



1215 Houbolt Road
Joliet IL, 60431-8938

DEPARTMENT OF NURSING EDUCATION



STUDENT HANDBOOK

Fall 2015

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1.0 INTRODUCTION

The intent of this handbook is to familiarize students 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, 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 revised, by the Nursing Program’s Admissions, Progression, and Graduation (APG) committee.*

1.1 PHILOSOPHY OF THE JJC DEPARTMENT OF NURSING

Mission Statement:

The mission of the JJC 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. Patients include individuals, families, groups and communities throughout their lifespan. Elements that comprise a patient are physiological, psychological, 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, including without limitation the American Nurses Association Code of Ethics, and the State of Illinois Nurse 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 the 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 health 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 an 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 incorporating best practices and evidence-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 Revision
May 2010

1.2 DEPARTMENT OF NURSING EDUCATIONAL OUTCOMES

Upon graduation the student will:

1. Advocate for their patient while respecting their autonomy and diversity in all healthcare settings.
2. Promote patient empowerment in all aspects of the healthcare continuum.
3. Utilize the nursing process and evidence-based practice in clinical decision making within a caring and patient centered environment.
4. Practice to promote health incorporating the three levels of prevention while providing safe and quality care in collaboration with other healthcare team members.
5. Value life-long learning and continually strive for nursing practice excellence within the realms of current ethical and legal parameters.
6. Effectively communicate utilizing multiple methods of communication with diverse patients and other healthcare members to advocate for healthcare equality.
7. Promote quality care for the patient by embracing evidenced based practice changes within their context and healthcare environment.
8. Continually question current nursing practices in the quest for continual quality improvement to enhance positive patient outcomes.
9. The JJC nursing graduate will embrace the importance of continued education to improve the nursing profession and patient outcomes.

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: To adhere to the ANA Code of Ethics (See Appendix A), the Illinois Nurse Practice Act, JJC policies and procedures, and 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 and will result in disciplinary action and may result in dismissal from the nursing program.
2. Inaccurate reporting or recording of patient care activities or theft from patients or fellow students 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 papers. Sources used in the preparation of any papers are to be fully documented.
4. Sanctions for misconduct will be determined by the instructor in collaboration with the Department Chairperson.
5. Nursing majors possessing, consuming, providing or selling recreational drugs or found under the influence of alcohol or drugs, will be subject to disciplinary action, which may include dismissal from the Nursing Program. As a nursing student, you are subject to the Illinois Nurse Practice 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: To be prepared, present and wear suitable attire when in the clinical setting.

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 to which they are not assigned during the time of their clinical rotation.
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 dismiss the student from class or the clinical setting.
6. Nursing majors have a responsibility to be present for their assigned clinical days. Patient assignments are made the day before or the day of clinical and are made with the student's learning needs in mind.

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

RESPONSIBILITY: To maintain confidentiality of patient records and information according to Health Insurance Portability and Accountability Act (HIPAA).

ACTIONS:

1. Nursing majors must not discuss any aspect of a patient's care outside the nursing classroom/clinical setting.
2. Nursing majors must not view or read any hospital records other than those of their assigned patients unless the instructor permits.
3. 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.
4. Nursing majors will not share computer access codes or print, copy or share a patient's chart.
5. Nursing majors will not take home any portions of a patient's chart and no photos are to be taken of a patients chart. No audio recordings are allowed in the clinical setting.

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

RESPONSIBILITY: To provide direct care to assigned patients with integrity and 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, honesty, 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 the JJC 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 JJC, to any department, or to any staff.
2. Plagiarism
 - A. The reproduction of ideas, words or statements of another person as one's 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 and/or course, and could result in dismissal 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* and *Student Code of Conduct Handbook* or is available online on the Dean of Students webpage at <http://www.jjc.edu/info/students>.

2.2 HEALTH REQUIREMENTS

A nursing major must have a completed health form on file with the Nursing Education Department. The student must be compliant and valid (health form that includes titer/vaccine information, a yearly Flu vaccine and TB test) ***the entire semester before the student will be allowed registration*** within their appropriate semester. A nursing student granted advanced standing or readmission must have a form 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 to the nursing department secretary. **Failure to comply will result in students being withheld from registration.**

Hospitalization/Serious or Chronic Illness

A student with a serious health problem, who has been hospitalized or who has withdrawn because of health concerns 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 the student's health and the student's attending physician permits such.

Holistic Wellness Program

JJC offers a Holistic Wellness Program. Please refer to *JJC Student Handbook and Weekly Planner* for wellness program services and student assistance programs or students can access such information by calling (815) 280-2202, visiting D-1016, or visiting the JJC website at <http://www.jjc.edu/holistic-wellness/Pages/default.aspx>.

2.3 CPR REQUIREMENTS

Nursing majors must be certified according to the American Heart Association class "C" (Healthcare Provider) to administer cardiopulmonary resuscitation ("CPR"). This card must be submitted to the Department of Nursing Education by the listed due date. This certification must be renewed every two (2) years and must be valid for the entire semester. A current nursing student with 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 preclude a student from registering 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 on criminal background checks is made available to the student during registration. Failure to comply with this requirement will result in the student being removed from the nursing program. Certain offenses within a student's criminal background check may 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 on drug screening tests is made available to the student during registration. A positive drug screening test will result in the student being removed from the nursing program.

2.5 DRESS CODE

Because the nursing practicum courses are held in health care facilities, it is 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 expected to wear Cherokee Grape purple top with black or Grape 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 and dress according to the dress code of the specific clinical facility.
2. White comfortable, all-leather nursing shoes with noiseless heels (no clogs) are required. 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 are required.
4. A name tag with the student's first name and last name initial and "JJC Nursing Student" will be worn at all times in the clinical setting. Additionally a JJC student ID with picture taken in ID services will also be required to be worn on the uniform. The name tag 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's policy regarding tattoos that are not hidden by clothing.
8. No phones or other electronic devices 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 without exception.
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 nursing students are expected to have with them in the classroom and clinical setting are as follows:
 - A. A watch with a second hand
 - B. A pair of pocket-sized bandage scissors
 - C. Stethoscope with adult and pediatric bells and diaphragms
 - 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 setting who is not in the appropriate attire or who is not properly groomed or equipped.

2.6 STUDENT RECORDS

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

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

Students also have a student file in the nursing department, maintained in a secured file room. Students may request in writing 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* available online at <http://www.jjc.edu/student-life/publications/handbook/Pages/default.aspx>. See <http://www.jjc.edu/academics/academic-behavior-standards/Pages/ferpa.aspx> for additional information regarding FERPA rights and student education records.

Student records are kept for 5 years in accordance with the State of Illinois Policy.

2.7 OSHA COMPLIANCE

All entering clinical nursing students (NURS 150, NURS 170, NURS 240) are required to complete an instructional program regarding mandated OSHA topics. Students are required to view the four instructional power-points regarding Occupational Safety and Health Administration (“OSHA”) compliance available on the JJC iCampus classroom website:

Blood-borne Pathogens
Tuberculosis
Fire Safety
HIPPA

Students must complete, sign and submit the JJC Nursing Student Handbook Confidentiality Agreement, Statement of OSHA Compliance, and Authorization for Program Videotaping (last page of this handbook) to the Department of Nursing Education Office via Certified Background. Students will be barred from clinical for failure to submit these forms at the required time.

2.8 STUDENT COMPLAINT PROCEDURE

The student complaint procedure can be found [here](#):

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 appeals or claims 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 report such concerns 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 be investigated and resolved within 20 calendar days from the time the complaint is received, unless there are extenuating circumstances.
- 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 the 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 or sexual harassment, 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 students' study. Students may not record lectures without the instructor's permission.

3.1 ALCOHOL/TOBACCO AND ILLEGAL SUBSTANCES

In order to maintain the highest level of patient safety, alcohol or illegal drug use is strictly prohibited before attending the clinical setting.

If a clinical instructor suspects a student is under the influence of alcohol or illegal drugs in the clinical setting, the instructor has the right to send the student to the Emergency Department (ED) of the clinical facility for a drug or alcohol screening at the expense of the student. It is required that the clinical instructor accompanies the student to the ED or sends a delegated facility employee with the student. Another student may not accompany the student to the ED. Student's refusal to comply will result in immediate dismissal from the nursing program. The instructor will arrange a safe ride home for the student. The student is not allowed to drive home from the facility.

If the alcohol/drug screen comes back positive, the student will be dismissed from the nursing program for physical jeopardy.

If the facility in use does not have an ED, the instructor must remove the student from the clinical area. The student is prohibited from driving home. Call 911 for transport (at the expense of the student) to the local ED for drug screening. Student's refusal to comply will result in immediate dismissal from the nursing program. The instructor will arrange a safe ride home for the student. The student is not allowed to drive home from the facility.

Students are NOT allowed to smoke or chew tobacco anywhere at their clinical site.

3.2 BOOKS & MEDIA

1. Books and media are available for students in the Nursing Simulation Lab (NSL) to use as reference materials.
2. There is no charge to use these materials.
3. To use a book or video/DVD in the NSL a JJC ID or driver's license must be presented. The ID will be held until the book or video/DVD is returned.

4. Videos/DVDs may not be taken from the NSL. To take a book out of the NSL a JJC ID or driver's license must be presented. The NSL clerk will record the student's name, current nursing class and phone number and return the ID.
5. Nursing books are available at the JJC Learning Resource Center (LRC) will be subject to the policies of the LRC.

3.3 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, students are not allowed to participate in the care of patients and should not remain in the clinical area. Students are encouraged to register for JJC Alert. Students 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/emergency-info/>

3.4 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. Students should contact the JJC Financial Aid office and the JJC Foundation Office for information about scholarships, grants and loans. In addition, scholarships for nursing majors are available which are not based solely on financial need.

3.5 ACADEMIC SUPPORT SERVICES

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

1. A Nursing Retention Specialist, who is a nursing faculty member (ask your instructor for more information);
2. Preliminary and ongoing student counseling within the Counseling Center (A-1155);
3. Assistance with reading, writing, presentation skills, math, studying, note-taking and test-taking skills in the Tutoring and Learning Center (TLC) in C-2010.
4. Additional academic assistance is available to eligible students through 2 programs:
 - A. Project Achieve (A-1115) tutoring services offered in English, Mathematics, and Computer Science Departments. Students who have physical or learning disabilities, come from low income families or are first generation college students can qualify for assistance in this program.

B. StAR (Student Accommodation and Resources) (A-1125), provides academic support and classroom accommodations to students who have documented disabilities.

5. Professional tutoring for nursing courses. See NSL Coordinators in U-3016.

3.6 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 course. 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.

3.7 GRADUATION APPLICATION

Refer to [JJC catalog](#) for information regarding the application for graduation. It is the student's responsibility to ensure that all graduation requirements are met as they near program completion.

3.8 NCLEX APPLICATION INFORMATION

A Student granted the Practical Nurse (PN) Certification of Achievement is eligible for the National Council Licensure Exam for PN (NCLEX-PN) after successful completion of NU 160.

A Student granted the Associate in Applied Science Degree with a major in Nursing is eligible for the National Council Licensure Exam for RN (NCLEX-RN) licensure after successful completion of 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 by the Department Chairperson.

3.9 LEGAL LIMITATIONS FOR LPN/RN LICENSURE

Nursing Licensing Policy

Nurse licensure and RN and LPN education in the state of Illinois is governed by the Illinois Nurse Practice Act, 225 ILCS 65 et seq. (“the Act”). JJC’s nursing program operates in accordance with the Act. The Act outlines the legal limitations and requirements for LPN and RN licensure, including, without limitation, the scope of nursing practice, continuing education requirements, licensing requirements and education programming requirements. For further information on the Act and the legal limitations for LPM/RN licensure, please refer to the full text of the Act, available 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 on the iCampus course site. 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 grading scale than the rest of the college:

A	=	930-100 points
B	=	860-929 points
C*	=	800-859 points
D	=	750-799 points
F	=	749 points and below

* 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 the end of each clinical rotation. Both the student and the instructor sign the evaluation tool 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

1. 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 for more information)* 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 may be readmitted based on the Readmission Policy in the Nursing Student Handbook.

2. Math and Drug/Dose Calculations Policy and Guidelines:

Policy: In order to administer medications safely, students must demonstrate the ability to calculate medication dosages accurately.

Guidelines: Each semester, course syllabi 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 the Drug/Dose Calculation exam at 80% proficiency 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 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 typically be included in each course examination.

3. Missed Exam Policy: Any student who misses a scheduled exam or final exam will be allowed to make up the exam **ONLY** if all of the following conditions are met:

- The instructor must be notified of the absence before the scheduled exam time. The student must then receive permission to reschedule the exam time.
- Permission will be given for only legitimate excuses, and only when notification of absence was made.
- 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.
- Any student absent from clinical on a scheduled exam day will not be allowed to take the exam.
- The student will have only one week after the theory exam grade is posted to review the exam.
- There will be no review of final exams.
- The Scantron sheet is the official answer sheet for all non-computerized exams.

4. Rules to follow during testing periods:
 - Phones must be turned off (not silenced) and put away for the duration of the exam. If a student's phone rings or vibrates during the exam, the student will be asked to leave and will get whatever score was earned at that point.
 - All personal items, with the exception of pencils, pens, erasers, and calculator (if allowed), must be placed in the front or rear of the room until the exam is completed and you are allowed to leave the room.
 - No food or beverage is allowed to be consumed during the exam
 - No hats with brims or hoods on "hoodies" can be worn during the exam
 - No bathroom breaks are allowed during the exam. Please ensure that restroom use is done before beginning the exam.
 - If there is a question during the exam, the student must raise their hand and the instructor will seek out the student, unless the instructor indicates otherwise.
 - Exams should not be started until indicated to do so by the instructor or proctor

4.3 ATTENDANCE POLICY

1. Students will not be admitted to or permitted to register for 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.
3. **Clinical and Clinical Topic Attendance and Tardy Policies:** attendance and prompt arrival are expected
Clinical Attendance Policy:
 - **Point deduction clinical absence**
 - **1st clinical absence within one semester:** If a student fails to attend their scheduled clinical day, there will be a 10 point deduction from the overall course grade
 - **2nd clinical absence within one semester:** If a student fails to attend a second scheduled clinical day, there will be a 25 point deduction from the overall course grade
 - **3rd clinical absence within one semester:** the student will be required to withdraw failing from that semester.
 - **Clinical orientation is mandatory.** A student who fails to attend orientation will not be allowed to continue in that clinical rotation. While make-up opportunities may be available they are not guaranteed. The student will be expected to make up the clinical if an opportunity is provided for the benefit of the learning experience, but they will still receive the appropriate point

deduction. In the interest of fairness to all students and consistency among all faculty there will be **NO EXCEPTIONS** to this policy.

4. **Clinical Topic Absence Policy:**

- *An absence from a **clinical topic** or failure to participate in a **clinical topic** (online/podcasted) will result in a **ten (10) point deduction from the overall theory grade**. Late work for the individual clinical topic is unacceptable, see calendar for due dates.*

5. **Clinical and Clinical Topic Tardy Policy**

- Three tardies for clinical topics (even one minute late) will result in a 10 point deduction from the overall grade which cannot be made up.
- Three tardies for clinical (even one minute late) will result in a 25 point deduction for the overall theory grade which cannot be made up.
- Any combination of 3 tardies for clinical or clinical topics will result in a 10 point deduction from the overall theory grade. Any resulting point deduction cannot be made up.

5.0 WITHDRAWAL, READMISSION, APPEALS, & ADVANCED PLACEMENT STUDENTS

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 depending on their course grade at the time of withdrawal.
2. Students who wish to withdraw must notify the Department Chairperson.

5.2 READMISSION POLICIES

1. A student in NURS 140/NURS 150 or NURS-170 who withdraws failing or fails either course must reapply to the nursing program. A nursing student who fails NURS 140/150 and NURS-170 may only reapply to the program one time. If a student is unsuccessful twice in NURS-140/150 or NURS-170- the student has a right to appeal-see appeal process.
2. A student in any subsequent semester of the nursing program (NURS 160, NURS 250, NURS 260) who withdraws failing or fails a nursing course may repeat that course 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. The student has a right to appeal-see appeal process.

A nursing student who is currently enrolled in NURS 150 or NURS-170 may not apply to the program during the application period. To be eligible to apply the nursing program, a student cannot be currently enrolled in NURS 150 or NURS-170.

Exceptions to this policy are limited to the following:

1. A student who completes a nursing sequence course with grade of “C” or better and who decides to withdraw for a semester or longer (due to extenuating circumstances, such as medical issues, pregnancy, financial issues, etc.) before continuing with the next nursing sequence course, 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 (see clinical evaluation tool for definition), even if this is the student's 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 (see time limits on readmission below).
5. Time limits on readmission:
 - i. Students seeking readmission to the program either via withdrawal passing or per failure- must be readmitted within 1 year.
 - ii. A student seeking readmission who has been out of the program for more than one year must start from the beginning, unless approved by the Department Chairperson in cases with extenuating circumstances (i.e. active military duty).
6. 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 NURS 150 OR NURS 170 must reapply during the next application period. Students seeking readmission to the subsequent nursing sequence courses **must request their intent to readmit in writing**. The letter of intent (email is acceptable) is to be sent to the Chairperson, Department of Nursing, Allied Health, & Emergency Services. The letter should include reflection on the reason for the interruption as well as progress toward resolution.
2. Registration for readmission is dependent upon openings in the nursing sequence courses.
3. A student can decline readmission one time. If a student declines readmission for a second 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). A student may remain on the readmission list for up to

one year (unless in the military) or any other extenuating circumstance as determined by The Chair.

4. 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 N-170 (LPN Transition) as long as he or she meets the requirements, no matter how long it has been since the student completed the PN portion

5.4 APPEAL PROCESS

The JJC Department of Nursing Education has an appeal process for admitted nursing students appealing to get back into the nursing program. A student who has exhausted all of his or her automatic readmissions to the nursing program has the right to appeal to be reinstated. The appeals process is as follows:

1. The student must notify the Department Chairperson in writing that an appeal is being requested. The appeal request must be completed within 1 year of the last failure.
2. 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.
3. 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.
4. The Department Chairperson will be a non-voting member of the committee except in the case of a tie vote.
5. The Appeals Committee will meet at least once per semester at a time designated by the Department Chairperson.
6. The student will be notified of the decision in writing within 5 business days.
7. The decision by the Appeals Committee is final.

5.5 FINAL COURSE GRADE APPEAL

Nursing students who are appealing a final course grade must adhere to the JJC school policy as stated in the [JJC Catalog](#).

5.6 ADVANCED PLACEMENT NURSING STUDENTS

Students who have taken nursing courses at another institution within the last 2 years may be able to be placed in an upper level nursing course. The procedure is as follows:

1. If it has been more than 2 years since the last nursing course was successfully completed, advanced placement will not be an option.
2. The student must apply to the college and have all transcripts sent to Joliet Junior College for evaluation. Transcripts take approximately 6-8 weeks to be evaluated. The student must complete a Transcript Evaluation form found on the JJC website.
3. Once the non-nursing classes are evaluated and credit is received, the student must make an appointment with the Chairperson of the Department of Nursing and Allied Health for evaluation of the nursing classes.
 - a. The student must bring to the meeting all syllabi from previous nursing classes that have successfully been completed and an official transcript from the school where the nursing classes were completed.
4. After review of the syllabi and transcript, the chairperson will determine if the student is eligible to be placed into an upper level (NURS 160, NURS 250 or NURS 260) nursing course. Depending on the Chair's evaluation where the student should be placed, the student will be required to take one of the following ATI computerized tests: Fundamentals, PN Predictor or the RN Predictor to assist in determining optimal placement for the student. The student will be responsible for the fees to take these tests. Upon successful completion of any one of these tests, the student must also pass a skills test in the lab. The student will be given the skills to be tested prior to the actual skills test date.
5. Placement is based on space availability.
6. Students must have a completed physical form with appropriate titers, a criminal background check and drug screen, (information will be available from the JJC Nursing Department), a 2-step TB test and a current CPR card for Health Care Providers by the first day of classes.
7. If the student is granted advanced placement, he or she must attend Nursing 240 (a 0.5 credit course) the week before the semester begins in order to become familiar with the nursing program at Joliet Junior College.

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](#) 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 [JJC catalog](#).

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 or concurrently with NURS 140, NURS 150, NURS 163:

BIO 149 or BIO 151 Principles of Biology
BIO 250 Anatomy & Physiology I
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 taken 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- Dean of Health Professions and Emergency Services.
Office U-2002L; Extension- 2605

Dr. Debbie Fitzgerald - Chairperson of Nursing, Allied Health, and Emergency Services.
Office U-2002M; Extension- 2857

<u>Instructor</u>	<u>Office</u>	<u>Extension</u>
Susan Batis	U-2003M	2747
Colleen Kestel-Branchaw	U-2003 B	2233
Donna Casini	U-2003 H	2558
Terry Kania (Retention Specialist)	U-2003 E	2581
Dr. Cheryl Klemp	U-2003 M	2858
Jorie Kulczak	U-2003G	2847
Dr. Danielle Lisiecki	U-1002 D	2819
Mary Magruder	U-2003 F	2438
Misti Ludwig	U-2003 F	2398
Michaelene Nash	U-2003 K	6648
Sue Rio	U-2003 C	2859
Karen Roberson	U-2003 E	2849
Caroline Russo	U-2003 C	2845
Julio Santiago	U-2003 L	2458
Susan Humenick-Schmidt	U-2003 D	2638
Janet Stromberg	U-1002 A	2411
Kelly Tisdale	U-2003 L	2341
Sharon Valentino	U-2003 H	2517
Kathleen Wolz	U-200 3D	2664
<u>Nursing Lab Manager</u>		
Denise Smith	U-3016B	6801
<u>Nursing Lab Coordinators</u>		
Michelle Aitkenhead	U-3003	2584
<u>Nursing Simulation Coordinator</u>		
Gina Hulbert	U-3015N	6722
<u>Nursing Tutors</u>		
Roxanne Bennett-Petro	U-3004	
Lynn Keedy		
<u>Nursing Simulation Lab Clerk</u>		
TBA	U-3016	2469
<u>Nursing Computer Lab Assistant</u>		
Paul Schroeder	U-2008E	2793
<u>Nursing Department Clerical Staff</u>		
Tina McComb, Dept. Secretary	U-2002	2462
Kathy Derrig, Clerk	U-2002	2435

8.0 CONFIDENTIALITY POLICY AND CONSENT TO VIDEO

Student Confidentiality Agreement

Nursing Simulation Center

Joliet Junior College, School of Nursing, Allied Health, and Emergency Services

As a participant of the Nursing Simulation Center, I understand the significance of confidentiality with respect to information concerning simulated patients and fellow students. I will uphold the requirements of the Health Insurance Portability and Accountability Act (HIPAA), Joliet Junior College (JJC) Student Code of Conduct, and any other federal or state laws regarding confidentiality. I agree to report any violations of confidentiality that I become aware of to my facilitator or instructor. I understand that this agreement I will remain in effect for as long as I am enrolled at JJC and for one year after my departure from JJC.

I agree to adhere to the following guidelines:

- All CLIENT/PATIENT information is confidential and any inappropriate viewing, discussion, or disclosure of this information is a violation of JJC policy.
- This information is privileged and confidential regardless of format: electronic, written, overheard or observed.
- The Nursing Simulation Center is a learning environment. All scenarios, regardless of their outcome, should be treated in a professional manner. The students involved in the scenario should have everyone's respect and attention. Situations simulated in the lab are to be used as a learning tool and no discussion of the action(s) of fellow students should take place out of the lab. A debriefing session will be provided for all simulation experiences.
- I may view, use, disclose, or copy information only as it relates to the performance of my educational responsibilities. Any inappropriate viewing, discussion, or disclosure of this information is a violation of JJC policy, the JJC Student Code of Conduct, and may be a violation of HIPAA and/or other state and federal laws.
- Finally, I will be asked to fill out an evaluation form. I will use this time to reflect on my experiences today and offer constructive feedback so that we can make this experience better for the next group of participants.
- **The simulation mannequins are to be used with respect and be treated as if they were live patients.**
- **Minimum Expectations** for all simulations include and are not limited to:
 - Introduction of self to the "patient"
 - Proper hand hygiene before and during all simulation experiences
 - Demonstrate initial data collection skills (ABC's)
 - **Active** participation in case scenarios/simulation debriefing
 - **No disclosure of scenarios to future participants**
 - Communicate with the patient, faculty, family, and other team members
 - Use the six rights of medication administration **and** standard patient identification procedure(s)

Participant Name (Print): _____

Participant Signature: _____ Date: _____

Audiovisual Recording/Photography Student Release Form

Nursing Simulation Center

Joliet Junior College, School of Nursing, Allied Health, and Emergency Services

I, (please print your name) _____, give Joliet Junior College (JJC) School of Nursing, permission to record (audio and visual) my performance in Simulation Laboratory Clinical scenarios. During my participation in a simulated clinical experience (SCE), I will be both an active participant in simulated scenarios and an observer. These recorded sessions will be used to provide photographs and debriefing opportunities with the appropriate faculty, staff and students. I understand that the recordings and any photographs will only be used for, but not limited to: debriefing, faculty and student review, educational, research, public relations, advertisement, promotional, fund raising, and /or administrative purposes. I further understand that a Confidentiality Agreement will be signed by me and fellow students and faculty to protect my privacy and discourage inappropriate discussion of the recordings and photography contents or my performance in the simulation scenarios. No commercial use of the recordings and/or photography will be made identifying me without my written permission.

AUDIOVISUAL DIGITAL RECORDINGS

I am hereby informed that there is continuous audiovisual recording in rooms in the JJC Nursing Simulation Center. I understand that, unless authorized by me, I will not be specifically identified.

STILL PHOTOGRAPHS AND VIDEOTAPES

I authorize JJC to publically show still photographs (slides or prints) and/or recordings depicting me at the JJC Nursing Simulation Center. For these purposes individuals will not be identified.

I have read all of the above and agree to the terms here above. I give permission for the JJC School of Nursing to use the audiovisual recordings/photography for future review by appropriate faculty, staff and students. I am 18 years of age or older. I understand that this consent is valid for the entire time I am enrolled in the nursing program at Joliet Junior College.

Signature _____ Date _____

Address _____

City _____ State _____ Zip _____

Phone (_____) _____ Date _____

APPENDIX A

American Nurses Association Code of Ethics for Nurses

1. The nurse practices with compassion and respect for the inherent dignity, worth, and unique attributes of every person.
2. The nurse's primary commitment is to the patient, whether an individual, family, group, community or population.
3. The nurse promotes, advocates for and protects the rights health and safety of the patient.
4. The nurse has authority, accountability, and responsibility for nursing practice; makes decision; and takes action consistent with the obligation to promote health and to provide optimal care.
5. The nurse owes the same duties to self as to others, including the responsibility to promote health and safety, preserve wholeness of character and integrity, maintain competence, and continue personal and professional growth.
6. The nurse, through individual and collective effort, establishes, maintains, and improves the ethical environment of the work setting and conditions of employment that are conducive to safe and quality health care.
7. The nurse in all roles and settings, advances the profession through research and scholarly inquiry, professional standards development, and the generation of both nursing and health policy.
8. The nurse collaborates with other health professionals and the public to protect human rights, promote health diplomacy, and reduce health disparities.
9. The profession of nursing, collectively through its professional organizations, must articulate nursing values, maintain the integrity of the profession and integrate principles of social justice into nursing and health policy.

American Nurses Association (2015). Guide to the Code of Ethics for Nurses with Interpretive Statements, 2nd ed. *Nursing World*.

ACKNOWLEDGEMENT OF HANDBOOK RECEIPT and CLINICAL REQUIREMENTS UNDERSTANDING

The JJC Nursing Student Handbook HIPAA Confidentiality Agreement, and OSHA Compliance Education Material

Name _____ has received the JJC Department of Nursing Education Student Handbook; HIPAA 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 HIPAA Confidentiality information and 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 _____