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1.0 INTRODUCTION

The intent of this handbook is to familiarize student with the policies and procedures specific to the Department of Nursing Education at Joliet Junior College (JJC).

The JJC School of Nursing is an accredited nursing program. This program follows the guidelines set forth by the Accreditation Commission for Education in Nursing (ACEN), formerly National League for Nursing Accrediting Commission, Inc. (NLNAC). For information about the ACEN, please visit them at http://www.acenursing.org/.

In order to facilitate your nursing education, the faculty encourages you to familiarize yourself with the information found within JJC’s College Catalog (specific to the year you entered JJC), Student Handbook and Weekly Planner, and Website (http://www.jjc.edu/info/students). For additional information about College policies and services, refer to the above listed sources.

We wish you every success in the time you are here with us. We are committed to your education and to the health care needs of your present and future patients. Nursing, as a profession, will demand much of you; it will also provide you with more satisfaction and joy than you will sometimes think possible. We, as a faculty, are ready to help you in any way we can to achieve your goal of becoming registered nurses. Call on us freely.

—Joliet Junior College
Nursing Faculty

* The provisions of this Handbook do not constitute a contract, express or implied, between an applicant and student and any faculty member of JJC.

*Each semester the JJC nursing student handbook is reviewed and edited for minor revisions, by the Nursing Program’s APG committee.
1.1 PHILOSOPHY OF THE JJC DEPARTMENT OF NURSING

Mission Statement:
The mission of the Joliet Junior College Nursing Program is to provide an affordable, accessible quality education towards a life-long career in the nursing profession to the diverse population that we serve within our community.

Philosophy:
The purpose of the nursing program is to prepare students to enter into the evolving healthcare system as competent, safe general practitioners. Nursing education is concerned with four major elements: patient, environment, health and nursing.

- **Patient**- The patient is the focus of nursing practice. Patient includes individuals, families, groups and communities throughout their lifespan. Elements that comprise person are physiologic, psychologic, socio-cultural, developmental, and spiritual.

- **Environment**- The environment includes internal and external physical, chemical, biological, socio-cultural and spiritual factors, which support or threatens the person’s ability to maintain homeostasis.

- **Health**- Health is a dynamic state in a person’s lifecycle, involving varying degrees of independence and interdependence. It is conceived as a continuum that extends from optimal well being at one end through illness to death at the opposite end.

- **Nursing**- The function of nursing is to help individuals gain and maintain optimal levels of health or to die with dignity. Where health is not attainable, the nurse provides support during the dying process. The scope of practice for any member of this discipline is determined by the legal and educational standards for the specific level of practice. Guided by the American Nurses Association Code of Ethics, and the State of Illinois Nursing and Advanced Practice Act. Faculty recognizes that nursing is an art and science. Nurses include those individuals who are licensed as practical nurses or registered nurses.

Organizational Framework:
The organizing framework of Joliet Junior College Nursing Program provides a basic structure for the practical nurse and the registered nurse curricula. Three major tenets are identified from
which concepts, skills, and values of nursing practice are organized. These include: Maslow’s Hierarchy of Needs, Levels of Prevention and the Nursing Process.

- **Maslow’s Hierarchy of Needs** is a process crucial to the establishment of nursing priorities in the care of individuals. Maslow identifies five levels of basic human needs: physiological needs, safety and security needs, love and belonging, self-esteem and self-actualization.

- **Levels of Prevention** allows the nurse and patient to select appropriate modalities of intervention related to health promotion, health maintenance, and restoration as is the focus of current trends.

- **The Nursing Process** is the foundation to effective practice within the discipline of nursing. It allows for sound decision making and critical thinking when caring for those with potential and actual health care needs through assessment, diagnosis, planning, intervention and evaluation.

**Nursing Education and Curriculum**

Nursing Education and Curriculum is a systematic, dynamic process. The purpose of education is to promote the acquisition of thinking, feeling, and acting in the areas of nursing knowledge, skills, values and attitudes. The Joliet Junior College Nursing Program builds on a foundation of learning in the humanities, and the physical, behavioral, and social sciences. The program provides curricula and educational climate conducive to the attainment of the concepts, skills and values needed for the competent practice of nursing. The curriculum incorporates the National League of Nursing’s competencies for Graduates of Associate Degree Nursing. Student involvement is encouraged for curriculum critique and revisions.

The faculty respects the diversity of nursing education and view different levels of preparation as essential to providing health care services to the community. A process for educational articulation is central to the program at Joliet Junior College to enable learners to pursue additional learning goals.

The faculty recognizes the importance of scholarship and defines it as: “Scholarship encompasses the individual and collective talents of the faculty. It is a rigorous academic process which assists the faculty in the achievement of program goals by enhancing our knowledge base and promoting excellence in teaching through discovery and practice”.


Teaching-Learning

The faculty views learning as an active process, which is collaborative between the learner and educator. Learning is the means through which the learner acquires knowledge, skills, attitudes and values. The nursing program incorporates the classroom (theory/topics/lab), community clinical settings, and the use of technology for instruction to provide a varied learning environment to our diverse student population.

The learner is central to the educational process. Each learner has individual needs and potential and is expected to be a self-directed, active participant in the educational process.

The faculty is responsible for designing learning experiences that promote current/competent nursing practice and is dedicated to incorporate best practices and evidenced based practices within the curriculum. These experiences progress from simple to the complex building on past knowledge. The faculty facilitates the learning process by defining explicit learning outcomes for the learners and basing evaluation on these criteria.

Philosophy Changes
Minor Changes 5/10
Minor Changes 5/05
Minor changes 08/02
Re-approved 10/00
Approved 11/21/94
Draft 2 10/03/94
Draft 3 11/28/94
1.2 DEPARTMENT OF NURSING EDUCATIONAL OUTCOMES

Upon Graduation the student will:

1. The JJC nursing graduate will advocate for their patient while respecting their autonomy and diversity in all healthcare settings.

2. The JJC nursing graduate will promote patient empowerment in all aspects of the healthcare continuum.

3. The JJC nursing graduate will utilize the nursing process and evidenced based practice in clinical decision making within a caring and patient centered environment.

4. The JJC nursing graduate will practice to promote health incorporating the three levels of prevention while providing safe and quality care in collaboration with other healthcare team members.

5. The JJC nursing graduate will value life-long learning and continually strive for nursing practice excellence within the realms of current ethical and legal parameters.

6. The JJC nursing graduate will effectively communicate utilizing multiple methods of communication with diverse patients and other healthcare members to advocate for healthcare equality.

7. The JJC nursing graduate will promote quality care for the patient by embracing evidenced based practice changes within their context and healthcare environment.

8. The JJC nursing graduate will continually question current nursing practices in the quest for continual quality improvement to enhance positive patient outcomes. *The JJC nursing graduate will embrace the importance of continued education to improve the nursing profession and patient outcome.
2.0 STUDENT’S RIGHTS & RESPONSIBILITIES

Nursing majors have several added rights and responsibilities, due to the nature of the occupation they are entering. These include:

A. **RIGHT:** Entrance into the profession of nursing upon program completion.

**RESPONSIBILITY:** Adhere to the ANA Code of Ethics (See Appendix A) Adherence to a well developed personal code of ethics.

**ACTIONS:**

1. Cheating, plagiarism, unauthorized collaboration, falsification & fabrication, or facilitation of academic dishonesty is considered a violation of personal and professional integrity, which are all subject to severe disciplinary actions.

2. Inaccurate reporting or recording of patient care activities, theft from patients or fellow student, will result in disciplinary action and may result in dismissal from the Nursing program.

3. Nursing students are responsible for collecting their own research and for preparing their own clinical papers. Sources used in the preparation of any clinical papers are to be fully documented.

4. Sanctions for misconduct will be determined by the instructor.

5. Nursing majors possessing, consuming, providing or selling drugs or found under the influence of alcohol or drugs, will be subject to disciplinary action. As a nursing student, you are subject to the Illinois Nursing Act and as such, you are responsible for mandatory reporting of such action by other students to the Nursing Department Chairperson.

B. **RIGHT:** Access to clinical units.

**RESPONSIBILITY:** Preparedness/Presence/Suitable Attire

**ACTIONS:**

1. Nursing majors must adhere to the policies, procedures and student affiliation guidelines of the clinical agency, including dress code.

2. Nursing majors must come to the clinical setting fully prepared to provide care for their assigned patient(s). This includes, being knowledgeable about all treatments and medications ordered for their patients.
3. Nursing majors are not to visit other patients or other units in the hospital, nor are they to view or read any hospital records other than those of their assigned patients unless the instructor permits.

4. Nursing majors must design and direct their care to meet the patient’s needs. Nursing instructors reserve the right to dismiss the student from the clinical setting, if the student demonstrates lack of preparation or unsafe care.

5. Nursing majors that demonstrate an action or lack of action which places a patient in physical or emotional jeopardy, grants the nursing instructor the right to initiate a student’s withdrawal from class or clinical.

6. Nursing majors have a responsibility to be present for their assigned clinical days. Patient assignments are generally made the day before and are made with the student’s learning needs in mind.

C. **RIGHT:** Access to assigned patient’s records.

**RESPONSIBILITY:** Maintenance of confidentiality

**ACTIONS:**

1. Nursing majors must not discuss any aspect of patient’s care outside the nursing classroom/conference setting.

2. Nursing majors must not identify patients or their significant others by name or by location on any nursing care plan or notes taken. Generally, initials and only the last two digits of the room number are acceptable.

3. Nursing majors will not share computer access codes, or duplicate and remove findings from the chart.

D. **RIGHT:** Provision of direct care to assigned patients.

**RESPONSIBILITY:** Integrity/Competency

**ACTIONS:**

1. Nursing majors have a responsibility to document fully and honestly the care they have given. Under no circumstances shall records be falsified or inaccurate data be reported or documented.

2. Nursing majors, in the event that an error or accident occurs, have the responsibility to inform their clinical instructor of this occurrence and if necessary in the judgment of the instructor, to complete the required incident report.
2.1 PERSONAL & PROFESSIONAL INTEGRITY

The nursing student, as part of the JJC student community is expected to demonstrate qualities of integrity, fair-mindedness, honest, civility, tolerance, and respect (As stated in the JJC’s Student Code of Conduct). The nursing student is accountable for his/her own behavior and is expected to maintain professional, ethical, and legal standards of nursing practice. The nursing student is also expected to conduct him/herself according to the legal and ethical standards of the community and society. He/she is expected to follow established lines of authority and communication in the college and clinical setting.

He/she is expected to adhere to the stated standards of Academic Honor Code (As found on the JJC Website and in the Student Code of Conduct Booklet).

Acts of academic dishonesty include:

1. Cheating
   A. Intentionally using or attempting to use unauthorized materials, information or study aids; use of any unauthorized assistance, resources, materials or electronic/cellular devices with or without photographic capability in taking quizzes, tests or examinations and the acquisition, without permission, of a test or other academic material belonging to Joliet Junior College, to any department, or to any staff.

2. Plagiarism
   A. The reproduction of ideas, words or statements of another person as ones’ own without acknowledgement or use of an agency engaged in the selling of term papers or other academic materials.

3. Unauthorized Collaboration
   A. Intentionally sharing or working together in an academic exercise when such actions are not approved by the course instructor.

4. Falsification and Fabrication
   A. Intentional and unauthorized falsification or invention of any information or citation furnished to any college official, faculty member or office.

5. Facilitation of Academic Dishonesty
   A. Permitting or attempting to help another to violate the academic honor code; alteration or sabotage of another student's work, such as tampering with laboratory experiments
If a faculty member or college staff member suspects that there is a violation of one of the above standards, she/he will confer with the student (and the appropriate faculty member if applicable) before deciding what course of action to take.

Depending on the student’s misconduct and the judgment of the faculty, a failing grade may be given for the assignment, course, and could result in immediate expulsion from the course/nursing program.

*The student Code of Conduct and Academic Honor Code can be found in the JJC Student Handbook and Weekly Planner, Student Code of Conduct Handbook, or is available online at http://www.jjc.edu/info/students.

2.2 HEALTH REQUIREMENTS

A nursing major must have a completed health form on file in the Nursing Education Department. The student must be compliant and valid (health form that includes a yearly Flu vaccine and TB) the entire semester before the student will be allowed registration within their appropriate semester. A nursing student granted advanced standing or readmission must have forms on file, following the above standards, with the department upon admission to the program.

It is the student’s responsibility to ensure that these forms are completed in full by the designated dates and that all necessary laboratory and x-ray examination results and immunization requirements are submitted. **Failure to comply will result in students being withheld from registration.**

Hospitalization/Serious or Chronic Illness

A student with a serious health problem or have been hospitalized or have withdrawn because of health concerns, he/she must submit a statement to the Nursing Department Chairperson from his/her attending physician which permits his/her return to clinical and/or campus class activities.

Pregnancy

If pregnant, the student must submit a statement from her attending physician which indicates that the pregnancy is not a contraindication to participation in the program. Generally speaking, if you are experiencing a normal pregnancy, the student can continue in the nursing courses until delivery if your health and the attending physician permits.

Holistic Wellness Program

Joliet Junior College offers a Holistic Wellness Program. Please refer to JJC Student Handbook and Weekly Planner for wellness program services and student assistance programs by calling
2.3 CPR REQUIREMENTS

Nursing majors must be certified according to the American Heart Association class “C” to administer cardiopulmonary resuscitation (CPR). This card must be submitted to the Department of Nursing Education for copying and filing, prior to the day of registration. This certification must be renewed, every 2 years and must be valid for the entire semester. A current nursing student, having a CPR card that needs renewal before the end of the upcoming semester will not be allowed to register for future nursing classes, until they renew their certification. Failure to be CPR certified will necessitate non registration for all nursing courses.

2.4 OTHER REQUIREMENTS

Criminal Background Check

A criminal background check on file is required of all students entering the nursing program. Information and instruction is made available to the student during registration. Failure to comply will result in the student being removed from the nursing program.

Drug Testing

All students are required to take a drug screening test. Information and instruction is made available to the student during registration. A positive drug screening test will result in the students being removed from the nursing program.

2.5 DRESS CODE

Because the nursing practicum courses are held in health care facilities, it will be necessary to purchase and wear certain clothing and to adhere to certain policies that are not common for students in other majors. The following is an outline to help students comply with the regulations of health care facilities for practicum courses and reflects the professional nature of nursing.

A. Dress Code for Students

1. Nursing majors are allowed to wear a purple top with black or purple pants. All students must wear the purple uniform jacket approved by the JJC Department of Nursing Education with the nursing logo appliquéd to the left chest. Or according to the dress code of the specific clinical facility.
2. White comfortable all-leather nursing shoes with noiseless heels (no clogs). Canvas or nylon shoes will not be permitted. Shoes must be of a non-permeable material such as leather to prevent possible soak-through of spilled liquids.

3. White or neutral shade undergarments, nylons, or socks.

4. A JJC student ID with picture taken in ID services will serve as the student’s name badge. This badge must be worn on the right side of the uniform jacket opposite the nursing logo patch. Some health agencies will require an additional ID badge that they will issue.

5. Hair should be appropriately groomed to maintain asepsis and professionalism. Wearing of Perfume/cologne is not allowed.

6. Considering safety for the patient, fingernails must be kept short and clean. In compliance with health care facility policy, fingernail polish is not allowed in specialty areas. Bright colored nail polish, artificial nails, and nail designs are not permitted.

7. Students must follow each clinical agency policy regarding tattoos that are not hidden.

8. No phone or beepers are allowed in nursing classes or clinical areas unless approved by the instructor.

9. Sweaters have been found to be a source of contamination by nurse researchers. Therefore, sweaters are not to be worn in the clinical area.

10. Jewelry must reflect professionalism and asepsis and must be limited to a watch, small earrings (non-dangling, no larger than a dime in circumference), and a wedding band because of the possible danger of injury to the patient. Visible body piercing other than of the ears is prohibited.

11. Uniform jackets are not to be worn outside of the clinical setting.

12. During research times, the JJC uniform with lab jacket (identifying school logo) must be worn. No exceptions

13. All valuables should be left at home. In the event that valuables, like purses, must be brought to the clinical site, they should be locked in the trunk of the car.

14. Equipment needed by nursing students:
   A. A watch with a second hand
   B. A pair of pocket-sized bandage scissors
   C. Stethoscope with adult and pediatric bells and diaphragm
   D. A penlight
   E. Goggles- Optional
F. Gait belt- Optional
G. A black pen with permanent ink. Erasable pens are not permitted.

Note: Instructors reserve the right to send any student home from the clinical, who is not in the appropriately attire, properly groomed or equipped.

2.6 MALPRACTICE INSURANCE

Each student enrolled in practicum courses is required to carry malpractice insurance. The cost for this insurance is included in the course fee for practicum courses and is paid automatically at the time you pay your tuition. It is not refundable.

2.7 STUDENT RECORDS

The Family Educational Rights and Privacy Act (FERPA) afford students certain rights with respect to their educational records.*

Students may access their course schedule, bill and unofficial copy of their semester grades and/or transcripts etc. through the e-resources, or can obtain through the registration office.

Students also have a student file in the nursing department, maintained in a secured file room. Students may request permission to view their departmental file through the Department Chair. Students may view their file with permission of chair, and in the presence of the department chairperson.

*See the JJC Student Handbook and Weekly Planner for additional information or online at www.jjc.edu/info/students.

2.8 OSHA COMPLIANCE

All entering clinical nursing students (NURS150, NURS 170, NURS 240) are required to complete an instructional program and associated post test. Students are required to submit the signed completed post tests from the four instructional power-points available to you on the JJC Angel Classroom website.

Blood-borne Pathogens
Tuberculosis
Fire Safety
HIPPA

The signed, completed copy (last page of this handbook) must be submitted to the Department of Nursing Education office. Students will be barred from clinical for failure to submit these forms at the required time.
2.9 STUDENT COMPLAINT PROCEDURE

JJC, and the nursing department, promotes an open educational environment, rich in values and designed to protect the integrity of teaching and learning. In that spirit, the college encourages all students to first direct their complaints and concerns to the faculty, staff, or administrator specifically involved.

The college believes many complaints can be resolved through an open, honest dialogue between the persons involved. In cases where that may not be possible, the JJC Student Complaint Procedure can assist in facilitating a resolution. Other than grade appeal or claim of sexual harassment, a complaint that challenges the decisions or actions of college personnel will be considered under this procedure.

Students should make every attempt to pursue concerns in a timely manner and should be reported within 30 calendar days.

Complaints should be filed at the department level to the chairperson or supervisor (see the student handbook quick reference or visit the JJC staff/departmental directory).

- Forms are available in each department on campus and should be submitted within 30 calendar days of the complaint.
- Complaints will normally receive a response within 20 calendar days from the time it is received.
- Unresolved complaints or appeals of resolutions for non-academic matters shall be directed to the Office of the Dean of Students. Those of an academic nature shall be directed to the dean over academic discipline. Cases involving complaints against either of these areas will be referred to the appropriate Vice-President.
- The final college official reviewing the complaint will respond formally and in writing to the complainant.
- For complaints involving grade appeals and sexual harassment policies, please see the college catalog or student handbook for proper procedures. Complaints involving matters of a criminal nature, such as theft, battery, etc., should be directed to the JJC Police Department.

Download the Complaint Form (PDF)
3.0 GENERAL INFORMATION

Children are not allowed in class, in the nursing lab area, or in the clinical setting during research time, as this is not conducive to your study or that of your fellow students. Students may not tape lectures without the instructor’s permission.

3.1 WEATHER & TRAVEL

In the event of the official closing of the college due to inclement weather, clinical will not be held. If the instructor is unable to reach the clinical facility, you are not allowed to participate in the care of patients and should not remain in the clinical area. You are reminded that an official closing of the college would be announced on several radio stations in the area.*

*See JJC Student Handbook and Weekly Planner and http://www.jjc.edu/about/emergency-info.

3.2 FINANCIAL AID

The Financial Aid Program and JJC are committed to helping students remove economic barriers which may deprive them of an education. For this purpose, numerous federal and state programs have been created to assist students. The College Board of Trustees and the community provide programs for needy students. Students should contact the college counselors, community agencies, and JJC’s Financial Aid staff for information about additional scholarships, grants and loans. In addition, scholarships for nursing majors are also available and are not all need dependent.

3.3 ACADEMIC SUPPORT SERVICES

Excellent support services are available free of charge to JJC students. These include:

1. Preliminary and ongoing student counseling within the Counseling Center (A-1155)
2. Assistance with reading, writing, studying, note-taking and test-taking skills in the Academic Skills Center (A-1138) is highly recommended by the nursing faculty.
3. Additional academic assistance is available to eligible students through 2 programs:
   A. Project Achieve (A-1115) tutoring services offered in English Department, Mathematics, and Computer Science. Students who have physical or learning disabilities, come from low income families or are first generation college students can qualify for assistance.
   B. StAR (Student Accommodation and Resources) (A-1125), provides academic support and classroom accommodations to students who have documented disabilities. Services include tutoring, study skills assistance, extended time testing (if requested by instructor), assistance with text book reading, and professional tutoring.
4. Peer tutoring for most courses see NSL Coordinators in the NSL U-3016
3.4 NURSING STUDENT ASSOCIATION (NSA) and ALPHA DELTA NU (ADN)

The NSA and ADN provide a common bond between students interested in nursing and those in the community interested in health care. The NSA and ADN have faculty advisor(s) who are appointed by the department chair. These nursing faculty member(s) have the responsibility to assist the students in planning their activities and in submitting their budget requests.

The NSA participates in a variety of activities to promote professional growth. These include: organizing blood drives, speakers, fundraising for local charitable organizations, and field trips. Nursing students enrolled in nursing sequence courses are automatically members of NSA. NSA officers are students elected yearly from the NURS 160 and above levels. Please support NSA activities.

The ADN is an honor society that recognizes those nursing students that have maintained a 3.0 average in all nursing courses (bylaws are provided at a student's request). The club advisors identify these students, at the beginning of his/her NUR 250. They are then notified by the department chair and are invited as a preliminary member. The ADN officers are nominated and elected by their ADN peers also during the first two meetings. Each of these students must also participate in a project during their third semester before they are recognized and inducted as full member of the ADN during NURS 260.

3.5 GRADUATION APPLICATION

Refer to JJC catalog or http://www.jjc.edu/about/college-info/catalog/Pages/default.aspx, for information regarding application for graduation. Please ensure that all graduation requirements have been met as you near program completion.

3.6 NCLEX APPLICATION INFORMATION

A Student granted the Practical Nurse (PN) Certification of Achievement is eligible for the Practical Nurse Licensure Exam after completing and passing NU 160.

A Student granted the Associate in Applied Science Degree with a major in Nursing are eligible for the National Council Licensure Exam (NCLEX) for R. N. licensure after completing and passing NU 260.

Application materials for these examinations are disseminated to all qualified candidates (PN and RN) for these exams mid-semester of NU-160 and NU-260 the Department Chairperson.
3.7 LEGAL LIMITATIONS FOR LPN/RN LICENSURE

Nursing Licensing Policy

In accordance with the Illinois Nursing Act … For the most current information please access the information at http://www.ilga.gov/legislation/ilcs/ilcs5.asp?ActID=1312&ChapterID=24
4.0 GRADING SCALE

The current course syllabi for nursing courses are available in the JJC bookstore and are required for each course. Each course syllabus contains the course’s objectives and information regarding specific point distribution and determination of the final grade.

The Department of Nursing Education faculty adheres to a higher grade point scale

A  =  93-100%
B  =  86-92.9%
C* =  80-85.9%
D  =  75-79.9%
F  =  74.9%

* Course progression is dependent on attaining a minimum grade of “C” in all prerequisite general educational nursing sequence courses.

4.1 NURSING PRACTICUM

Clinical evaluation tools have been developed for each of the four levels in the program. Students will be evaluated on a pass/fail basis.

Students are expected to analyze their own strengths, weaknesses and performance as these relate to the course expectations in each of these areas. Evaluation conferences are held at least twice a semester, at mid-semester and at the end of the semester. Both student and the instructor sign the evaluation tools at the end of the conference. The student’s and instructor’s signature indicates that the conference has been held. Nursing students are expected to become familiar with the evaluation tool specific to the nursing course to which they are enrolled.

4.2 TESTING POLICIES

80% EXAM AVERAGE POLICY: The student’s success within the nursing program is based on the assimilation of nursing content throughout the curriculum; the student must obtain an 80% overall average on all quizzes, tests and the final exam in order to pass the course. If the student does not achieve the 80% average (based on point accumulation per semester, please see individual course syllabi) on exams and quizzes, he/she will fail the course. Paperwork and ATI will not be counted toward the final grade if the exam average is less than 80%. The student will be readmitted based on the Readmission Policy in the Nursing Student Handbook.
Math and Drug/Dose Calculations: **Policy:** In order to administer medications safely, students must demonstrate the ability to calculate medication dosages accurately.

**Guidelines:** Each semester course syllabus will outline the policy and expectations for demonstrating med-math competency. Proficiency testing is semester-based and may utilize the designated case studies and finals in the ATI program.

- Students must take the Drug/Dose Calculation examination at the beginning of each semester.
- Students must pass at the Drug/Dose Calculation exam at 80% in order to progress in that semester. Students will have three attempts to pass the exam.
- Students who do not pass the Drug/Dose Calculation exam on the first attempt must meet with a full-time semester faculty member and present a plan for remediation before attempting the exam a second and third time.
- Students may not pass medications in the clinical area until successfully passing the Drug/Dose Calculation exam in each semester.
- Drug/dose calculation questions will be included in each course examination.

**MISSED EXAMS:** Any student who misses a scheduled exam or final exam will be allowed to make up the exam **ONLY** if the following conditions are met:

1. The instructor must be notified of the absence before the scheduled exam time. The student must then receive permission to reschedule the exam time.
2. Permission will be given for only legitimate excuses, and only when notification of absence was made.
3. Any student who does not arrange within one week following return to class to make up the exam will automatically receive a zero for the exam.
4. Any student absent from clinical on a scheduled exam day will not be allowed to take the exam.
5. The student will have only one week after the theory exam grade is posted to review the exam.
6. There will be no review of final exams.
7. The Scantron sheet is the official answer sheet for all exams.

**4.3 ABSENTEE POLICY**

1. Students will not be admitted to nursing sequence courses after the first week of classes.
2. In order for the student to achieve success, attendance and promptness is strongly recommended for theory and required for clinical practicum and clinical topics. The student should exercise good judgment when ill so as not to endanger personal well-being and the well-being of others. If a student is unable to attend clinical practicum for any reason, both the faculty person and the unit must be notified as soon as possible prior to the start of the clinical day. If a student is
unable to attend clinical topics for any reason, the faculty person must be notified prior to scheduled clinical topics.

5.0 WITHDRAWAL & READMISSION

1. Students who earn a grade below “C”/“P” in any nursing course are automatically withdrawn from the Nursing Major.

2. Students who earn a grade below “C” in any general education course that is a prerequisite to the next nursing sequence course will not be allowed to continue in the nursing sequence until the prerequisite course is at least “C” level. (Students must follow the readmission procedure below if out of the sequence for one semester or longer.)

5.1 WITHDRAWAL

1. Students who withdraw from the nursing sequence will be recorded within the department as withdrawn passing or failing.

2. See JJC Catalog for withdrawal procedure.

5.2 READMISSION POLICIES

1. A student in NURS 140 or NURS 150 who withdraws failing or fails either course must REAPPLY to the nursing program. A nursing student who fails NURS 140 or 150 may only reapply one time. If a student who has failed or withdrawn failing from NURS 140/150 can reapply to the nursing program there will not be any penalties in the subsequent application process.

2. A student in any other semester of the nursing program (NURS 160, NURS 170, NURS 250, NURS 260) who withdraws failing or fails a nursing course may repeat one time only. There is only one opportunity for readmission throughout the nursing program. If the student is unsuccessful more than once during the nursing program, the student will be withdrawn from the nursing program.

3. A nursing student, actively pursuing a passing grade within the program or during a course, will not be allowed to apply to the program during an ongoing nursing application process.

Exceptions to this policy are limited to the following:

1. Students who complete a nursing sequence course with grades of “C” or better and who decide to withdraw for a semester or longer (pregnancy, financial issues, etc.) before continuing with the next nursing sequence will be allowed to do so, space permitting, as long as the absence is less than two years. (See readmission policy--time limits).

2. Students who withdraw passing (anytime during the semester) from their nursing courses must follow the readmission procedure below. Withdrawal passing does not constitute a failure.
3. If a student is dropped from the program because of physical or emotional jeopardy, even if this is their first failure, the student must appeal to the nursing appeals committee for readmission.

4. When a nursing course is failed, that course must be successfully completed before enrolling in the next nursing course.

5. Time limits on readmission:
   A. Students seeking readmission to the program, following a time lapse of two consecutive years, must meet the following conditions:
      a) Submit a letter requesting readmission to meet with the instructor designated by the Department Chair and set up review or retest of all skills test, including math (required)

Some prescriptive requirements may be added based on individual needs as a requirement for reacceptance.

6. A student seeking readmission who has been out of the program for three years or longer must start from the beginning, unless approved by the Department Chairperson in cases with extenuating circumstances (i.e. active military duty).

7. In the event of major course changes, a student may be required to start from the beginning, regardless of time lapse. Each case will be evaluated on an individual basis.

5.3 READMISSION PROCEDURES

1. Students seeking readmission into NUR 150 must reapply during the next application period. Students seeking readmission to the nursing sequence courses, outside of NUR 150, must request their intent to readmit in writing. The letter of intent is to be sent to the Chairperson, Department of Nursing Education. The letter should include reflection on the reason for the interruption as well as progress toward resolution.

2. Readmission requests will be processed in the order in which they are received.

3. Registration for readmission is dependent upon openings in the nursing sequence courses.

4. A student can decline readmission one time. If a student declines readmission for a second time, they will be put on the bottom of the readmission list. If a student declines a third time, they will be removed from the readmission list and will need to start the nursing sequence from the beginning (or come through the LPN transition option if a licensed LPN).

5. A student who obtains their Certificate of Achievement in Practical Nursing and successfully completes NCLEX-PN but does not continue in the 200-level nursing courses may come into the 200-level courses through the option of collegiate LPN (NURS 240) as long as he or she meets the requirements, no matter how long it’s been since the student completed the PN portion.
5.4 APPEALS PROCESS

The JJC Department of Nursing Education has an appeal process for admitted nursing students appealing to get back into the nursing program.

1. A student who has exhausted all of his or her automatic readmissions to the nursing program has the right to appeal to be reinstated.

2. The student must notify the Department Chairperson in writing that an appeal is being requested.

3. The Secretary of the Department of Nursing and Allied Health will provide the student with the appropriate paperwork and schedule an appointment with the Appeals Committee.

4. The Appeals Committee will be comprised of 1 nursing faculty member from each level (NURS 150, NURS 160, NURS 250 and NURS 260) and 2 alternate members from any level.

5. The Department Chairperson will be a non-voting member of the committee except in the case of a tie vote.

6. The Appeals Committee will meet at least once per semester at a time designated by the Department Chairperson.

7. The decision by the Appeals Committee is final

5.5 FINAL COURSE GRADE APPEAL

Nursing students that are appealing a final course grade must adhere to the JJC school policy. See The Joliet Junior College School Catalog, available online.
6.0 COURSE SCHEDULING

• A nursing advisor should be consulted to assist the student in creating a program that will meet the student’s individual needs.
• Check the current JJC catalog on the website (http://www.jjc.edu/about/college-info/catalog/Pages/default.aspx) for course description, specific course sequencing and prerequisite information. This information is attainable through a Nursing faculty advisor or attending an informational session (time and place of informational session is on the nursing departments website and posted flyers).
• Some general education courses may be taken after beginning the nursing sequence. See Section 6.1. Nursing sequence courses require two semesters to complete certification requirements for LPN, 4 semesters for RN with earns an ADN.
  NURS 140 *(If necessary)*-NURS 150-NURS 163 should be taken simultaneously
  NURS 160- NURS 164 should also be taken simultaneously
  NURS 250 and NURS 260 must be taken in sequence for students continuing in the ADN portion of the program.

Additional information regarding the courses and their prerequisites can be found in the catalog, which can be accessed online at http://www.jjc.edu/about/college-info/catalog/Pages/default.aspx

6.1 NURSING SEQUENCE COURSE PREREQUISITES

Course progression is dependent on attaining a minimum grade of “C” in all prerequisite general education and nursing sequence courses.

Courses which must be taken prior to NURS 140, NURS 150, NURS 163:
  BIO 149/150  Principles of Biology
  BIO 250 Anatomy & Physiology I

Courses which must be taken prior to or concurrently with NURS 140, NURS 150, NURS 163:
  ENG 101 Rhetoric
  PSYCH 101 General Psychology

Courses which must be taken prior to or concurrently with NURS 160 and NURS 164:
  BIO 251 Human Anatomy & Physiology II
  HEAL 109 Normal Nutrition
  PSYCH 215 Life Span: A Survey of Human Development

*All of the above are prerequisites to all 200-level nursing courses and must be completed prior to entry into either NURS 250 or NURS 260. NURS 163, and NURS 164 must be successfully completed with a “C” or better prior to registering for NURS 250.*

Courses which must be take prior to or concurrently with NURS 250:
BIO  240 Microbiology
SPCH  101 Principles of Speech

Courses which must be taken prior to or concurrently with NURS 260:
SOC  290 Cultural Diversity in America
## 7.0 OFFICE INFORMATION

Dr. Mary Beth Luna - Interim Dean of Nursing, Allied Health, and Emergency Services.  
Office U-2002L; Extension- 2605

Mary Magruder - Chairperson of Nursing, Allied Health, and Emergency Services.  
Office U-2002M; Extension- 2438

<table>
<thead>
<tr>
<th>Instructor</th>
<th>Office</th>
<th>Extension</th>
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<tbody>
<tr>
<td>Colleen Kestel-Branchaw</td>
<td>U-2003 B</td>
<td>2233</td>
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<td>Donna Casini</td>
<td>U-2003 H</td>
<td>2558</td>
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<tr>
<td>Dr. Deb Fitzgerald</td>
<td>U-2003G</td>
<td>2857</td>
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<td>Terry Kania</td>
<td>U-2003E</td>
<td>2581</td>
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<tr>
<td>Dr. Cheryl Klemp</td>
<td>U-2003 M</td>
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<tr>
<td>Jorie Kulczak</td>
<td>U-2003K</td>
<td>2847</td>
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<tr>
<td>Danielle Lisiecki</td>
<td>U-2003G</td>
<td>2819</td>
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<tr>
<td>Misti Ludwig</td>
<td>U-2003F</td>
<td>2398</td>
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<tr>
<td>Michaelene Nash</td>
<td>U-2003K</td>
<td>6648</td>
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<tr>
<td>Lynn Noell</td>
<td>U-2003F</td>
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<tr>
<td>Sue Rio</td>
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<td>Karen Roberson</td>
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<td>Caroline Russo</td>
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<td>Susan Schmidt</td>
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<td>Janet Stromberg</td>
<td>U-1002A</td>
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<td>Kelly Tisdale</td>
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<td>Sharon Valentino</td>
<td>U-2003H</td>
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<tr>
<td>Kathleen Wolz</td>
<td>U-2003D</td>
<td>2664</td>
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</tbody>
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### Nursing Lab Manager
- Denise Smith
  - U-3016B  - 6801

### Nursing Lab Coordinator
- Michelle Aitkenhead
  - U-3003  - 2584

### Nursing Simulation Coordinator
- Lynne Halper
  - U3015N  - 6722

### Nursing Simulation Lab Clerk
- Robin Januschik
  - U-3016  - 2469

### Nursing Computer Lab Assistant
- Paul Schroeder
  - U-2008E  - 2793

### Nursing Department Clerical Staff
- Tina McComb, Dept. Secretary
  - U-2002  - 2462
- Kathy Derrig, Clerk
  - U-2002  - 2435
- Sandy Barrera, Clerk
  - U-2002  - 2435
8.0  APPENDIX A

American Nurses Association Code of Ethics for Nurses (Available online)

1. The nurse in all professional relationships, practices with compassion and respect for the inherent dignity, worth and uniqueness of every individual, unrestricted by considerations of social or economic status, personal attributes, or the nature of health problems.

2. The nurse’s primary commitment is to the patient, whether an individual, family, group, or community.

3. The nurse promotes, advocates for and strives to protect the health, safety and rights of the patient.

4. The nurse is responsible and accountable for individual nursing practice and determines the appropriate delegation of tasks consistent with the nurse’s obligation to provide optimum patient care.

5. The nurse owes the same duties to self as to others, including the responsibility to preserve integrity and safety, to maintain competence and to continue personal and professional growth.

6. The nurse participates in establishing, maintaining and improving healthcare environments and conditions of employment conducive to the provision of quality healthcare and consistent with the values of the profession through individual and collective action.

7. The nurse participates in the advancement of the profession through contributions to practice, education, administration, and knowledge development.

8. The nurse collaborates with other health professionals and the public in promoting community, national, and international efforts to meet health needs.

9. The profession of nursing, as represented by associations and their members, is responsible for articulating nursing values, for maintaining the integrity of the profession and its practice and for shaping social policy.

9.0 CONFIDENTIALITY POLICY AND CONSENT TO VIDEO

As a Joliet Junior College (JJC) nursing student, you will be an active participant in a Simulated Clinical Experience (SCE) and observer in live lectures, podcasted lectures, and simulated scenarios. Due to certain copyrights of the Simulated Clinical Experience (SCE) and in order to maintain optimal experiences for all learners, students are to maintain strict confidentiality regarding the information conveyed within the classroom (i.e. quizzes and exams), critical-thinking scenarios, clinical topics, as well as the events viewed during the simulation experience (including student performance). Similar to the College, the JJC Nursing Program acknowledges the importance of honest academic behavior, therefore...

- Students have the responsibility to keep all events, procedures, and information used within their Theory, Clinical Topics, Critical Thinking Labs, Clinical, and Patient Simulation Lab (PSL) strictly confidential. Students are never to share information about their learning experiences with other students or between semesters. This includes all information a student obtains while attending school at Joliet Junior College. Transferring or sharing personal classroom notes, test information, a patient’s history information obtained prior to the actual simulation experience, as well as information obtained and used in the pre and post conferences is strictly prohibited. Please note: Simulation includes all nursing simulation activities that occur in the JJC Nursing Program, including simulation skill days. Sharing notes include, sharing outside of classroom in an electronic copy or between semesters.

- Faculty has the responsibility to review the expectations with respect to all aspects of the academic honesty policy, directly inform the students about any changes of academic dishonesty, and will refer students to the department chair and Dean of Students in a consistently applied manner.

The objective of this agreement is to sustain a learning-centered environment in which all students are expected to demonstrate integrity, honor, responsibility, and recognize the importance of being accountable for one’s academic behavior. A breach of this confidentiality agreement is a violation of the JJC’s Academic Honor Code and will lead to consequences from the student, possibly resulting in failure to complete the JJC Nursing Program. Then entire Academic Honor Code can be found within the JJC’s student handbook or website, under Academics/Academic Behavior and Standards.
9.1 ACKNOWLEDGEMENT OF UNDERSTANDING and CONSENT
TO VIDEOTAPE

The JJC Nursing Student Handbook Confidentiality Agreement, OSHA Compliance
Education Material, and Permission to Record Performances in the CSE

Name____________________________________ has received the JJC Department of Nursing
Education Student Handbook; Confidentiality Agreement presented by the JJC Nursing Program;
and has viewed the OSHA Compliance Education Material.

Signing of this statement hereby acknowledges that, this student, during their tenure in the JJC
Nursing Program: (1) has a clear understanding of the professional role of a JJC nursing student,
as well as the information presented in the Confidentiality agreement presented by the JJC
nursing program, and OSHA Compliance Educational Material, and (2) will abide by those
presented materials and the set forth rules of JJC, and the JJC Nursing Program.

Signature_____________________________________________

AUTHORIZATION FOR PROGRAM VIDEOTAPEING OR PHOTOGRAPHING

As a required part of the JJC Nursing Program, the JJC Nursing faculty and/or administrators of
the simulation lab, at times, will be videotaping the simulation experience.

_____ I authorize the Joliet Junior College staff to video record my performance during clinical
simulation experience (CSE), for educational purposes only.

_____ I authorize the Joliet Junior College staff to use the video recording(s) for purposes that
include, debriefing, faculty review, educational, research, public relations, advertisement,
promotional, and/or fund raising activities.

This document will be maintained in the JJC Nursing Dept. within your student file for the
duration of your tenure at JJC.

Date__________________