considered for an approved late withdrawal due to crisis.
6. Any student withdrawing from the program should meet with his/her faculty advisor and/or the Director of Nursing Leader for an exit interview and completion of the Exit/Withdrawal Interview Form. Students are responsible to contact the Student Financial Aid Office to determine the impact of withdrawing on their financial aid.
7. Students who withdraw, but wish to be readmitted/re-enter to the PN Program, must refer to the Readmission or Re-Entry Policy/Procedure in the Nursing Student Handbook. They are advised contact the Associate Dean of Nursing for any changes in the policy as soon as they know they will be applying for readmission or re-entry. Withdrawing students will also be aware that re-entry is on a space-available basis.

EXIT/WITHDRAWAL INTERVIEW

Student Name: _____ • Generic • Advanced Placement

Semester: _____

- 1. Withdrawal from:
 - North Idaho College: _____
 - ADN Program: _____
 - PN Program: _____
 - Nursing Course Number: _____

- 2. Reason(s) for Withdrawal:
 - Academic • Financial • Health
 - Personal • Relocation • Other: _____

- 3. How many hours per week are you working?
 - Hours worked/week: _____
 - Not working

- 4. Are you taking other college classes aside from the Nursing Program?_
 - Number of credits currently taking aside from Nursing Program _____
 - Not taking any other classes besides Nursing Program

- 5. Readmission Policy:
 - Reviewed with student
 - Copy given to student
 - Sent by mail in lieu of personal interview Date mailed: _____

- 6. Interview Summary

- 7. Faculty Recommendation

Student’s Signature: _____ Date: _____

Director/Lead Instructor: _____ Date: _____

Dean of Nursing: _____ Date: _____

Copy to: Student and Student’s Permanent Record

***Students need to contact the Practical Nursing Program when considering application for readmission. Policies and procedures are subject to change.**

RE-ENTRY POLICY

-
- A. A student requesting re-entry is defined as a student who:
 - 1. withdrew from the Practical Nursing Program after successful completion of first level nursing program courses.
 - 2. Did not successfully complete all required courses in the second or third level of the PNP.
 - B. Students who fail a first level nursing course are not eligible for re-entry.
 - 1. Students that fail a first level nursing course, or co-requisite general education course are required to reapply admission to the PN program as outlined in the Application Packet and are not eligible for reentry into the PN program.
 - 2. See Progression Policy and Procedure.
 - C. To be eligible for re-entry the student must:
 - 1. Meet program requirements that are in effect at the time of re-entry.
 - 2. Be accepted for readmission within two years of the time of exit (e.g. A student fails PN 110 during any part of spring 2020 semester; the latest date a student may apply for re-entry is the spring 2022 semester for fall 2022 nursing program level entry).
 - 3. Follow guidelines for re-entry as designated in the readmission procedure.
 - D. A student may re-enter one (1) time only into any North Idaho College Nursing Program: either RN or LPN (exception: approved withdrawal due to crisis).
 - E. Decision for re-entry will be based upon:
 - 1. Academic and clinical performance while enrolled in the program.
 - 2. Circumstances surrounding exit from the program.
 - 3. Actions taken by the student subsequent to exit to resolve problems and increase their potential for success in the program.
 - F. Re-entry is contingent upon space availability.

RE-ENTRY PROCEDURE

This procedure is for all individuals seeking re-entry to the Practical Nursing Program.

- A. The individual will submit the following information to the appropriate nursing level team:
 - 1. A letter requesting reentry to the Practical Nursing Program which will address:
 - a. Reasons why the student would like to be considered for readmission.
 - b. Activities or experience since withdrawal from the nursing program that would contribute to the student's potential for success in the program.
 - c. If applicable, work experience including submission of name and address of immediate supervisor for reference
 - 2. Official transcripts of courses taken since withdrawal from the nursing program or in which the student is currently enrolled.
 - 3. Any other data deemed appropriate by the student.
- B. The deadlines for submitting re-entry requests:

1. May 1 for fall courses.
 2. December 1 for spring courses.
- C. The instructional team will review the letter of request and the data submitted and act upon the request for re-entry. If upon review the team has insufficient data to act, additional data may be requested.
- D. The Practical Nursing faculty will make a recommendation at the end of semester Nursing Division meeting and the applicant will be granted or denied re-entry based on policy criteria.
- E. The applicant will be notified in writing of the faculty decision on his/her request for re-entry.
- F. Upon approval, the student will be notified to proceed with the re-entry process, which will include:
1. Demonstration of satisfactory knowledge base evidenced by a minimum passing score of 77.0% on the last exam prerequisite to the course level of requested readmission. The student will have one (1) opportunity to re-take the exam.
 - a. Demonstration of satisfactory performance of clinical lab skills: The applicant will receive a list of testable skills.
 - b. The student will be notified of the time when the lab is available for independent practice.
 - c. There may be a non-refundable fee for skills practice and testing.
 - d. Testing of skills will be scheduled.
 - e. The student will have two opportunities to demonstrate satisfactory performance of skills.
 2. All re-entry procedures must be completed according to the following guidelines:
 - a. August 1 for entry into Fall semester
 - b. December 15 for entry into Spring semester
- H. Granting of re-entry is based on space availability. The student will be notified once they have successfully completed the requirements for re-entry as outlined above, and space availability has been determined. At that time, the student must show current documentation of all Clinical Passport Requirements.
- I. In the event that more students are seeking re-entry than there are theory or clinical/lab spaces available, the following will be used to determine the student priority ranking:
1. A student who withdrew in satisfactory nursing level standing (passing all level courses with written assignments and theory test average at least 77.0%) will receive top priority for reentry.

2. Second highest level of readmission priority will be awarded to the student with the highest GPA in nursing program courses. Actions taken by the student to increase their potential for success in the program will also be considered.
 3. The third level of readmission priority will be awarded to the student with the highest final clinical evaluation during their last clinical lab course in process at the time of withdraw/failure. Actions taken by the student to increase their potential for success in the program will also be considered.
 4. The fourth level of readmission priority will be to the student who is employed in a health-related profession as identified in program admission criteria. Actions taken by the student to increase their potential for success in the program will also be considered.
 5. The student who did not progress due to failure in clinical will be ranked last for re-entry.
- J. Students who are dismissed while under contract will remain on contract upon readmittance/reentry to the program.

Section IV: Curriculum

Intermediate Technical Certificate

Students graduating from the Practical Nursing Program earn an Intermediate Technical Certificate. Requirements as designated by the Idaho State Board of Professional Technical Education, the Idaho State Board of Nursing, and North Idaho College must be completed before receiving a certificate. Degree/certificate requirements are listed in the college catalog. All college degree/certificate requirements must be met to graduate from the nursing program. Students are eligible to take NCLEX-PN on completing the Practical Nursing Program curriculum. An Application for Graduation must be completed and turned into the Registrar's Office prior to graduation in order for a diploma to be processed in the Spring of the student's graduating year.

Curriculum End-of-Program Student Learning Outcomes

1. Recognize people as unique individuals with rights and viewpoints reflective of their culture and developmental level
2. Integrate theoretical knowledge with clinical practice
3. Utilize the nursing process to provide care for people experiencing problems resulting from illness, injury or commonly occurring health problems.
4. Integrate the nursing roles of organizer, coordinator, advocate and educator under supervision
5. Demonstrate accountability for learning and growth
6. Utilize effective interpersonal communication skills

Table 4 Curriculum End-of-Program Student Learning Outcomes

CURRICULUM OUTLINE (INCLUDING PREREQUISITES)

SEMESTER 1		CREDITS
<u>CAOT-179</u>	Medical Terminology	2
<u>ENGL-101</u>	Writing and Rhetoric I	3
<u>MCTE-102</u>	Computational Skills for Allied Health	3
<u>PHAR-150</u>	Introduction to Pharmacology	3
<u>PSYC-101</u>	Introduction to Psychology	3
<u>BIOL-175</u> or <u>BIOL-227</u> and <u>BIOL-228</u>	Human Biology or Human Anatomy and Physiology I and Human Anatomy and Physiology II With Cadaver	4-8
	Credits	18-22
SEMESTER 2		
<u>ALTH-107</u>	Communication for Health Professionals	1
<u>PN-110</u>	Practical Nursing Theory I	6
<u>PN-110L</u>	Practical Nursing Lab 1	5
	Credits	12
SEMESTER 3		
<u>PN-111</u>	Practical Nursing Theory II	7
<u>PN-111L</u>	Practical Nursing Lab II	5
	Credits	12
SEMESTER 4		
<u>PN-112</u>	Practical Nursing Theory III	2
<u>PN-112L</u>	Practical Nursing Lab III	4
	Credits	6
	Total Credits	48-52

Table 5 Curriculum Outline (Including Prerequisites)

Curriculum Map

PN 110/110L

PN 110 (Theory) COURSE STUDENT LEARNING OUTCOMES:

Utilizing the nursing process as a framework, the practical nursing student will be able to:

1. Identify and interpret the Idaho Nurse Practice Act and Administrative Rules of the Board of Nursing as it relates to the scope of practice of the Practical Nurse.
2. Identify and describe roles of members of the interdisciplinary team.
3. Explain the components of the patients' Bill of Rights.
4. Apply concepts of growth and development throughout the lifespan.
5. Identify pharmacokinetic principles to safely administer medications.
6. Identify and describe basic human bio-psych-social needs at a fundamental level.
7. Assist in the development of the nursing care plan of patients presented in case studies.
8. Utilize therapeutic communication techniques with peers and instructors.
9. Identify principles of infection control.
10. Define policy, procedure, and standards of care affecting health and safety of patients.
11. Identify maternal-newborn principles in providing appropriate fundamental care.
12. Identify common psychiatric disorders and describe appropriate treatments and communication techniques.

PN 110L COURSE STUDENT LEARNING OUTCOMES:

Utilizing the nursing process as a framework, the practical nursing student will:

1. Utilize therapeutic techniques of communication across the strata of age groups.
2. Maintain appropriate relationships with faculty, coworkers, patients and the patient's families/support systems.
3. Practice within the nursing practice standards and codes of conduct and ethics.
4. Maintain confidentiality of information as mandated by HIPAA.
5. Utilize and implement the principles of medical and surgical asepsis.
6. Respond therapeutically to diverse cultural and lifestyle situations.
7. Utilize critical thinking and evidence-based nursing practice to provide holistic patient care.
8. Demonstrate knowledge of pharmacokinetic principles when administering all medications accurately, as ordered, within their scope of practice
9. Apply the principles of community health when providing appropriate fundamental nursing care.
10. Students will seek to be life-long learners.

Table 6 Course Learning Outcome for PN 110 and PN 110L

PN 110: Practical Nursing Theory I (Theory)	PN 110L: Practical Nursing Lab I (Lab/Clinical)
<ul style="list-style-type: none"> • Nursing process • Documentation • Vital Signs • Surgical asepsis • Communication and Relationships • Promoting Health and Wellness • Diagnostic Tests • Vista of Nursing • Healthcare Delivery, Settings and Economics 	<ul style="list-style-type: none"> • Medical Asepsis and Infection Control • Hand washing • Types of isolation • Donning and removal of personal protective equipment • Clean technique • Sterile technique (including gloving) • Physical Assessment
<ul style="list-style-type: none"> • Patient Teaching 	<ul style="list-style-type: none"> • Physical Assessment (Con't)

PN 110: Practical Nursing Theory I (Theory)	PN 110L: Practical Nursing Lab I (Lab/Clinical)
<ul style="list-style-type: none"> • Safety • Growth and development throughout the lifespan • Loss, Grief and Dying • Pain, Rest and Restorative Sleep • Admission, Transfer and Discharge • Applying heat and cold • Musculoskeletal care, • Fluids, Electrolytes, Acid-Base Balance • Ethnic, Cultural and Spiritual Aspects of Care • Care of Older Adults • Care of the Surgical Patient • ATI Mental Health • Math Review • Exam 4 Review • Maternal/Newborn • Clinical Thinking, Clinical Judgment, and the Nursing Process (med/Surg) • Nursing Care of Patients with Infections (Med/surg) • Nursing Care of Patients in Pain (Med/Surg) • Complementary and Alternative Modalities (Med/Surg) • Nursing Care of Patients with Emergent Conditions (Med/Surg) • Simulation 	<ul style="list-style-type: none"> • Researching and Preparing Medications • Non-Parenteral Medication Administration • Administering Intradermal, Subcutaneous, and Intramuscular Injections • Calculating oral and parenteral medication dosages • Dose Calculation Math Practice • Nutritional Care and Support • NG Tube Insertion, Removal • Medication Administration Through an Enteral Tube • Intermittent Bolus Enteral Feedings • Dose Calculation Math Practice • Bowel Elimination and Care, Urinary Elimination and Care • Inserting a Strait Catheter/Obtaining a Specimen • Irrigating a Closed Urinary Drainage System • Inserting an Indwelling Urinary Catheter • Obtaining a Urine Specimen From an Indwelling Catheter • Discontinuing an Indwelling Urinary Catheter • Administering a Cleansing Enema • Dose Calculation Math Practice • Wound Care • Changing wet-to-damp Dressings, Irrigating Wound, and Obtaining a Wound Culture • Ostomy Care • Dose Calculation Math Practice • Respiratory Care • Administering Supplemental Oxygen • Performing Tracheostomy Suctioning and Care • Maintaining Chest Tubes • Dose Calculation Math Practice • Physical Assessment Practice • Selected Skill to Demonstrate Practice • Skill Day Demonstrations • Simulation (OB, Adult Resp or Cardiac)

PN 111/111L

PN 111 (Theory) COURSE STUDENT LEARNING OUTCOMES:

Utilizing the nursing process as a framework, the practical nursing student will:

1. Apply knowledge of pathophysiology of disease/disorders to body systems studied
2. Apply concepts of growth and development throughout the lifespan
3. Describe culturally intelligent nursing care
4. Utilize evidence-based knowledge in prioritization of nursing care
5. Apply medical-surgical principles in providing appropriate nursing care

PN 111 L COURSE STUDENT LEARNING OUTCOMES:

Utilizing the nursing process as a framework, the practical nursing student will:

1. Apply critical thinking to the nursing process
2. Assist in the development of the nursing care plan
3. Demonstrate the LPN role within the context of the interdisciplinary team
4. Identify and apply principles of infection control
5. Utilize therapeutic communication techniques across the lifespan with patients and the patient's family/support system.
6. Maintain appropriate relationships with faculty, coworkers, patients and the patient's families/support systems
7. Demonstrate legal and ethical responsibilities of the Licensed Practical Nurse
8. Provide bio-psycho-social support in client care
9. Identify, assess, and prioritize basic emergency events
10. Implement nursing intervention plans for the dying patient
11. Apply pharmacokinetic principals when monitoring and administering medications with supervision

Table 7 Course Learning Outcomes PN 111 and PN 111L

PN 111: Practical Nursing Theory II (Theory)	PN 111L: Practical Nursing Lab II (Lab/Clinical)
<ul style="list-style-type: none"> • Nursing Care of Patients Receiving Intravenous Therapy • Nursing Care of Patients with Fluid, Electrolyte, and Acid-base Imbalances • Nursing Care of Patients in Shock • Nursing Care of Patients with Cancer • Immune System Function, Data Collection, and Therapeutic Measures • Nursing Care of Patients with Immune Disorders • Nursing Care of Patients with HIV and AIDS • Cardiovascular System Function, Data Collection, and Therapeutic Measures • Nursing Care of Patients with Valvular, Inflammatory, and Infectious Cardiac or Venous Disorders • Gastrointestinal, Hepatobiliary, and Pancreatic Systems Function, Data Collection, and Therapeutic Measures 	<ul style="list-style-type: none"> • Phlebotomy and Blood Specimens • Insulin Administration • IV Therapy/Pumps/Tubing • IV Calculations Practice • Central Line Dressing Changes

PN 111: Practical Nursing Theory II (Theory)	PN 111L: Practical Nursing Lab II (Lab/Clinical)

PN 111: Practical Nursing Theory II (Theory)	PN 111L: Practical Nursing Lab II (Lab/Clinical)
<ul style="list-style-type: none"> • Nursing Care of Patients with Liver, Pancreatic, and Gallbladder Disorders • Hematologic and Lymphatic System Function, Data Collection, and Therapeutic Measures • Respiratory System Function, Data Collection, and Therapeutic Measures • Urinary System Function, Data Collection, and Therapeutic Measures • Nursing Care of Patients with Disorders of the Endocrine System • Genitourinary and Reproductive Systems Function and Data Collection • Nursing Care of Women with Reproductive System Disorders • Nursing Care of Male Patients with Genitourinary Disorders • Nursing Care of Patients with Sexually Transmitted Infections • Nursing Care of Patients with Musculoskeletal and Connective Tissue Disorders • Neurologic System Function, Data Collection, and Therapeutic Measures • Nursing Care of Patients with Peripheral Nervous System Disorders • Nursing Care of Patients with Central Nervous System Disorders • Nursing Care of Patients with Cerebrovascular Disorders • Integumentary System Function, Data Collection, and Therapeutic Measures • Nursing Care of Patients with Burns • Sensory System Function, Data Collection, and Therapeutic Measures: Vision and Hearing • Nursing Care of Patients with Sensory Disorders: Vision and Hearing • ATI: Pediatrics 	

PN 112 /112L

PN 112 (Theory) COURSE STUDENT LEARNING OUTCOMES:

Utilizing the nursing process as a framework, the practical nursing student will:

1. Differentiate the role of the licensed practical nurse in care of patients across the lifespan
2. Analyze legal, regulatory, and ethical issues critical to delegation and decision making
3. Integrate evidence-based knowledge in nursing practice
4. Evaluate effective and non-effective leadership techniques
5. Examine the leadership roles of the Licensed Practical Nurse
6. Explore the role nutrition plays in the health continuum

PN 112L COURSE STUDENT LEARNING OUTCOMES:

Utilizing the nursing process as a framework, the practical nursing student will:

1. Execute the nursing process by demonstrating critical-thinking while providing safe, holistic patient care
2. Participate in the interdisciplinary team
3. Implement evidence-based knowledge in nursing practice during preceptorship
4. Apply pharmacokinetic principles when monitoring and administering medications with limited supervision
5. Participate in health education of patients within the scope of practice of the licensed practical nurse

Table 8 Course Learning Outcomes for PN 112 and PN 112L

PN 112: Practical Nursing Theory III (Theory)	PN 112L: Practical Nursing Lab III (Lab/Clinical)
<ul style="list-style-type: none"> • ATI Leadership and Management • ATI Exam Care of Children • ATI Nutrition • ATI Leadership and Management • ATI Exam Maternal Newborn • ATI Leadership and Management • ATI Exam Mental Health • ATI Pharmacology Exam • ATI PN Management Exam • ATI Med/Surg Exam • ATI Nutrition Exam • ATI Comprehensive Predictor Exam 	<ul style="list-style-type: none"> • Precepting

Guidelines for Student Use of Course Materials

A. Course Materials:

Course materials are posted on the Canvas NIC student learning management system. The course materials consist of the course syllabus, schedule for classes and lab/clinical experiences, content guides for units of course content, clinical information, and learning lab information.

B. Course Schedule:

The class schedule is posted on Canvas approximately one (1) week prior to the start of the semester. Although subject to minor changes, refer to it for approximate class dates, times, tests, and general class schedule information.

C. Content Guides:

1. Content guides are provided prior to most lectures on Canvas to direct effective studying.
2. Content guides consist of:
 - a. Each content guide will have the Course Student Learning Outcomes and the content specific objectives. The content objectives are very specific to the content being taught and help guide students in studying effectively for that particular topic. Content objectives identify the knowledge, skills and attitudes expected of students regarding the particular topic. The content objectives support students in meeting the Course Student Learning Outcomes, which support student achievement of the final Program Student Learning Outcomes upon graduation from the program.
 - b. Learning resources which provide facts, principles, theory, and exploration of attitudes, values and belief systems, and demonstration of skills are identified for the student for independent study and for practice to achieve the learning outcomes. Learning resources may include a variety of resources including but not limited to textbooks, articles and videos and websites.
- a. Required class preparation and/or assignments when applicable.

D. Use of the Content Guides:

1. Review the objectives, learning resources and preparation pages before beginning textbook reading.

2. Read actively and purposefully extract information, that pertains to the content guide objectives.
3. Highlight or outline answers to objectives, if that is helpful to your learning style.
4. Complete required written class preparation if assigned.
5. Make notes of any questions or confusions to clarify with the instructor during class.

E. Preparation for class:

1. Students are expected to come to class having utilized the learning resources to acquire basic knowledge and comprehension of theory material in the objectives.
2. Classes will focus on application of theory to nursing practice.
3. Not all objectives will be addressed in class; however, the student is responsible for achieving all class objectives.

**Section V:
Evaluation, Grading
& Academic
Standards**

ACADEMIC GRADING POLICY

Grading: The grading criteria for each course is specifically addressed in the course syllabi.

Grading Scale: The faculty of the nursing program has adopted the following grading scale.

Percent	Letter	Grade Point
93-100%	A	4.0
90 - 92%	A-	3.7
87 - 89%	B+	3.3
83 - 86%	B	3.0
80 - 82%	B-	2.7
77 - 79%	C+	2.3
73 - 76%	C	2.0
70 - 72%	C-	1.7
67 - 69%	D+	1.3
63 - 66%	D	1.0
60 - 62%	D-	0.7
0 - 59%	F	0.0

Table 9 Academic Grading chart

Grading Requirements:

A grade of **C+** (77.0%) or better in each theory course (PN 110, 111 and 112). To receive a grade of **C+** in a nursing course the student must:

1. Achieve a minimum 77.0% average on all course work as specified in the course syllabus.
2. Pass the Math/Dosage Calculation requirement, if applicable.
3. Receive a satisfactory (pass) end of semester performance evaluation for lab courses and the lab portion of combined lecture/lab courses.

Rounding of Grades after achievement of the minimum 77.0% average.

Final course grades will be rounded (using the 10th decimal column) to the next whole number. For example: 77.5 becomes 78 and 77.4 will remain at 77.

Incomplete Grades

A grade of “**I**” (incomplete grade) may only be recorded for a student whose work is incomplete due to circumstances beyond the student’s control. The “**I**” grade must be removed before the student can progress to the next nursing course. (Refer to the North Idaho College catalog for the procedure to be followed).

Progression Policy

Students must pass all courses in their current level of the Practical Nursing Program in order to progress to the next level. Progression to the next level of the PNP requires:

A. Theory Courses: A grade of C+ (77.0%) or better in each theory course (PN 110, 111 and 112). To receive a grade of C+ in a nursing course the student must:

1. Achieve a minimum 77.0% average on all course work as specified in the course syllabus.
2. Pass the Math/Dosage Calculation requirement, if applicable.
3. Complete all course requirements as specified in the course syllabus.

B. Lab Courses: Pass all lab courses. Satisfactory performance in the course outcomes is required to pass all lab courses. This is recorded as a satisfactory (pass) or unsatisfactory (fail) on the NIC student transcript. To meet this requirement, the student must:

1. Receive a satisfactory (pass) end of semester performance evaluation for lab courses and the lab portion of combined lecture/lab courses.
2. Obtain “Meets Outcome” grade in all competencies at the Final Evaluation
3. Obtain satisfactory clinical behavior ratings.

C. General Education Courses:

1. A grade of C or better is required for each general education course listed as pre-requisite for the next nursing level. Pre-requisites and co-requisites for nursing levels are specified with the course description in the college catalog and in the syllabus for the course.
2. If a student does not achieve the required grade, they may repeat the course and when it has been successfully completed with the required grade, the student may seek re-admission to the nursing program. See Re-Admission Policy and Procedure.

Evaluation of Nursing Skills Lab

Important components of the educational process in the nursing program are the clinical and laboratory experiences. In skills lab, students learn the skills needed to be safe, efficient and caring nursing professionals. These skills are reinforced in the clinical setting.

A. Skill Acquisition

Students learn skills by viewing demonstration and by practicing the skill. Scheduled practice will be on Mondays and Skills checkoffs typically occur on Fridays. Ample practice in the lab or at home prior to testing for mastery is encouraged. Open nursing skills lab hours will be posted per the skills lab coordinator.

A. Skill Evaluation

The following process will be followed for skills evaluation:

1. Skills are evaluated as being satisfactory or unsatisfactory.
2. Students who are unsuccessful will be required to re-test.
3. Prior to being retested, students must practice the skill in the lab and schedule a re-test.
4. **Students who are unsuccessful in the second skill test must petition the faculty to be allowed to repeat the skill the 3rd time and remain in the program.** If the student is allowed to repeat the skill, the student must schedule and have documented their practice time in the skills lab prior to scheduling a 3rd test.
5. The third test will be reviewed by two instructors.
6. **Students who are unsuccessful after 3 attempts at any given skill test will be dismissed from the nursing program as unsatisfactory clinically.**

A. Summative Skills Exam

Students will be required to demonstrate proficiency of their nursing skills at the end of the fall semester. A satisfactory performance on the summative skill evaluation will be required to successfully complete the clinical/lab course.

A. Dosage and Calculation

Proficiency at calculating dosages is required prior to administering medicines in the hospital or health care agency. Dosage calculation questions will be included in exams throughout the practical nursing program. A dosage calculation test will be given prior to administering medication in the clinical area. A passing score (benchmark outline is course syllabus) on this test is required. Students may be given 3 attempts to achieve benchmark score.

Evaluation of Clinical Performance Policy and Procedure

I. Evaluation of Clinical Performance:

- A. Clinical performance is evaluated using the Clinical Behavior Standards and Clinical Performance Competencies, which specifies competencies expected of the student in each nursing course.
 1. Students are expected to demonstrate compliance with the Clinical Behavior Standards in all aspects of the nursing program.
 - Appropriately dressed and groomed for the clinical setting
 - Punctuality / attendance / reports absence
 - Maintains patient's right to privacy
 - Maintains patient rights in providing direct patient care
 - Maintains confidentiality of the patient, facility, and health care professionals
 - Adequately prepares for learning experiences
 - Seeks out appropriate learning experiences
 - Participates in pre- and post-conference
 - Utilizes feedback for improvement for learning and growth

- Participates actively in self-assessment for personal and professional development
 - With guidance, judges own level of competence and functions within role boundaries and parameters of competency
 - Demonstrates courtesy and respect when interacting with instructors, staff, peers, and others
 - Reports errors and critical incidents through appropriate channels
 - Provides an environment that maintains physiological and psychological safety of patient, family, self and others
 - Demonstrates safe performance of technical skills
 - Demonstrates integrity and honesty in all aspects of the program and clinical practice
 - Practices in an efficient and cost-effective manner
 - Organizes appropriate equipment, resources and supplies
 - Completes care in a reasonable amount of time
 - Utilizes other personnel as needed
 - Utilizes available technology to facilitate care
 - Follows Professional Ethics
 - Is prepared for clinical with completed assignment and preparation as required
2. When behavior is demonstrated, which does not meet Clinical Behavior Standards, the instructor will:
 - a. Provide verbal feedback to the student identifying the behavior related to Clinical Behavior Standards and the behavioral change the student needs to make.
 - b. Present the concern to the teaching team if indicated.
 - c. Follow the Evaluation of Clinical Performance Procedure.
 3. Persistent behavior that is in conflict with the Clinical Behavior Standards or behavior of a critical nature may prompt immediate evaluation of the student for dismissal from the course and/or the nursing program. (See Dismissal Policy)
- B. The Clinical Performance Competencies for each nursing course are based upon the Course and Program Student Learning Outcomes.
- C. Formative evaluation is done as described in course syllabi.
- D. Summative evaluation takes place at the end of the course and results in a clinical grade of satisfactory or unsatisfactory.
- E. Satisfactory performance in the course outcomes is required to pass all lab courses. This is recorded as a satisfactory (pass) or unsatisfactory (fail) on the NIC student transcript.
1. **Student must obtain “Meets Outcome” grade in all competencies at the Final Evaluation to pass the Course.**
 2. Student must obtain satisfactory clinical behavior ratings to meet this requirement.

PROCEDURE

I. Clinical Behavior Standards

- A. A Clinical Behavior Standards form will be placed in each student's clinical folder and will remain in the clinical folder throughout enrollment in the Practical Nursing Program.
- B. Weekly, the instructor will review the Expected Clinical Behavior Standards form.
- C. If the student does not demonstrate compliance with any of the behaviors, the instructor will document the date in a box next to the behavior. The faculty member will document in the comments section the date the behavior was not met and any action taken and sign. (Example: 1/15/23 student 30 minutes late for clinical. Counseled regarding importance of being on time for clinical activities. S. Jones, MN, RN)
- D. Documentation is only needed if student does not meet expected behavior(s).
- E. If a pattern of non-compliance with expected behavior(s) is identified any time during the student's enrollment in the Practical Nursing Program by any clinical instructor(s) during the program, the student will be placed on a performance contract identifying a plan for correction. The contract may remain active throughout the remainder of the program.
- F. Continued non-compliance with expected clinical behaviors may result in failure of the course and/or dismissal from the Practical Nursing Program.

II. Formative Evaluation (Applies to stand-alone lab courses)

Weekly Anecdotal Notes:

An anecdotal note is used by the student and the instructor to document and assess student performance related to the performance competencies. Clinical performance is evaluated by the student and the clinical instructor weekly using an anecdotal note.

- A. The anecdotal note rating form consists of five major areas:
 - 1. Reflective learning questions - Section one (Student subjective reflection of learning experience).
 - 2. Clinical Performance Competencies listed in abbreviated format.
 - 3. Faculty rating of the student's performance.
 - 4. Student's rating of their own performance.
 - 5. Comments.
- B. Anecdotal Note Narrative

The student rates his/her performance in the row designated for student assessment.

The instructor rates the student's performance in the row designated for faculty assessment.

Students and faculty will write comments regarding **unsatisfactory, needs improvement, or satisfactory behaviors**. Notation of performance regarding any rating difference will be documented in the comments area of the anecdotal form by the instructor.

The anecdotal note is a **LEGAL DOCUMENT**.

Anecdotal notes are retained by the faculty advisor while the course is in progress and are retained in the student's permanent file for seven (7) years.

Completed anecdotal notes are not to be removed from the folder for any reason.

Completing the Anecdotal Note:

- Use blue or black ink since the note is a legal document.
- Date the anecdotal note according to date of **performance**.
- Reflect on performance considering each of the performance criteria.
- Assess competency performance within the Course Learning Outcomes and assign the appropriate rating.
- Place a rating of N/A where a competency within a course learning outcome is not identified as a focus.

In the space for narrative comments for any performance assessed as not demonstrating competency the instructor and student will:

- Describe behavior.
- Identify the way the behavior deviated from expected performance according to the performance criteria.
- Identify actions to correct/improve performance.

In the space for narrative comment, the student and the instructor will identify and describe:

- Strengths, improvements, growth demonstrated. (Identify/describe with example.)
- Areas for improvement, individual goal(s). (Identify with rationale.)
- Activities to facilitate improvement and/or goal achievement.
- Address performance, which is assessed as not demonstrating competency.

Response:

After completion by the instructor, all anecdotal notes must be reviewed by the student in a timely manner, signed and dated on date of review.

In some instances, the student may wish to respond to the instructor's evaluation of performance or instructor's comments on the anecdotal note. In other instances, the instructor may request a response from the student regarding a particular performance. If a response to the anecdotal note is indicated, an Anecdotal Response Sheet is used (See Anecdotal Response Form).

If the instructor attaches a response sheet, the student must reply within one week.

If the student wishes a response, they will attach a response sheet and resubmit the anecdotal note to the instructor. The instructor must respond within one week.

Formative Evaluation – Mid-Term:

- A. At the time of the mid-term evaluation, the clinical instructor will fill in each course student learning outcome with the appropriate grading criteria assessment in relation to summative performance to the current point in the semester. The clinical instructor will conference with the student regarding the instructor's evaluation of student performance and the student self-assessment at mid-term.
- B. At the time of mid-term evaluation, the average anecdotal rating from the grading period will be evaluated. The rating at mid-term is a formative evaluation. (Explicitly defined by course on Clinical Performance Evaluation Tool). The criteria is identified below:
 1. **Making expected progress toward outcomes.**
 2. **Needs to improve in progress toward outcomes:** Used in Formative Evaluation Only (Mid-term)
 3. **Insufficient Progress towards outcomes:** The student does **NOT consistently** demonstrate expected behaviors as specified in the Course Learning Outcomes; Clinical Behavior Standards and Clinical Performance Competencies.
- C. Performance which does not meet standard as specified in number three (3) above: When such performance is noted, the instructor will:
 1. Conference with the student regarding the unsatisfactory performance as soon as possible and recommend performance changes.
 2. Document the performance on the anecdotal form with written recommendation(s) to the student for change.
 3. Instructor will generate a clinical performance improvement contract, which will outline what the student needs to do in order to meet the Student Learning Outcomes.
 4. Document the results of conferencing on Progress Notes.

Summative Evaluation-End of Course:

- A. Summative evaluation of clinical performance will be completed at the end of the course (or completion of designated clinical experiences).
- B. The clinical instructor will conference with the student to review the student's written self-evaluation of performance as well as the instructor's evaluation, and will provide summative written ratings.

C. Summative Rating Definitions:

1. **Meets Outcomes (Satisfactory)**: The student **consistently** demonstrates expected behaviors as specified in the Course Learning Outcomes; Clinical Behavior Standards and Clinical Performance Competencies.
2. **Does Not Meet Outcomes (Not Satisfactory)**: The student does **NOT consistently** demonstrate expected behaviors as specified in the Course Learning Outcomes; Clinical Behavior Standards and Clinical Performance Competencies.
3. The student must score **Meets Outcome** in all categories of the End of Course (or designated clinical experience) in order to successfully complete course expectations.

At the successful completion (Satisfactory Performance) of each course with a clinical component, a competency rating of each student will be recorded by the clinical instructor. The rating will convert to a Satisfactory (S) or Unsatisfactory (U) in regard to meeting Course Student Learning Outcomes. This score will be shared with the student at the time of their final clinical evaluation.

Appeal of a Grade or Evaluation Policy and Procedure

Policy: Students have the right to appeal any grade that they believe is unfair or based upon areas other than academic achievement. To appeal, the student follows the Program Appeals Process. The Appeals Process provides an avenue of appeal for a student who feels a grade or evaluation received was unfair or a decision directly affecting progression in the program was unjust.

Process:

- A. After receiving the written notification of an evaluation, grade or team decision, the student will have three (3) business days to file an appeal.
- B. To file an appeal, the student submits a written statement of request to the Associate Dean of Nursing. In submitting the request, the student will provide available times within the subsequent seven (7) business days within which the Appeals hearing may be scheduled. The Associate Dean of Nursing will call a meeting of the Appeals Committee at the earliest possible date within the seven (7) business days' time frame.

Procedure:

- A. The Appeals Committee will review documentation such as Syllabus, Anecdotal(s), Performance Criteria Guidelines, materials submitted by the student and/or instructor, and other pertinent documentation. All materials to be reviewed by the Appeals Committee will be made available to the student at least 24 hours prior to the appeals hearing.
- B. At the appeals hearing, the student will:
 1. Present own verbal appeal to support, clarify, or expand on written statement.
 2. Present other substantiating documentation- if desired.
 3. Be prepared to answer clarifying questions posed by the committee.
 4. Be permitted the presence of a support person during his/her appearance before the committee with the understanding that that individual does not participate in the proceeding.
 5. Be excused after presentation while the committee deliberates.
- C. A teaching team representative may appear in person and/or provide a written statement after which the student will be excused from the meeting. (Written statement will be shared with the student prior to the hearing.)
- D. The committee's decision will result in one or more of the following:
 1. Uphold grade/evaluation, dismissal
 2. Reconsider grade or evaluation, or dismissal decision
 3. Request submission of other specified documentation
 4. Develop a specific written performance improvement plan that the student will acknowledge in order to continue in the program.

- E. The recorder (appointed by the Associate Dean of Nursing) will submit the written decision for committee approval or editing for accuracy; committee members will sign the final copy.
- F. The Associate Dean of Nursing will meet with the student immediately following the meeting to inform her/him of the outcome. The student and the teaching team will receive written notification of the outcome.
- G. The Associate Dean of Nursing will notify the Vice President of Instruction of the Appeals Committee's decision within 48 hours of the committee meeting.
- H. The Appeals Committee's decision is final and represents the end of internal NIC Appeal.

Dismissal Policy/Procedure

Dismissal Policy:

The following behaviors occurring at any time shall prompt evaluation of the student for continuation in or dismissal from the course and/or the nursing program:

1. Any behavior that could result in harm (real or potential) to a patient.
2. Violation of confidentiality.
3. Behavior, which places self or others in physical or psychological jeopardy.
4. Dishonesty.
5. Behavior that demonstrates impairment in the classroom or clinical setting (i.e. – the use and/or influence of any mood-altering substance including, but not limited to drugs and alcohol).
6. Emotional or behavioral responses, which inhibit learning and/or functioning in the patient care situation.
7. Behavior, which jeopardizes learning experiences for other students.
8. Code of Conduct and Ethics Violations.
9. Program policy violations.
10. Failure to satisfactorily (to the discretion of the teaching team) comply with the terms of a written performance improvement plan.

Dismissal Procedure:

1. When a problem or concern is identified by the instructor as potential grounds for dismissal, the instructor will:
 - A. Notify the student verbally and in writing that they are in jeopardy of dismissal from the program as a result of the identified behavior.
 - B. Inform the student that the student's behaviors, actions or non-actions will be reviewed at a meeting of the program level teaching team.
2. If the behavior involves or could affect clinical performance, the instructor will notify the Program Coordinator or Associate Dean of Nursing and Health Professions immediately and request that a team meeting be called at the earliest possible time, within seven (7) calendar days. The student will be suspended from clinical in the interim; however, they may to continue to attend class, take tests, turn in papers etc. for all other nursing courses.

3. At the program level team meeting, the student problem will be reviewed and evaluated.
 - A. The student will be notified of the meeting and can meet with the team to share their perception of the problem.
 - B. The student will be given the opportunity to review all materials to be presented at the team meeting.
4. The resulting team decision will be shared verbally with the student by the Associate Dean of Nursing at the conclusion of the team meeting and in writing within two (2) school days of the conclusion of the meeting.
5. If the program level teaching team decision is dismissal, the student has the right to appeal the decision to the Associate's Degree Nursing Program Appeals Committee. This Appeal hearing represents the College internal appeal and exhausts the North Idaho College Appeal process.
6. If the student elects to appeal, they will continue to be suspended from clinical during the appeals process but may continue to attend classes. If the student is disruptive, they will also be suspended from attending class until a decision on the appeal has been made.
7. If the appeal is denied, the student has exhausted the NIC internal appeals process and will cease attending class and clinical. See Progression Policy for determination of grade.
8. If the student appeal is upheld, reasonable accommodation will be made to assist the student in meeting course requirements.

Math Rounding Guidelines

A. General Rules:

1. When rounding, 5 and above are rounded up (after the decimal point)
2. Use a calculator for computations

B. Simple conversion between pounds/kilograms:

1. For adults, carry to two decimal places and round to one.
2. For infants and pediatrics, carry to three places and round to two.

C. Calculation of dosages dependent on weight:

1. Convert pounds to kilograms first.
2. Leave the conversion result in the calculator without rounding. For example, if the weight after conversion to kilograms is 76.8765 kilograms, leave that entire number and multiply by the milligrams needed per kilogram.
3. Round the final calculation:
For adults, carry to two decimal places and round to one.
Example: 11.665832 rounds to 11.7
For infants and pediatrics, carry to three places and round to two
Example: 11.665832 rounds to 11.67

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## Enteral, Parenteral, and IV Drip Rate Considerations

### A. Enteral and Parenteral Measurements:

1. Consider volume to be administered.
2. One milliliter syringes are marked in hundredths.
  - a. When administering less than 1ml, choose a 1ml syringe.
  - b. For example, 0.43ml can be accurately measured in a 1ml syringe.
3. Higher volume syringes are marked in tenths.
  - a. If the amount is 1-10ml, round the calculated dosage to one decimal place.
  - b. For example, 3.26ml must be rounded to 3.3ml in order to draw it up in a 5ml syringe.

### B. Calculation of IV Drip Rates and Infusion Rates:

1. To determine gtts/minute = Carry to two decimal places through the problem and then round to a whole number to get the drip rate (gtts/minute). Remember you cannot count parts of drips!

*Updated 10/2018*

## Math/Dosage Calculation Policy and Procedure

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### A. Purpose:

To establish an ongoing math competency assessment for nursing students, to facilitate mastery of nursing-related math skills and to prevent calculation errors in the clinical setting.

### B. Policy:

1. Competency in safe administration of medications is essential. Students will be held responsible for accuracy in dosage calculation throughout their nursing education. The student's ability to perform accurate dosage calculation will be assessed through testing in labs PN 110L and PN 111L.
2. A grade of 100% is required as demonstration of competency. The student is provided three (3) testing opportunities to demonstrate the required level of competence. If after the third opportunity the student is unable to achieve a 100%, they will not progress. Non-progression due to failure to demonstrate math competency will result in a clinical performance grade of unsatisfactory. Once the 100% level of competency is demonstrated, no further math competency testing in the course is required (i.e. if the student scores 100% on the math test, they will not be required to complete any further math competency testing for that course).

### C. Procedure

1. After acceptance into the nursing program, math learning resources will be identified for the students for independent study prior to starting PN 110/110L.
2. Math practice problems will be provided to the students as a resource for their learning.
3. Testing Schedule:  
Math tests will be scheduled by course faculty. Math competency testing must be completed by the **withdrawal date** specified on the College Calendar.
4. Math Test will consist of 20 questions.  
Math Test Retake #1 will consist only of questions of similar type to the questions incorrectly answered by the student on Math Test.  
Math Test Retake #2 will consist only of questions of similar type to the questions incorrectly answered by the student on Math Test Retake #1.
5. The North Idaho College, Associate's Degree Nursing Program, Math Rounding Guidelines will be provided.
6. Calculators will be supplied by the nursing program during testing for checking answers (work must be shown). No other calculators may be used.
7. Sixty (60) minutes will be allowed for completion of each test.
8. Dosage calculation problems may be incorporated in theory tests in all courses.

## Medication Policy(s)

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### MEDICATION POLICY

North Idaho College Practical Nursing Program provides an environment, which supports safe administration of medications in the clinical environment. Students are expected to adhere to the medication administration procedures of North Idaho College PN Program and the policies and procedures of their clinical rotation site. Failure to do so may result in a disciplinary action up to and including dismissal.

#### MEDICATION PROCEDURE FOR CLINICAL FACILITIES

##### General Instructions for All Semesters

The following medication procedures apply to **all** levels of the North Idaho College Practical Nursing Program. As students' progress through the program, additional recommendations and/or restrictions pertinent to the level of instruction are included.

#### A. ROLE AND RESPONSIBILITIES OF MEDICATION ADMINISTRATION

##### 1. Student Role and Responsibilities:

- a. Students are to follow medication policies of their clinical facility.
- b. Students will research all medications to be administered by using an approved drug text or website prior to giving any medication.
- c. Students will be prepared to answer questions about the medications they are administering when posed by the nursing instructor, primary nurse, or patient/family. Although the student should have a general understanding of the medication, the student may use a drug handbook in answering questions.
- d. The student will check medication orders on the medication administration record with the physician's orders at appropriate times.
- e. The student will follow this NIC Medication Policy and will provide ongoing communication about the patient's medications to the nursing instructor and primary nurse as indicated throughout this policy.

##### 2. Nursing Instructor Role and Responsibilities:

- a. The nursing instructor will provide to the student an orientation to the clinical facility's policy/procedures on medication administration.
- b. The nursing instructor will dialogue with the student on a regular basis about his/her medications including such things as mechanism of action, reason for usage of medications, side effects, etc.

##### 3. Primary Nurse Role and Expectations:

- a. Provide direct supervision of student medication administration as specified by specific semester instructions.

#### B. RESTRICTIONS ON MEDICATION ADMINISTRATION

1. Students will not administer medications designated by the clinical facility that require specialized/advanced training such as chemotherapy and biotherapy (aka: immunotherapy, biologic response modifiers).
2. Medications, which in the opinion of the instructor, are not appropriate, will not be administered. Examples of inappropriateness would be unusual dosages, experimental medications, or unusual routes of administration.
3. The clinical instructor or primary nurse will determine whether an administration by the student is appropriate/ inappropriate, and adhere to the scope of practice of the practical nurse.
4. Medication administration to a pregnant patient is not permitted.

### C. NON-PARENTERAL MEDICATIONS

Please refer to specific semester instructions.

### D. PARENTERAL MEDICATIONS

Please refer to specific semester instructions.

### E. INSULIN ADMINISTRATION

Practical nursing students may NOT be a second verifier of insulin administration. Please refer to specific semester instructions.

### F. P.R.N. MEDICATIONS

1. The student will consult/notify the primary nurse before administering any PRN medication.
2. The student will confirm the medication order, the time of last administration, the effectiveness of the medication, drug actions/interactions and make appropriate assessments of the patient prior to administering the medication.

### G. CONTROLLED SUBSTANCES

1. The student will consult with the primary nurse before administering a controlled substance.
2. The primary nurse and/or instructor will access narcotics from a locked cabinet or Pyxis system.
3. The primary nurse and/or instructor will verify that **the controlled substance count is correct before removing the medication.**
4. Controlled substances that are wasted must be witnessed by two **licensed** nurses.
5. Facilities may restrict students from administering controlled substances. While the student may not administer the medication, it is still their responsibility to assess the patient for effectiveness of the drug.
6. Students may NOT be a witness to a controlled substance waste, sign out narcotics (electronic or written), or verify controlled substance count before, during or after shift.

**PN 110L**  
**MEDICATION POLICY FOR CLINICAL FACILITIES**

In addition to the General Instructions for All Semesters, the following recommendations and/or restrictions will apply to PN 110L (Fall) student experiences.

**A. SUPERVISION OF MEDICATION ADMINISTRATION**

**All medication administration must be performed with direct supervision by clinical instructor or primary nurse.** (Definition of Direct Supervision: Direct Supervision means that the instructor or primary nurse is by the student's side throughout the performance of the skill.) The student must first receive a satisfactory grade on the medication anecdotal with the instructor before being able to pass medications with the assigned nurse with direct supervision.

**B. NON-PARENTERAL MEDICATIONS**

**All non-parenteral medication administration is directly supervised during the PN 110L (fall semester).** The student must first receive a satisfactory grade on the medication anecdotal with the instructor before being able to pass medications with the assigned nurse with direct supervision.

**C. PARENTERAL MEDICATIONS**

1. Intramuscular, intradermal and subcutaneous medications will **always be administered under direct supervision of the clinical instructor or primary nurse.** The student must first receive a satisfactory grade on the medication anecdotal with the instructor before being able to pass medications with the assigned nurse with direct supervision.
2. Site selection, site landmarks, and injection procedure will be reviewed prior to medication administration.

**D. INSULIN ADMINISTRATION**

PN 110L students **will not administer insulin.**

**E. BLOOD AND BLOOD PRODUCTS**

**Students may not actively participate in the administration of blood and blood products or the monitoring of patients receiving blood or blood products** but may observe the procedure.

**PN 111L**  
**MEDICATION POLICY FOR CLINICAL FACILITIES**

In addition to the General Instructions for All Semesters, the following recommendations and/or restrictions will apply to PN 111L (Spring) student experiences.

**A. ROLE AND RESPONSIBILITIES OF MEDICATION ADMINISTRATION**

**1. Student Role and Responsibilities:**

- a. The student will be prepared to perform IV skills by reviewing nursing textbooks, consulting the facility's policy/procedure manual and by maintaining skill through practice in the learning lab.
- b. The student will follow the NIC Medication Policy and provide ongoing communication to the nursing instructor and primary nurse as indicated throughout this policy regarding their patient's medications and IV therapy procedures.
- c. Medication administration and IV therapy will be performed under direct supervision.

**(Definition of "Direct Supervision of Students": Direct supervision requires the instructor or primary nurse be by the student's side throughout the performance of the skill.)**

**2. Nursing Instructor Role and Responsibilities:**

- a. The nursing instructor will provide an orientation to the student about the clinical facility's policy/procedures on medication administration and IV therapy.

**B. INSULIN ADMINISTRATION:**

Insulin is administered under the **direct supervision** of the clinical instructor OR primary nurse. **A student cannot administer insulin independently.** The student must check all insulin doses with a licensed nurse (s) as directed by facility policy.

**C. PERIPHERAL IV THERAPY (INCLUDING MIDLINE ACCESS SITES):**

**Note: Students will assume responsibility for specific IV therapy (outlined below) with DIRECT SUPERVISION. Students performing IV therapy must adhere to the agency medication guidelines and have demonstrated safe performance of IV therapy taught within the NIC Practical Nursing Program.**

**1. Basic IV Skills**

- a. Calculating and monitoring flow rates
- a. Maintaining peripheral lines
- b. Changing existing peripheral IV systems to saline locks
- c. Flushing peripheral lines or saline locks
- d. Changing peripheral IV solutions or peripheral IV tubes

**2. Intermediate IV Skills**

- a. IV Starts, including administration of Lidocaine Intradermal and IV maintenance fluids according to agency policy under the direct supervision of primary nurse.
- a. Setting up, troubleshooting and readjusting IV pumps (volume infusion pumps)

**b. BLOOD AND BLOOD PRODUCTS**

1. The PN student **may not obtain blood products from the blood bank or administer blood products**, but may observe the procedure.
2. The student may monitor patients receiving blood and blood products with the supervision of the primary nurse and clinical instructor.

**PN 112L**  
**MEDICATION POLICY FOR CLINICAL FACILITIES**

In addition to the medication procedure's general instructions for all semesters, the following recommendations and/or restrictions will apply to PN 112L student experiences.

**A. ROLE AND RESPONSIBILITIES OF MEDICATION ADMINISTRATION**

**1. Student Role and Responsibilities:**

- a. The student will be prepared to perform IV skills from previous and current nursing courses needed by patients by reviewing nursing textbooks or consulting the facility's policy/procedure manual.
- c. **Definition of "Direct Supervision of Students": Direct Supervision means that the instructor or primary nurse is by the student's side throughout the medication administration/IV therapy.**
- d. At some point in time during the semester, the student may be given permission to perform certain medications/IV therapy independently. The student should continue to dialogue with the primary nurse about any questions or concerns regarding medications or IV therapy and expect that the primary nurse will "spot check" their technique and knowledge of medications/IV therapy.

**2. Nursing Preceptor Role and Responsibilities:**

- a. The nursing preceptor will be available to directly supervise medications and IV therapy, according to the NIC PN Medication Policy.
- b. The nursing preceptor will assess competency of the student to determine, according to the NIC Medication Policy, when oral medications or IV procedure may be done independently. The nursing preceptor will inform the student when he/she is ready to do a medication or procedure independently.

**B. PARENTERAL / NON-PARENTERAL MEDICATION ADMINISTRATION**

Parenteral (IM, sub Q, intraderm) and non-parenteral medications (after showing competency of skills) may be given independently with the preceptor's permission. This excludes PRN and narcotic administration which must always be supervised.

**C. PERIPHERAL IV MEDICATIONS AND PROCEDURES**

**1. Peripheral IV Skills that may be performed independently with preceptor permission after competency has been determined by instructor or preceptor.**

- a. Maintaining peripheral lines
  - a. Changing existing peripheral IV systems to saline locks
- b. Flushing peripheral lines with saline
- c. Changing primary/maintenance bags without medications
- d. Discontinuing peripheral IV'S

**2. Peripheral IV skills that ALWAYS require direct supervision.**

- a. IV starts
- b. Injecting medications into IV solutions
- c. Hanging primary/maintenance bags with medications added
- d. Administering IV piggyback medications to peripheral line

**SKILLS AND SUPERVISION BY PRECEPTING NURSES**  
**PN 112L**

**A. STUDENTS CAN DO THESE SKILLS**

**1. Independent Skills**

- a. Do vital signs and document
- b. Conduct head to toe physical assessments and document
- c. Pass oral medications and document
- d. Check blood glucose
- e. Administer insulin subcutaneously, **after checking dosage** with supervising nurse.
- f. D/C IV line
- g. D/C Foley catheters
- h. Monitoring oxygen therapy
- i. Administer IM medications
- j. Perform ostomy care and bag changes

**2. Supervised Skills (by Instructor or supervising RN or LPN)**

- a. IV insertion
- b. Injecting medications into IV solutions
- c. Hang new IV bags with medications added
- d. Hang IVPB medications
- e. Administer medications through a midline IV
- f. Foley insertion
- g. Chest tube care
- h. NG tube insertion, care, discontinuing
- i. Initiating oxygen therapy
- j. Trach care
- k. PICC and Central Line **dressing changes only**
- l. Monitor blood transfusion **after started by RN**
- m. Lab draws

**B. STUDENTS ABSOLUTELY CANNOT DO THESE SKILLS**

- Central line (including PICC lines) medications and flushes
- Verify, do checks of, or hang blood
- IV push meds
- Take verbal or telephone HCP orders
- Transcribe orders (can observe, however), including renewing medication refills
- Sign out or witness waste of controlled substances or do beginning/end of shift controlled substance counts
- Load, program, or bolus patient PCA pumps
- Manage epidural pumps (can only check site)
- Administer chemotherapy or biologic agents of any kind
- Administer or Manage TPN/PPN infusions
- Perform ABG draws

# **Section VI: Student Information & Policies**

## **Student Information Standards**

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Program standards are provided to all students in the Practical Nursing Program Student Handbook.

### **Students are expected to read and follow the standards in the handbook.**

The handbook is provided to students during their first week in the program. The student's advisor is available to clarify and to answer questions. Each student signs a form acknowledging that they have received and read the handbook and has had an opportunity for questions and clarification. The signed form is placed in the student's resource file.

College policies and procedures are published for students in the North Idaho College Catalog and the Associated Students' North Idaho College Student Handbook.

The Nursing Program operates within the policy framework of the college. Certain standards and policies may differ because of the goals and objectives of the program. When differences in college policy and program policy occur, program policies are to be followed.

### **Health Care Agency Policies/Procedures:**

Students and faculty adhere to agency policies when learning experiences are held in a Health Care facility or other agency. Clinical facility manuals are available to students in the clinical setting.

Students may not either transport or be transported by a client outside of the clinical facility.

Students and faculty must park in areas designated by the facility when researching patient assignments or attending scheduled clinical experiences. Specific parking guidelines and location of designated parking areas will be provided by the clinical instructor as a part of clinical orientation.

## Communication

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### A. E-mail & Cellphone

1. E-mail: Students **MUST** maintain an operating Cardinal Mail address while enrolled in the Nursing Program. This is the email address you will use for all communication with NIC faculty and staff. **Students must check the Cardinal Mail on a daily basis.** Information and announcements are dispersed from NIC and the Nursing Program via this method.
2. **Students must check Canvas daily for announcements and course updates.**

B. Use of audible cellular phones are not allowed in the classroom or clinical setting. The use of a cell phone to message the instructor while in the clinical setting is the only form of phone use that should occur and should occur in a private area (not in a patient room). Communication with instructors should be done using the NIC approved chat application. Personal phone calls, including electronic messaging, is permitted during break times only in breakrooms or outside of the facility.

C. **Email** your instructors with any questions or concerns, unless it is an emergency, in which case you can use the NIC approved chat application. Instructors are available during **business hours only** (0800-1500 during lecture days, and 0545-1700 during clinical days). You may message during off hours only if it is an emergency, requiring immediate communication (such as a family emergency or sickness which would require you to call in sick for clinical).

### D. Inclement Weather

NICAlerts is a new text message emergency notification system. NIC's text messaging alert system will send a text message when school is cancelled or a campus emergency exists. Sign up at [Link to reference webpage](#) and click on the link for NICAlerts. Standard text messaging fees and rates may apply, depending on your cell phone provider.

Alternatively, during severe winter weather, students may learn of NIC closure via local radio stations, or call the following number regarding the status of NIC classes.

School Closure Information:

1-800-254-4526 (Out of Coeur d'Alene)  
208-769-3300 (In Coeur d'Alene)

Call by 6:00 a.m. for day classes.  
Call by 1:00 p.m. for evening classes.

### E. Contact Information

Students must keep contact information (i.e. telephone, address, emergency contact information) current in the NIC Registrar's office and with the Nursing Program Senior

Administrative Assistant. Students are responsible to notify the Nursing Program Senior Administrative Assistant with formal name changes or contact information.

**F. Student Resource Hours**

Resource hours are provided by the faculty at specified times for students to review test results. The day(s) and times will be designated by the course teaching teams.

**G. Reporting Clinical Absences**

It is the responsibility of the student to notify the clinical instructor as **early as possible before** clinical via the NIC approved chat application and send a follow-up email to the clinical instructor and (primary instructors if clinical instructor is an adjunct). If a student is precepting, they also need to notify their preceptor prior to the start of clinical. If a student is unable to reach their instructor, they may contact the nursing office at (208) 769-3329. The nursing office has a 24-hour voicemail; leave a message if staff are not available.

**H. Division of Nursing Office Hours**

**Monday - Thursday 7:30 a.m. - 5:00 p.m.**  
**Fridays 7:30 a.m. - 2:30 p.m.**

**I. Communication with Faculty**

Faculty office locations, phone numbers and e-mail are listed in course syllabi. Students are to contact faculty via the NIC approved chat application for testing, clinical or lab absences and are encouraged to communicate with faculty using e-mail for any other concerns or questions.

Faculty have mailboxes in the Program Senior Administrative Assistant's office. Confidential material may be submitted to the Senior Administrative Assistant for placement in the instructor's mailbox.

## Confidentiality Policy

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It is a primary responsibility of every health care worker to respect the confidentiality of clients and other health team members. The nurse safeguards the clients' right to privacy by judiciously protecting information of a confidential nature (ANA, 1985, p.1-Code of Ethics). This includes information that is observational, verbal, or in writing.

North Idaho College health programs are committed to honoring each individual's privacy by maintaining their confidentiality. Confidentiality will apply to both the academic and clinical settings. A breach of confidentiality by college staff, faculty, or students may result in immediate termination or dismissal from the program.

### A. Guidelines for Maintaining Student Confidentiality:

1. Student's academic and health records will be kept in compliance with the Family Educational Rights and Privacy Act of 1974.
2. Information regarding student academic status will not be given out over the phone or without permission of the student.
3. Student records will be maintained in a locked area.

### B. Guidelines for Maintaining Confidentiality in Working with Clients:

1. Read and follow agency policies on confidentiality.
2. Discuss individual cases only in the health care/educational setting, and only with health care professionals.
  - a. Professional/educational conferences will be held in areas which ensure privacy.
  - b. Clients will not be discussed at any time in areas that do not ensure privacy.
  - c. Client-centered discussions are appropriate for learning purposes only, and are **never** otherwise discussed.
3. If you don't know if data is to be maintained as confidential, ask your instructor.
4. Courteously refuse inappropriate or unauthorized requests for confidential information.
5. Share information only with those who have a legitimate right to know. (Right-to-know is based on a **need** to know in order to provide care.)

## Clinical Standards

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### A. Clinical Uniform Standards

All nursing faculty are accountable for implementing and enforcing this standard; therefore, the clinical faculty will offer the final decision regarding the appropriateness of a student's appearance in the clinical setting. Students must be in official college uniform anytime they are in the clinical or practice lab setting. The practical nursing student uniform is hunter green in color and must be Cherokee brand.

- **Required Dress Acceptable Styles**
  - **Approved uniform styles are provided at entry to the program (Orientation). The list of approved Cherokee brand styles is available by request should you need to order more throughout the program.**
  - Clothing must be of adequate size and length, so that standard body mechanics do not cause exposure of the abdomen or back.
  - Uniforms must be clean and wrinkle-free.
  - All uniforms must be the approved hunter green color.
  - Uniforms must have the official North Idaho College of Nursing logo embroidered on each scrub top and/or jacket in the upper left corner.
  - Approved uniform skirts or dresses must be at least knee-length.
  - Full-length pants are required and no ankles showing.
  - Neutral color nylons will be worn with dresses or skirts
  - Neutral color, nonpattern socks to be worn with pants.
  - Undergarments are not to be visible through clothing and must be covered entirely by clothing at all times.
  - Students may wear approved uniform jackets with the NIC logo and/or a solid white or black, long-sleeved shirt.
  - Short sleeves under scrub tops must not be visible and must be black or white in color
- **Full uniform**, including monogrammed top, must be worn any time a student is in the clinical area or representing NIC at any facility.
- **Name Tag**
  - Your pictured NIC identification badge and issued facility badge must be worn on students' uniform top, lab coat, or professional dress anytime in the clinical setting per clinical site requirements.
- **Shoes**
  - Solid white or black healthcare professional or athletic shoes in a conservative style that is well maintained, functional and quiet are required with closed toe and heel or heel strap. Shoes with a small colored emblem are acceptable. No other colors of shoes are permitted.
  - Shoes with holes in the tops of the shoe are not permitted
  - Shoes should be clean in appearance.

- Shoelaces must be the same color as shoes.
- **Makeup and Daily Grooming**
  - All students are expected to bathe daily, apply deodorant, and maintain good oral hygiene.
  - No perfume, cologne, aftershave, or strongly scented products should be worn or used because of the potential risk of allergic reactions by patients and other staff/peers.
  - Students are expected to be healthy role models of personal grooming and daily hygiene.
  - Makeup/cosmetics, if worn, should be applied in moderation and conservatively.
  - Students who smoke are advised not to allow the odor of smoke to be noticed on their person.
- **Fingernails**
  - Fingernails must be clean, well-groomed, and should be at working length, not to extend beyond fingertips.
  - Artificial, gel, wraps, or nails extensions are not allowed while engaged in direct patient care.
  - Nail polish, if worn, must be in moderate, subdued neutral colors only and should be maintained without cracks or chips.
- **Hair**
  - Hair must be kept clean and neatly styled.
  - If hair is beyond shoulder/collar length, it must be neatly pulled back to prevent hair from falling onto the face and secured off the shoulder/collar.
  - If headbands are worn, they must be clean and must be a solid black or white color.
  - Any extreme look is not permitted. Mohawks, spikes, etc., are not allowed.
  - Unnaturally colored hair or glittered hair spray is not permitted.
  - Facial hair is to be well-groomed
  - Beard and mustache, goatee must be at a length that allows the passing of mask fit testing.
  - Some agency policies may be more restrictive and must be followed by students in that facility.
- **Head coverings**
  - Approved head coverings must be black or white.
  - The head covering should be secured away from the face to prevent it (like hair) from impeding vision or creating an infection control hazard.
  - The head covering should be clean and without a pattern, logo, or other adornments.
  - Hats or bandanas are not permitted in clinical settings.

- **Jewelry**
  - While in clinical uniform, a limited amount of jewelry is allowed; however, it may not pose a safety hazard, infection control risk, or interfere with patient care.
  - Students may wear a watch and a simple wedding band or engagement ring unless prohibited by infection control policies in addition to medical alert jewelry. Necklaces should not be visible.
  - No necklaces, earrings, or other jewelry can be worn that may place the student at risk for infection or injury in the clinical setting (i.e., dangling or hoop earrings).
  - Students may wear only small stud or post earrings. All earlobe gauges must be plugged with a clear or skin tone plastic plug.
  - Facial jewelry must be removed from any visibly pierced location.
  - Piercing retainers are not acceptable.
  - Any clothing, jewelry, or accessories that could be perceived as disrespectful of others' religious, cultural, or personal beliefs may not be visible.
- **Tattoos**
  - Visible tattoos must be appropriate. Tattoo visibility is based on clinical site location. Some clinical sites policies may require tattoos to be covered in the clinical setting and must be followed by students in that facility.
  - Tattoos that could be perceived as disrespectful or offensive of others' religious, cultural, or personal beliefs may not be visible.

**B. Professional Dress Code when not in uniforms**

- Clothes that are too tight, long, loose, revealing, short, or may impinge on the student's ability to act quickly in a safe, effective manner are not to be worn.
- Pants or slacks must be to the ankle/shoe, and shirts/tops must cover the midriff.
- Dresses and skirts must cover the abdomen and be to the knee with no large slits.
- Appropriate length of tops must be worn with leggings.
- No casual attire is permitted, including the following:
  - Jeans, Shorts, t-shirts, sweatshirts, halters, sleeveless shirts, or camisoles worn alone.
  - Items with holes or tears and items with logos other than the NIC logo.
  - Flip-flops, slippers, foam clogs, or high-heeled shoes.

**C.** In some clinical or observational experiences, the dress code may vary. Students will be notified by the faculty of the specific dress requirements for these situations.

**D.** Students do not wear uniforms in the psychiatric setting but are expected to dress in a professional manner that does not interfere with their ability to provide patient care or draw undue attention to themselves and away from their clinical skills.

E. Exceptions to the policy may be made for cultural or religious beliefs as long as attire does not interfere with patient care or present a safety hazard and must be preapproved.

F. **Summary**

- The guidelines for dress and demeanor of the student nurse in uniform or lab coat is to dress and act as a representative of North Idaho College and the nursing profession at all times. All criteria noted above are expected regardless of the clinical setting.
- Specific hospital or health agency policies regarding dress code must be adhered to.
- **A nursing student not meeting the above criteria may be sent home and subject to disciplinary action.**

## **Harassment Policy**

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Harassment is inconsistent with the efforts to foster an environment of respect for the dignity and worth of all individuals. Harassment of any kind is unacceptable.

Harassment is defined as verbal or physical conduct, which has the intent or effect of:

1. Creating unreasonable interference with an individual's or a group's educational and/or work performance or,
2. Creating an intimidating, hostile, or offensive educational and work environment on or off campus.

Harassment includes discrimination against any individual on the basis of race, color, sex, religion, or national origin. Harassment also includes discrimination against an individual because of a stereotyped group characteristic or because of the person's identification with a particular group.

Sexual harassment also includes unwelcome sexual advances, requests for sexual favors, and other physical conduct and expressive behavior of a sexual nature where submission to such conduct is made either explicitly or implicitly a term or condition of an individual's employment or education. Sexual harassment, which is a form of sex discrimination, may range from sexual innuendoes made at inappropriate times, perhaps in the guise of humor, to coerced sexual relations. Sexual harassment may occur between equals, between students, between faculty, between staff, and/or between administrators. For example, repeated sexual advances or demeaning verbal behavior between equals which affects a person's ability to study or work in the academic setting constitutes sexual harassment. Harassment at its extreme occurs between unequals--when a person in a position to control, influence or affect another person's job, career, or grades uses his or her authority and power to coerce that person into sexual relations, or to punish a refusal. In an academic setting where the integrity of the education process and the mutual respect of faculty, students and administrators is so important, the sexual harassment of a student by a teacher or administrator is an especially serious problem.

Any member of the Division, faculty, staff, or student who believes that they have been harassed is encouraged to raise the issue, or lodge a complaint, in accordance with the established grievance procedures of North Idaho College. See policies on their webpage at: [Title IX - Sexual Assault, Discrimination, and Harassment](#)

## **Student Health and Safety Clinical Requirements**

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*Healthcare facilities have several requirements that students must complete prior to participating in patient care. These requirements are for the health and safety of both the students and the patients they are in contact with. Students are responsible to post verification of completion of all requirements to the clinical requirement website prior to starting clinical experiences. Failure to do so may result in the student not being able to participate in clinical.*

#### **A. Background Check**

National background checks will be required upon admission and annually while in the program. Students may also be required to have further background checks if required by the clinical facility where they will be participating in clinical experiences. OIG/SAM reports are run twice monthly by Clinical Placements Northwest to ensure compliance with monthly screening

#### **B. Drug Screen**

Some clinical facilities require that students have a drug screen prior to participating in clinical at their facility. Students will be notified if this requirement is needed.

#### **C. BLS Certification**

Each student is required to obtain and maintain current certification in basic life support (BLS AHA). A copy of a current certification card must be posted to the clinical requirements website.

#### **D. Professional Liability Insurance** Professional liability insurance is provided by North Idaho College.

#### **E. A physical exam is not required but students must be able to fully participate in classroom and clinical experiences. In the event the student has something that is preventing full participation, the student will notify the Associate Dean of Nursing.**

#### **F. Clinical Training Modules**

Healthcare facilities require specific annual educational content that must be completed prior to participating in patient care. Students will be provided information regarding the training modules that need to be completed. Students will be responsible to complete the modules and associated tests with the required score. Students are responsible to upload to the clinical requirements website.

#### **G. Students are required to provide documentation of immunizations and maintain ongoing updated medical records.** The College does not mandate evidence of current immunity, immunizations or tuberculosis test results to attend school or enter campus or school buildings. However, some Agencies may be exempt from the requirements of Idaho Code § 73-503(2) due to its receipt of Medicare and/or Medicaid funding. Accordingly, the Agency may require proof of immunity, immunization and a negative tuberculosis test result as a term of the clinical placement described herein.

**H. Failure to meet any of the published deadlines for onboarding requirements may result in the student being ineligible to attend clinical and may be dismissed from the program.**

**I. Illness/Injury Reports**

1. If a student has been in contact with a possible communicable disease, it must be reported to student's clinical instructor.
  
2. If a student has a prescribed restriction on physical activity, a physician's written directive must be provided to the Associate Dean of Nursing. The student will also need to provide a written release from any physical restrictions once they have been granted by the healthcare provider.
  
3. If an injury occurs during clinical hours, the student must report immediately to their instructor and complete NIC and the clinical facility incident forms.

**J. Pregnancy**

If a student has health care limitations related to her pregnancy, the student is strongly encouraged to contact the Student Disability Office (see contact information page). Accommodations will only be made in collaboration with the Student Disability Office.

**K. Injury**

1. If a student has health care limitations related to injury, the student must contact the Student Disabilities office and the faculty member. The student and faculty member will collaborate with the Student Disability Office to determine what accommodations will be implemented.
2. If class/clinical hours are missed, the student must coordinate with the class/clinical instructor regarding absences.
3. Before returning to the clinical setting, the student must provide a written release to return without restrictions from their healthcare provider to the Student Disability Office.
4. Certain clinical situations/diagnoses may pose a health risk. The pregnant student assumes the responsibility for safeguarding her health, and the health of the unborn child.
5. An Assumption of Responsibility Form was signed by the student at PN Program Orientation.



# North Idaho College

## RELEASE AND ACKNOWLEDGMENT FOR PARTICIPATION IN INSTRUCTIONAL AND/OR WORKFORCE TRAINING AND COMMUNITY EDUCATION COURSE(S)

I, the undersigned “Participant,” am eighteen years of age or older and have voluntarily applied to participate in an Instructional Program course and/or a Workforce Training and Community Education course (collectively the “Course”) provided by North Idaho College (“NIC”). For and in consideration of being allowed to participate in the Course, I hereby agree as follows:

**Acknowledgement.** I acknowledge that I am in good health and have no physical conditions that affect my ability to participate in the Course and have not been advised otherwise by a medical practitioner. I expressly acknowledge that it is my responsibility to ensure that I am covered by medical insurance, individually, or as a part of an organization and that NIC will not provide such coverage.

I expressly acknowledge and agree that my participation in this Course, including any component of the Course that involves my participation in learning opportunities outside of the classroom environment, are solely for educational purposes and are not for the benefit of NIC as my employer. I expressly acknowledge and agree that I am not working for or employed by NIC as a result of my participation in the Course and that my participation is solely as a student and not as an employee of NIC. I further acknowledge and agree that, unless an agreement to the contrary exists, I am not entitled to any NIC-employee benefits such as compensation, retirement benefits, worker’s compensation benefits, unemployment benefits and/or any other benefit afforded to individuals as a result of their employment with NIC.

**Assumption of the Risk.** I acknowledge and agree that my participation in the Course may expose me to hazards or risks that may result in my illness, bodily injury, emotional injury, loss, death and/or damage to property. I understand and appreciate the nature of such hazards and risks and I, individually, and on behalf of any community, estate, heirs, executors, administrators, assigns, insurer, and entity, assume all risks inherent in my participation in the Course.

**Release.** I, individually, and on behalf of any community, estate, heirs, executors, administrators, assigns, insurer, and entity, release, waive, discharge and acquit NIC, its governing board, officers, employees, volunteers, representatives, agents and insurers, from any and all liability, claim (including claims for attorneys’ fees), damage, loss, injury, expense, cause of action, dispute and cost that may arise from, result from or occur during my participation in the Course, including my coming and going from the Course, whether caused by the negligence of NIC, its governing board, officers, employees, volunteers, representatives, agents or insurers, or by any cause whatsoever.

**Understand.** I acknowledge that I have read this agreement in its entirety, understand the terms herein and agree to be bound thereby.

**Severability.** If any provision of this agreement shall be found to be void, such determination shall not affect any other provision of this agreement.

**DATED** this \_\_\_\_ day of \_\_\_\_\_, 20\_\_\_\_.

PARTICIPANT: \_\_\_\_\_

PRINTED NAME: \_\_\_\_\_

## **Occupational Health Risks**

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### **MEETING OSHA BLOOD BORNE STANDARDS**

North Idaho College Health Professions and Nursing Division operates in compliance with OSHA's Blood Borne Pathogens Standard (29 CFR 1910.1030) and the recommendations from the Center for Disease Control. This standard is the facilities' policy to protect students and healthcare employees from occupationally acquired exposure to blood and other potentially infectious materials. Standard precautions for all patients will be followed. NIC is committed to educating health professions and nursing students on how to prevent and/or reduce the risk of blood borne pathogen exposures to themselves and patients.

#### **Methods of Eliminating or Minimizing Exposure:**

All North Idaho College Health Profession and Nursing Programs believe that strict adherence to proper infection control procedures by all health care providers is the primary way to prevent transmission of blood borne infectious disease. Many needle sticks and other cuts can be prevented by using safer techniques (for example, not recapping needles by hand), disposing of used needles in appropriate sharps disposal containers, and using medical devices with safety features designed to prevent injuries. Using appropriate barriers such as gloves, eye and face protection, or gowns when contact with blood is expected can prevent many exposures to the eyes, nose, mouth, or skin.

Employee and student protection is to be provided in a manner consistent with a high standard of care using a combination of the following:

1. Engineering and work practice controls
2. Personal protective clothing and equipment
3. Training and education
4. HBV vaccination/positive titer
5. Signs and labels

#### **Exposure Control Program:**

##### **A. Purpose:**

To identify tasks and or positions associated with occupational exposures to blood or other potential infectious materials and to document the schedule of implementation of the measures that will be used. To require the development of procedures to be used in the evaluation of the circumstances surrounding exposure incidents.

##### **B. To include:**

1. Universal precaution procedures.

2. HBV vaccine and titer.
3. Training and education, to include:
  - a. Understanding the risk
  - b. Proper work practices
  - c. Engineering controls
  - d. Disposal of regulated waste
4. Post exposure procedure, evaluation and treatment.

**Exposure Determination and Protection:**

- A. Persons at risk of exposure:
  1. Faculty working in the Health Programs at North Idaho College.
  2. Students attending the Health Programs at North Idaho College.
  
- B. Task and procedures involved in occupational risks:
  1. Specific tasks and procedures included, but not limited to:
    - a. Oral care
    - b. Emptying bedpans and urinals
    - c. Collection of specimens such as sputum, blood, fecal, and wound drainage.
    - d. Cleaning and dressing open wounds
    - e. Parenteral injections
    - f. Starting, discontinuing and managing intravenous lines and catheters
    - g. Oral and tracheal suctioning
  2. Specific jobs:
    - a. Student: Meeting the needs of patients in a progressive manner as determined by the job description utilized in acute care, extended care, urgent care, clinic, and psychiatric facilities. The student will carry out only those tasks and procedures in a clinical setting after being taught and having practiced in pre-clinic or a learning laboratory on campus.
    - b. Faculty: Supervision, assistance and/or oversight of students in meeting the needs of patients.
  3. Method of compliance:
    - a. Students are required to provide documentation of immunization and maintain ongoing updated medical records. The College does not mandate evidence of current immunity, immunizations or tuberculosis test results to attend school or enter campus or school buildings. However, some Agencies may be exempt from the requirements of Idaho Code § 73-503(2) due to its receipt of Medicare and/or Medicaid funding. Accordingly, the Agency may require proof of immunity, immunization and a negative tuberculosis test result as a term of the clinical placement described herein.
    - b. Failure to meet any of the published deadlines for onboarding requirements may result in the student being ineligible to attend clinical and may be dismissed from the program.
    - c. All Health students and faculty will maintain current on immunizations and health requirements as outlined in the Clinical Passport Requirements.
    - d. Students in the Health Programs are taught and practice prior to clinical experience working with patients:
      - i. Standard precautions, which includes wearing the appropriate protective clothing and equipment.

- ii. Aseptic hand washing techniques.
  - iii. Prior to starting clinical or treating patients, students are taught the correct procedure for safe disposal of sharps.
  - iv. Prior to starting clinical or treating patients, students are instructed on the correct procedure for specific tasks and procedures that involve potential contact with blood and body fluids, especially, but not limited to:
    - Collection of specimens
    - Cleaning and dressing open wounds
    - Parenteral injections
    - Starting, discontinuing and managing intravenous lines and catheters
    - Oral and tracheal suctioning
    - Oral health procedures
4. Implementation of plan:
- a. Health students and faculty follow procedures that have been implemented in each facility.
  - b. Students and faculty maintain current immunizations as identified on the Clinical Passport Requirements.
  - c. The learning lab, simulation lab and pre-clinic are set up to ensure practice of standard precautions, using preventative clothing and equipment. Students are trained on use of universal precautions and protective equipment.

#### **Procedure for needle stick/body fluid splash:**

All contaminated needle sticks or bloody body fluid splash to mucus membrane or open skin should be treated as if there is a potential risk of pathogen exposure. If an exposure takes place in an experiential education facility the student will be required to follow the procedure(s) outlined below, as well as, complete any appropriate facility requirements and forms.

If the student receives an exposure to blood or body fluid:

- A. Provide immediate care to the exposed site:
- Wash needle sticks and cuts with soap and water
  - Flush splashes to the nose, mouth, or skin with water
  - Irrigate eyes with clean water, saline, or sterile irrigants

No scientific evidence shows that using antiseptics or squeezing the wound will reduce the risk of transmission of a blood borne pathogen. Using a caustic agent such as bleach is not recommended.

- B. Notify Clinical Instructor, Team Lead Instructor, Program Coordinator, Associate Dean of Nursing or the Dean of Health Professions and Nursing immediately.
- C. Fill out a college incident report and return to the Associate Dean of Nursing within 24 hours to be kept in the student file.

- D. The Infection Control or Occupational Health Department from the facility involved need to be contacted with follow-up instructions. A copy of the follow-up instructions should be provided to the Director of Nursing to be kept in the student file.
- E. Complete all appropriate facility requirements and forms for the facility where the exposure occurred.

**Procedure for an accident or injury in clinical setting:**

If an accident or injury occurs involving the student or a patient(s) they are caring for in the clinical setting, the student should do the following:

- A. In the event that a patient is injured in the student's presence, ensure the safety of the patient from further injury and report the incident to the supervisor immediately. All incidents involving patients, visitors or students, no matter how minor, must be reported. The facility supervisor, site or lead instructor will assist with completing appropriate forms.
- B. Notify Clinical Instructor, Team Lead Instructor, Program Coordinator, Associate Dean of Nursing or the Dean of Health Professions and Nursing immediately.
- C. If the student is injured, seek immediate treatment as needed.
- D. Notify Employee Health of the facility for the facility.
- E. Complete all appropriate facility requirements and forms for the facility where the incident occurred.
- F. Complete an NIC incident report and file with the Associate Dean of Nursing within 24 hours to be kept in the student file.
- G. A copy of the incident report is to be taken to NIC Student Health, to be placed in the student/faculty health file.
- H. Student should follow-up with care provider.

References:

National Institute for Occupational Safety and Health (February 2025). Bloodborne infectious disease risk factors. U.S. Centers for Disease Control and Prevention. [Link to reference webpage](#)  
Occupational Safety and Health Administration. (n.d.) Bloodborne pathogens and needlestick prevention. United States Department of Labor. Retrieved on July 1, 2025 from <https://www.osha.gov/bloodborne-pathogens>

*Memorandum*

**TO:           Nursing Students**

**FROM:       Nursing Faculty**

**RE:           Student Understandings**

The student-teacher relationship in nursing education is a special kind of helping relationship. The faculty takes pride and pleasure in assisting you as you work toward your educational goals in nursing and we endeavor to do whatever we can to foster your success. If you have a clear understanding of how your courses are conducted and the expectations of you in your student role and you act in concert with that understanding, then you can foster your own success.

The items listed in the attached document identify some understandings we see as highly important. Each will be explained in course orientation and any questions you have will be answered. **When your understanding is clear**, we ask that you initial the item. After completing the list of items, we ask that you sign and date the Student Understandings document.

**Your signature verifies your understanding and signifies your commitment to act upon that understanding throughout the semester.**

**Please complete this form and bring to your initial advising session.**

## STUDENT UNDERSTANDINGS

A. **I understand that I am responsible for my own learning and demonstrate acceptance of this responsibility by:**

1. \_\_\_\_\_ Consistently attending and actively participating in learning experiences.
2. \_\_\_\_\_ Preparing for class and laboratory experiences by studying required readings, turning in required written preparation, and doing necessary practice for skill development.
3. \_\_\_\_\_ Seeking clarification regarding lack of understanding, confusion, discrepancies among resource materials, test questions, etc. from the instructor teaching the content.
4. \_\_\_\_\_ Submitting written work on or before specified deadlines. It is my responsibility to know deadlines and adhere to them.

B. \_\_\_\_\_ I understand the program level requirements and grading system as outlined in the course syllabi.

C. \_\_\_\_\_ I understand that I should request clarification if I feel unsure of my level progress, course theory grades or clinical performance.

D. \_\_\_\_\_ I understand that I will be held responsible for content and skills presented in previous courses.

E. \_\_\_\_\_ I understand the attendance/absence policy and procedure for notification of absence, and that **I must notify the course instructor.**

F. \_\_\_\_\_ I understand the attendance/absence policy and procedure for notification of test absence, and that **I must notify the course instructor.**

G. \_\_\_\_\_ I understand the class conduct standards specified in the course syllabi.

H. \_\_\_\_\_ I have received information regarding the online copy of the PN Program Student Handbook. I understand that I am responsible for understanding, and acting in accordance with, the NIC Student Handbook and the Nursing Program Student Handbook. I have read the PN Student Handbook, understand the content and have had my questions answered.

- I. \_\_\_\_\_ I understand that as a student in the profession of nursing, **academic honesty, acting with integrity, and maintaining confidentiality are absolute requirements and violation can result in dismissal from the program.**
- J. \_\_\_\_\_ I understand that if there is any change in my current health status I must immediately inform my advisor.
- K. \_\_\_\_\_ I have read and understand the Release and Acknowledgement for Participation in Instructional Courses.

\_\_\_\_\_  
Print Name

\_\_\_\_\_  
Date

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

\*Signature indicates understanding and commitment to act upon these understandings throughout the semester.

## **Student Incident/Injury Report and Guidelines**

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All nursing students who have an incident/injury occur while participating in a learning experience of North Idaho College such as in the Learning Lab, Pre-Clinical Lab or Clinical will be required to complete a Student Incident/Injury Report Form within 24 hours of the incident/injury.

1. The student will pick up a Student Incident/Injury Report Form either in the Learning Lab, in the program secretary's office, or from a clinical instructor.
2. The student will be responsible for filling out the form completely.
3. The student will then take the completed form to his/her clinical instructor/lab preceptor, who will then read and sign the form. The clinical instructor/lab preceptor will then turn the form into the Senior Administrative Assistant for Nursing. Completed Student Incident/Injury Report Forms will be kept on file.
4. If the injury takes place in a clinical facility the student will be required to fill out the appropriate facility forms.

If medical treatment is necessary and the incident/injury took place off campus, the student will need to be treated at a local hospital or urgent care facility.

If payment is expected up front, the student is responsible for payment. The student can file a claim for reimbursement from the North Idaho College Student Accident Insurance Policy. The information to obtain reimbursement is found on the North Idaho College Student Accident Report form. This is a separate form from the one required by the nursing department.

**North Idaho College**  
**Associate's Degree Nursing Program**  
**Incident/Injury Report**  
**Student**

**Please complete and route to the Lead Instructor within 24 hours of incident/injury.**

**Student Name**

\_\_\_\_\_  
**Name of Student's Clinical Instructor**

Date of incident/injury \_\_\_\_\_ Time \_\_\_\_\_ Date/Time Reported \_\_\_\_\_

Specific body part(s) involved/injured \_\_\_\_\_

How did this incident/injury occur?

\_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_

Was first aid provided? • Yes • No If yes, Date \_\_\_\_\_ Time \_\_\_\_\_ AM / PM

If yes, describe \_\_\_\_\_

Was medical treatment provided? • Yes • No If yes, Date \_\_\_\_\_ Time \_\_\_\_\_ AM / PM

If yes, name of medical provider \_\_\_\_\_

Was another student/instructor/preceptor involved? • Yes • No If yes, please explain:

\_\_\_\_\_  
\_\_\_\_\_

Please list the names of any witnesses \_\_\_\_\_

\_\_\_\_\_  
Student Signature

\_\_\_\_\_  
Date of Report

\_\_\_\_\_  
Instructor/Preceptor Signature

\_\_\_\_\_  
Date

Original – Health Professions and Nursing Office

Copy – Student

## **Academic/Professional Honesty Policy**

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**A. All forms of dishonesty, including but not limited to cheating, lying and plagiarism, use of Artificial Intelligence applications are unacceptable behaviors** for any student enrolled in the Nursing Program at North Idaho College. (Dishonesty can occur within the classroom and/or clinical setting).

**B. Examples** of academic/professional dishonesty include, but are not limited to, the following:

1. Cheating.
2. Turning in work that has been copied from another person/source.
3. Assisting others with dishonest behavior.
4. Plagiarism – Any use of wording, ideas or findings of other persons, writers or researchers requires the explicit citation of the source; use of the exact wording requires a “quotation” format.
5. Inaccuracies in referencing.
6. Giving false information.

**C. Process for Resolution:**

1. Instructor informs the student(s) of the suspected infraction.
2. A meeting is scheduled with the student as soon as possible.
3. Student relates his/her account of the event.
4. A counseling form describing the infraction and the student’s response is initiated by the instructor.
5. Instructor refers incident to course teaching team.
6. The course teaching team determines the disciplinary action. This may include but is not limited to:
  - a. Having the student retake or rewrite the paper or exam.
  - b. Lowering the grade.
  - c. Receiving no credit for paper or exam.
  - d. Failing the course.
  - e. Being dismissed from the nursing program.
7. The student is informed of the appeals process (Doc #8.08.00).

## **Student Participation in College/Program**

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A. Activities and events provided by the college can contribute in various positive ways to the student’s education. Students are encouraged to participate in those activities, which suit

their interests. A list of clubs and organizations is published in the Associated Students' North Idaho College Student Handbook.

- B. Student admission to events on campus is usually free or at reduced prices with student identification card.
- C. Participation in Instructor and Program Evaluation:
  - 1. *Instructor Evaluation*  
Students will be asked to evaluate clinical and classroom instructors in accordance with the college procedure.
  - 2. *Course Evaluation*  
At the end of the semester nursing courses will be evaluated. All students are expected to participate in providing this written feedback.
  - 3. *Clinical Facility Evaluation*  
Students will be asked to evaluate the facilities in which they have had clinical experiences to assist faculty in evaluating the facility for continued use.
  - 4. *Program Evaluation*
    - a. At the close of the student's last semester students are asked to evaluate the program by completing the Graduate Exit Survey.
    - b. Six (6) months after graduation alumni will receive by mail the Graduate Follow-up Survey. Responses to this survey assist faculty in assessing how well the program is preparing graduates for the job responsibilities of entry-level nursing positions and identifying relevant program changes.
  - 5. Student evaluation responses are reviewed, analyzed and utilized in course and program development decisions.

## **Records**

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### **A. Current Students' Permanent Files:**

- 1. The permanent files for currently enrolled nursing students are housed in the vault.
- 2. The permanent file contains admission materials, completed course performance evaluations, anecdotal notes, a summary of grades and correspondence/ communications.

### **B. Student Progress Notes:**

Progress Notes are kept in an electronic file. The student may request a copy of their Progress Notes from an instructor at any time.

### **C. Graduates and Former Students' Files:**

- 1. Permanent records, i.e. transcripts are housed in the Office of the Registrar.
- 2. Anecdotal Notes and Final Semester Evaluation Forms are filed in the vault for a period of seven (7) years after which they are destroyed.

## Drug and Alcohol Policy

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1. The sale, possession or consumption of alcohol or other drugs on North Idaho College property is a violation of the college policy subject to sanction and may be a criminal offense.
2. Using or being under the influence of alcohol or other drugs in the classroom or clinical laboratory setting is a violation of program policy and may result in dismissal from the program. (See Dismissal Policy).

## Classroom Attendance/Absence/Exam Makeup Policy

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### A. Classroom Attendance/Absence:

1. Classroom attendance and participation is **expected** and contributes to the learning of all students. The content presented is considered essential to the student's learning and clinical application. A percentage of the final grade may be designated to attendance. See class syllabus for details on attendance as it applies to the specific nursing course.
2. In the event of absence from class, the student is responsible for acquiring the missed content.
3. Students are expected to attend planned learning experiences, which occur outside the classroom.
4. Missing an exam is considered an absence from class due to testing occurring during class time.

### B. Test Downloads:

1. All Examsoft tests must be downloaded within the defined timeframe as set forth by instructors and course syllabus. Failure to do so will result in a 5% deduction of the total possible points for the test.

### C. Late Arrival to Testing:

1. Failure to arrive on time to the start of a test will result in a 10% deduction of the total possible points for the test. The student will not be permitted to enter the testing room after the start of the exam so as not to disturb the rest of the class. The student should wait outside of the classroom until the last student has finished testing; they may then enter to speak with the instructor.
2. The student is responsible for scheduling a make-up time within 24 hours of the missed exam.
3. Failure to arrive on time for the math test will result in a score of zero for that attempt.

### D. Test Absence and Make-up:

1. Extenuating circumstances beyond the student's control may necessitate an absence. If this occurs, the student **must notify the faculty** citing the reason for the absence **prior to**

**the start of the scheduled test** and make arrangements for test make-up. Failure to do so will result in a zero for the test.

2. Tests must be made up on a Monday through Friday, within 48 hours of the original scheduled test date.
3. Make-up tests completed after the allowed timeframe will have 10% deduction in the total possible points for the test for each additional day. NOTE: Exceptions may be made in the event of illness restrictions.

*Example 1:*

*Test scheduled for Monday, make-up exam taken by Wednesday, the grade is recorded as scored.*

*Test scheduled for Monday, make-up exam taken by Thursday, the student's test is scored as 91%, the grade will be recorded as an 81%.*

*Example 2:*

*Test scheduled for Thursday, make-up exam taken by Monday, the grade is recorded as scored.*

*Test scheduled for Thursday, make-up exam taken by Tuesday, the student's test is scored as 91%, the grade will be recorded as an 81%.*

4. Upon proper notification, the Lead Instructor will identify a date and time for the examination to be made up.
5. Make-up tests may consist of various types of questions other than multiple choice. Questions may include essay, short answer, fill in the blank, etc.
6. Students who score less than a 77% on any given test are strongly encouraged to meet with the assigned nursing academic advisor to review the examination.
7. Students who have questions regarding any test questions are encouraged to meet with the faculty member responsible for presenting the content in order to gain further clarification about the test.

#### **E. Late Assignments:**

- Students are expected to complete and submit all assignments in the course on time.
- There will be a 10% deduction in the total possible points if submitted past the deadline. There will be an additional 10% deduction for each additional 24 hours the assignment is late up to ten calendar days, after which the assignment will be awarded 0 points. Per division policy, all assignments are required to be submitted. This policy does not apply to PN nursing 112 discussion board assignments.
- Faculty may choose to grant an extension on assignments without penalty, however, students must seek permission from the instructor at least 24 hours prior to the due date of the assignment. NOTE: Instructors are not required to grant the extension.

### **Clinical Standards, Attendance/Absence Policy**

## F. Expected Clinical Behaviors:

1. Students are expected to be punctual and prepared as directed for any and all campus and clinical labs.
2. Students are to notify the course instructor(s) if circumstances prevent them from being at campus or clinical labs at the appropriate time.
3. Students who do not arrive at clinical by the scheduled shift report or are not prepared, may be considered absent and will be sent home.  
Examples include, but are not limited to: not approved uniform, missing facility badge, etc.
4. Anecdotal forms are not considered an assignment, but a **mandatory** clinical evaluation tool. Failure to turn in anecdotal forms by due date may result in failure of the lab course.
5. Students are expected to demonstrate compliance with the **Clinical Behavior Standards** in all aspects of the nursing program:
  - Appropriately dressed and groomed for the clinical setting
  - Punctuality / Attendance / Reports absence
  - Maintains patient's right to privacy
  - Maintains patient rights in providing direct patient care
  - Maintains confidentiality of the patient, facility, and health care professional when interacting with staff, peers, and others
  - Reports errors and critical incidents through appropriate channels
  - Provides an environment that maintains physiological and psychological safety of patient, family, self and others
  - Demonstrates safe performance of technical skills
  - Demonstrates integrity and honesty in all aspects of the program and clinical practice
  - Practices in an efficient and cost-effective manner
  - Organizes appropriate equipment, resources and supplies
  - Completes care in a reasonable amount of time
  - Utilizes other personnel as needed
  - Utilizes available technology to facilitate care

## G. Lab/clinical/Simulation Attendance/Absence:

1. Attendance by all students is required.
2. If absent from a lab or clinical experience, the **student is to notify the lab/clinical instructor** via e-mail or NIC approved chat application **prior to the start time**. If student is sent home from clinical for any reason, **the student is to notify the clinical instructor prior to leaving**. **If you become ill during lab or clinical, you will be sent home and it will count as an absence.**

### 3. Excused Absences

**Students are allowed to have one excused absence from lab or clinical each semester.** On the second excused absence, the student will have a **written assignment** to make-up the missed lab/clinical. The assignment will be determined by the clinical instructor and will relate to the lab/clinical experience. A third absence may put the student in jeopardy of dismissal from the program, and **requires a letter** to the faculty requesting to be allowed to continue in the nursing program. The letter should include the student's plan to meet all the lab/clinical objectives for the semester and a plan to prevent additional absences. A make-up assignment will also be required for a third absence.

Upon receipt of the letter, the faculty, Coordinator, Director and/or Dean will decide if: the student will be allowed to continue with a contract regarding the expectations for the student for the remainder of the semester.

**OR**

the student will not be allowed to continue in the nursing program.

The student will be notified in writing of the decision with explanation.

**A fourth absence will lead to immediate dismissal from the nursing program.**

#### **In Summary:**

The following process will be used to address lab/clinical absences each semester:

1<sup>st</sup> excused—no outcome

2<sup>nd</sup> excused—an assignment will be given by the clinical instructor

**3<sup>rd</sup> excused—an assignment will be given by the clinical instructor and a letter to the faculty requesting to be allowed to continue in the nursing program**

**4<sup>th</sup> excused—will receive an unsatisfactory (U) in clinical, and will be then dismissed from the Practical Nursing program**

**Simulations are considered a mandatory learning experience. Absence from a simulation will be documented as a lab/clinical absence. Students will also be required complete a make-up assignment for ANY missed simulation regardless of number of absences in Lab/Clinical.**

#### ***\*\*Lab/clinical absences for PN 112L (Summer Preceptorships)***

*Students must complete at least 180 hours of precepting during the 112L class. Students need to reschedule precepting shifts to cover any absences that occur during preceptorship sessions so that the total number of precepting hours is at least 180 hours and communicate with instructor date changes for approval.*

### **4. Unexcused Absences**

In the event of an **unexcused** absence from the clinical setting, a letter requesting

to remain in the program must be submitted to the faculty within one week.

#### 5. Tardy

A tardy is either coming in late to lab or clinical, or leaving lab or clinical before the end of the day, which displays a lack of **professionalism**. In the event of a lab/clinical tardy, the student must notify the clinical instructor prior to the lab/clinical start time via teams chat. The first tardy will result in a verbal counseling, discussing ways to prevent a tardy from happening again. A second tardy will result in a written counseling. A third tardy will result in a probationary contract, and the student will be required to write a letter with a plan of improvement. **A fourth tardy may result in dismissal from the Practical Nursing program.**

## ***Clinical Responsibilities for Supervising PN Students***

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### ***Primary Nurse***

- A. Retain responsibility for your assigned patients by providing ongoing assessment and supervision.
- B. Provide patient information to student to assist them in providing nursing care to assigned patients. (i.e., change in doctor's orders, MAR review and updates, updates in patient's status.)
- C. With the permission of the instructor and when your time permits, assist the student in performing technical skills. (i.e., IV starts, indwelling urinary catheter insertion, IM, subq injections.)
- D. Provide feedback to the instructor and student regarding student's performance.
- E. Reference Medication Policy for North Idaho College Practical Nursing Program. The clinical instructor will provide access to the appropriate semester medication policy.
- F. Communicate with instructor/student concerning questions about student's clinical experience.
- G. Receive end of shift report and confirm adequacy of documentation.

### ***Instructor***

- A. Maintain overall responsibility of monitoring and evaluating nursing students in the clinical area.
- B. Instruct/monitor student in the provision of nursing care of patients including:
  - 1. Medication administration,
  - 2. Technical skills,
  - 3. Nursing care planning and documentation.
- C. Maintain ongoing communication with primary nurse regarding patient care and performance of student.
- D. Follow current Medication Policy for North Idaho College Practical Nursing Program for students.

### ***Student***

- A. Arrive promptly for pre-conference or unit report and be prepared to care for assigned patient/s.
- B. Administer medications according to current Medication Policy for North Idaho College Practical Nursing Program.
- C. Perform technical skills that have been learned under supervision of instructor, or designated nurse, if applicable.
- D. Participate actively in the provision of care for assigned patient/s according to placement in nursing program.
- E. Consult with primary nurse/instructor at the beginning of shift, maintain ongoing communication with primary about patient/s during your shift, and report off to primary at the completion of shift regarding status of patient/s.
- F. Students may not leave the clinical agency during clinical hours.

## Classroom Standards Policy and Procedure

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### **Policy**

Learning occurs best in a positive environment. Disruptions in the learning environment “prevent others from receiving an education, interfere with the instructor’s ability to carry out instructional responsibilities, and create a negative” atmosphere (UC Santa Cruz, p. 1, 2009).

### **A. Standards**

1. QSEN competencies include “Function effectively within nursing and inter-professional teams, fostering open communication, mutual respect, and shared decision-making to achieve quality patient care.”
2. ANA Code of Ethics for Nurses includes Provision One: The nurse, in all professional relationships, practices with compassion and respect for the inherent dignity, worth, and uniqueness of every individual, unrestricted by considerations of social or economic status, personal attributes, or the nature of health problems.

### **B. Civil interactions**

1. Civil interactions are polite, reasonable and respectful.
2. “To create and preserve a classroom atmosphere that optimizes teaching and learning, all participants share a responsibility in creating a civil and non-disruptive forum. Students are expected to conduct themselves at all times in this learning environment in a manner that does not disrupt teaching or learning” (UC Santa Cruz, p. 4, 2009).
  - a. The student is expected to be on time. The student should be in their seat and ready to begin class at the start of class. The student should stay in their seat and remain attentive until the class comes to a close, without packing up early.
  - b. Classroom participation is expected; to participate the student must attend class having prepared the materials for the day. Questions and comments must be relevant to the topic at hand.
  - c. The student is expected to raise their hand to be recognized.
  - d. Classroom discussion should be civilized, respectful and relevant to the topic being discussed. Classroom discussion is meant to allow participants to hear a variety of viewpoints.
  - e. Any discussion from class that continues on campus learning systems, social media, blog, etc... should adhere to these same rules and expectations. Recordings are for personal use only and may not be posted or shared. Permission from the instructor/speaker must be obtained prior to recording a lecture.
  - f. Electronic devices such as phones, tablets or notebooks must be turned off during class, unless permission has been granted by the presenter ahead of time.

**C. Student Incivility:** Student incivility is a continuum of seemingly benign annoying, rude and disruptive behaviors that may progress toward acts of violence. While these behaviors may seem benign they disrupt the learning environment and may invoke anxiety, anger, and self-doubt in classmates and faculty both. These behaviors can be classified on a scale of relative severity (UC Santa Cruz, 2009).

1. **Disruption of the Learning Environment is not acceptable. Examples of disruptive behavior include, but are not limited to:**

- a. Cheating
  - b. Use of cell phones in class (calls, texts, email or internet use)
  - c. Holding distracting side conversations
  - d. Annoyances, making sarcastic remarks or gestures
  - e. Dominating discussion
  - f. Sleeping in class
  - g. Inappropriate use of computer during class
  - h. Demanding exceptions and favors
  - i. Groaning
  - j. Refusing to answer questions
  - k. Inattentiveness
  - l. Lateness
  - m. Acting bored
  - n. Leaving class early
  - o. Being unprepared for class
  - p. Misuse of social media
  - q. Children and guests are not allowed to attend class, lab or clinical
- 2. Aggression and Bullying will not be tolerated. This includes, but is not limited to:**
- a. Harassment over grades
  - b. Unfounded accusations of unfairness or discrimination
  - c. Disparaging or demeaning remarks
  - d. Aggressive challenging of the instructor
  - e. Insubordination
  - f. Intimidation
  - g. Verbal abuse
- 3. Threats or any Acts of Violence have ZERO tolerance.**
- a. Real or potential bodily harm or death

### **Procedure**

- A. Prevention:** Faculty are responsible to (Williams & Lauerer, 2013):
- 1. Model behaviors
  - 2. Maintain control of the classroom or clinical/lab setting
  - 3. Actively engage students
  - 4. Create a culture of respect and learning
  - 5. Engage students in discussion of common sense etiquette/professionalism
- B. Intervention:** Faculty may utilize or implement:
- 1. Verbal warnings
  - 2. Written warnings
  - 3. Counseling forms
  - 4. Student Health or individual counseling referrals
  - 5. Learning or Behavioral contracts

The following warning signs are indicative of potential problems and should be reported immediately (DalPezzo & Jett, 2010). Faculty and/or students can report to the North Idaho College Director of Student Development whenever they feel is appropriate, signs such as the following:

- A. Adverse reaction to criticism
- B. Use of intimidation or threats
- C. Bizarre thoughts and behavior
- D. Low tolerance of stress
- E. Apprehensiveness on the part of faculty or other students

### **References**

DalPezzo, N.K. & Jett, K. T. (2010). Nursing faculty: A vulnerable population. *Journal of Nursing Education* 49(3), pp. 132-136.

Williams, S. C. & Lauerer, J. (2013). Implementing a nursing civility code: Implications for education. *Journal of Nursing Education* 52(3), pp. 165-170.

## **Extended Time, English Second/Additional Language Policy**

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### **POLICY**

Nursing students whom English as a second/additional language (ESL/EAL) have the opportunity to elect to participate in the extended time testing policy. This is a voluntary opportunity and is directed by the student.

Student will be allowed extended time with a decreased time as they progress through the nursing program(s).

For Associate Degree Nursing:

Nursing Beginning Level: 1.5 times testing for ExamSoft and ATI exams.

Intermediate Level 1: 1.25 times testing for ExamSoft, and 1.5 times testing for ATI.

Intermediate Level 2: Regular time.

Advanced Level: Regular time.

For Practical Nursing:

PN 110: 1.5 times testing

PN 111: 1.25 times testing for ExamSoft, and 1.5 times testing for ATI.

PN 112: Regular time testing

Extended time does not apply to written assignments, in-class activities, or skills check offs.

### **PROCEDURE**

1. Student will reach out to lead-faculty, for their respective semester, to notify them of their interest in extended-time testing.
2. Lead faculty will notify full-time faculty and Senior Administrative Assistant.
3. Extended time will be applied to next exam as long as the student has given notice at least 48 hours prior to next exam. Notification less than 48 hours may not be implemented.
4. If student testing grades decrease from one semester to the next the student should meet with both a full-time faculty member and make an appointment with Disability Support Services.
5. Student will be directed to meet with Disability Support Services to obtain a Letter of Accommodation (LOA). If a LOA is obtained, faculty will adhere to LOA. If LOA is not obtained student will follow the Nursing Departments Extended Time Policy for ESL/EAL.

# **Section VII: Graduation & Licensure**

## Requirements for Graduation

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To graduate from the Practical Nursing Program at North Idaho College, qualifying to take the NCLEX-PN examination for licensure requires that the student:

1. Meet North Idaho College degree requirements.
2. Achieve a grade of C+ or better in PN 110/110L, PN 111/111L, PN 112/112L and any co-requisite if required.
3. Submit an application form for graduation to the Registrar in accordance with timelines in the college catalog.
4. Submit a cap and gown request if planning to participate in commencement.

## Graduation

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Commencement ceremonies are held at the completion of the spring semester. Graduation exercises will be held at the end of one year of the program. Exact time and date will differ with each class. The Practical Nursing Pinning ceremony is held in July at the completion of the program.

Verification of program completion is required by all State Boards as a basis for licensure. Some states require a copy of the student's transcripts. Students must fill out a transcript request form to have transcripts sent to a specific State Board of Nursing. Final transcripts will not be forwarded until all fees are paid.

A certificate will be available from the registrar's office upon program completion. Students must complete an application for graduation and turn it in, to be included in the graduation ceremonies and receive the practical nursing certificate.

## Certificate

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You must complete the requirements as designated by the Idaho State Board of Professional Technical Education, the Idaho State Board of Nursing, and North Idaho College, before receiving a certificate. An Application for Graduation must be completed and turned into the Registrar's Office prior to graduation in order for a diploma to be processed in the Spring of the student's graduating year.

## **Pinning Ceremony Guidelines**

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### **Guidelines for Pinning Ceremony:**

- A.** All phases of the planning process will be done in conjunction with the faculty advisor(s) for pinning and will be discussed with the Associate Dean of Nursing.
- B.** The Nursing Division will provide financial assistance to help pay for the expenses directly involved with the ceremony.
- C.** The electronic invitations and printed program for the ceremony will be created by the Sr. Administrative Assistant of the Nursing Division. This is an NIC sanctioned event and shall maintain the professional standards of the College.
- D. Faculty responsibilities:**
  - 1. Designate place, date and time of pinning ceremony.
  - 2. Review the student's suggestions for student speakers. Make additions or deletions to the list. Students will select a speaker from this list.
  - 3. Approve the music and slide shows to be played prior to the beginning or during of ceremony and the recessional music.
  - 4. Faculty will rotate pinning the students, reading students' names as they are pinned and presenting roses.
- E. Student responsibilities:**
  - 1. Students will make suggestions for student speakers and present to the faculty. Students will select a speaker from the final list provided by the faculty.
  - 2. Develop a slide show to be viewed as guests are being seated prior to the ceremony.
  - 3. Develop a slide show to be viewed as students are being pinned. Each student may submit three (3) pictures for inclusion in the slide show.
  - 4. Obtain student acknowledgements for inclusion of the program.
- F. Associate Dean of Nursing responsibilities:**
  - 1. The Associate Dean of Nursing will MC the ceremony.
  - 2. All phases of the planning will be discussed with the Associate Dean of Nursing

### ***Clinical Excellence Award***

The “*Clinical Excellence Award*” is awarded to a student the faculty deems as having gone above and beyond in providing patient care. Students are considered based on their level of professionalism, clinical skill performance, communication skills with faculty, patients and peers, and demonstrates a spirit of inquiry.

### ***Academic Achievement Award***

1. The student receiving the highest cumulative grade point average in core nursing classes needed for the PN certificate.
2. In the event of a tie, both students will receive the award.
3. The recipient will be announced at the Pinning Ceremony.

## **NCLEX-PN**

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### **A. Dates:**

Upon completion of the requirements for the Practical Nursing Program and posting of degrees at the end of the summer semester, the student may apply for the PN (NCLEX-PN) examination. When the application has been completed and the student determined to be eligible to take the examination, the applicant will be notified by mail of the process for scheduling the testing date.

### **B. Test Locations for Licensure Examination:**

Applicants can take NCLEX-PN at any site, regardless of the state where they have applied for license.

The student will contact the testing site to make an appointment for administering of the test.

### **C. Prior to Test Date:**

1. Applications for Idaho licensure are provided by the Idaho Board of Nursing and are available online. For other states, applicants need to contact the Board of Nursing of that state to obtain an application.
2. Instructions for completing applications are included with the application. **Note** the instructions for coding. The codes for RN’s and LPN’s are different and both are given on the same form.
3. Affidavits of Graduation will be signed by the Associate Dean of Nursing, notarized and forwarded to the appropriate State Board of Nursing. If a student is seeking initial license in a state other than Idaho, the student is responsible to provide the Associate Dean of Nursing with the required affidavit for that state.
4. Students are responsible for requesting that their official transcript(s) be sent to the appropriate State Board of Nursing by the Office of the Registrar. If a student is applying for initial licensure in another state other than Idaho, the student will not be provided authorization to test until that State Board has received the official transcripts verifying graduation from the nursing program.
5. A Temporary License request may be included with the application for Idaho licensure.

Anyone who plans employment in Idaho prior to taking their NCLEX may request a temporary license. The temporary license is valid for 90 days, or until the student takes the NCLEX. The temporary license cannot be renewed.

6. It is highly recommended to take the Licensure Examination as soon as possible after graduation.

D. If the graduate plans to work in a state other than the one in which they obtained their initial license, they need to apply for licensure by endorsement from that state.

## **Licensure**

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### **A. Idaho Code for Application for License (RN and LPN):**

**Legal Authorization, Section 54-1413 Idaho Code:**

“The Board shall have the power to refuse to issue, renew or reinstate a license issued pursuant to this chapter, and may revoke, suspend, place on probation, reprimand, limit, restrict, condition or take other disciplinary action against the licensee as it deems proper...”

### **B. Grounds for Denial of License:**

1. Failure to Meet Requirement  
Failure to meet any requirement or standard established by law or by rules and regulations adopted by the Board
2. Failure to Pass Examination  
Failure to pass the licensing examination, and/or
3. False Representation  
False representation of facts on application for licensure, and/or
4. Having another Person Appear for Examination  
Having another person appear in his/her place for the licensing examination, and/or
5. Course of Conduct  
A course of conduct which would be grounds for discipline regarding the Board rules and regulations, and/or
6. Disciplinary Action in Any Jurisdiction  
Being subject to any proceeding and/or order in any jurisdiction, and/or
7. Conviction of a Felony or any offense involving moral turpitude.

For additional information, please contact the Idaho State Board of Nursing.

## Student Handbook Receipt

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I have obtained and read a copy of the Practical Nursing Student Policy Handbook. The policies and procedures contained therein have been discussed with me and I **agree to be responsible for this information.**

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Student Name (print)

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Signature of Student

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Date

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Signature of Instructor

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Date