KELLOGG COMMUNITY COLLEGE

NURSING STUDENT HANDBOOK

2022.2023

KELLOGG
COMMUNITY COLLEGE

WELCOME TO NURSING EDUCATION AT KCC

The nursing faculty and staff are pleased and proud that you have chosen to continue your education here at Kellogg Community College. We are looking forward to working with you as you prepare to enter the profession of nursing.

The Nursing Student Handbook is a companion to the KCC Student Handbook. The KCC Student Handbook provides information related to student services, college services, academic services, policies, and procedures. The Nursing Student Handbook provides information and guidelines specifically related to the Nursing Programs.

Again, we welcome you to the Nursing Programs and hope that you will enjoy the challenging learning experiences ahead of you.

Accreditation

The Associate of Applied Science in Nursing, LPN to RN Advanced Placement and Practical Nursing certificate programs are approved by the Michigan Board of Nursing. Michigan requirements for eligibility for nurse licensure visit https://www.michigan.gov/lara/bureau-list/bpl/health/hp-lic-health-prof/nursing

KCC is accredited by the Higher Learning Commission

The Associate of Applied Science in Nursing Program at Kellogg Community College is accredited by the Accreditation Commission for Education in Nursing (ACEN).

Accreditation Commission for Education in Nursing
3390 Peachtree Road NE, Suite 1400
Atlanta, GA 30326
Phone: 404-975-5000
Web: acenursing.org

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NURSING EDUCATION AT KCC

Mission

The Kellogg Community College Nursing Program provides excellent educational experiences that integrate knowledge, skills, and attitudes needed to prepare safe and competent nurse generalists who provide quality nursing care in a culturally diverse, global society. Through the spirit of inquiry and professional identity the nurse generalist develops sound clinical judgment that promotes teamwork, collaboration, and personal growth.

Philosophy

Nursing discipline and nursing education are essential to the preparation of the nurse generalist to practice in a global, culturally diverse, and rapidly changing health care environment. A culture of integrity and civility is embraced in which open communication, personal reflection, and ethical decision making are encouraged.

Our actions demonstrate our commitment to ourselves and others in the larger community by advocating for the individual, family, and community through caring behaviors in an effort to build helping relationships and promote a healing environment.

Patient-centeredness is embraced utilizing a holistic caring approach incorporating culture, values, traditions, and spiritual beliefs. Nursing education is research based, reflective of health care trends, incorporating quality, patient safety, innovative technology, and creative instructional methods.

A culture of excellence is fostered reflecting a commitment to continuous growth, improvement, integrity and understanding.

The nursing program recognizes that each student brings diverse knowledge, skills, attitudes, life experiences, learning needs, and styles requiring varied approaches to the learning process. Nurse Educators design student-centered, individualized learning experiences for diverse student populations. The role of the Nurse Educator within the nursing program is one of guiding, facilitating, and mentoring to promote life-long learning.

Teaching Philosophy

Learning is a growth process facilitated by a caring and collaborative relationship between educator and student. The nursing faculty believes that teaching is a dynamic process that integrates principles of adult learning. The nursing faculty incorporates a variety of evidence-based teaching strategies to accommodate various learning styles.

The student should actively participate in the learning process, using experience and guidance offered by faculty, assuming responsibility for meeting learning outcomes, through the application of clinical reasoning into practice. The faculty create a sense of community within the classroom by providing a safe environment, role modeling, promoting effectual communication, professional behaviors, and by valuing the diversity and uniqueness of each individual.

End-of-Program Student Learning Outcomes

Human Flourishing

Supports nursing advocacy for patients and families in diverse patient populations.

Spirit of Inquiry

Incorporates evidence that underlies nursing practice to improve quality of care for patients and families, and communities in diverse patient populations.

Nursing judgment
Incorporates evidence to provide safe, quality care in diverse patient populations.

Professional Identity
Models professional, ethical, and legal responsibility for safe, quality care.

Integrated Concepts

Context and Environment
The conditions or social system within which the organization's members act to achieve specific goals. Context and environment are a product of the organization's human resource, and the policies, procedure, rewards, leadership, supervision, and other attributes that influence interpersonal interactions. In health care context and environment encompass organization's structure, leadership styles, patient characteristics, safety climate, ethical climate, teamwork, continuous quality improvement, and effectiveness. (NLN, 2010, page16-17)

Knowledge and Science
The foundation that serves as a basis for nursing practice which, in turn, deepens, extends, and helps generate new knowledge and new theories that continue to build the science and further the practice. (NLN, 2010, page 20-21)

Personal/Professional Development
A lifelong process of learning, refining and integrating values and behaviors that are consistent with the profession's history, goals, and codes of ethics that serve to distinguish the practice of nurses from those of other health care providers and give nurses the courage needed to continually improve the care of patients, families, and communities and to ensure the profession's ongoing viability. (NLN, 2010, page 23)

Quality and Safety
The degree to which health care services are provided in a way consistent with current professional knowledge, minimize the risk of harm to individuals, populations, and providers, to increase the likelihood of desired health outcomes and are operationalized from an individual unit, and systems perspective. (NLN, 2010, page 25)

Relationship-Centered Care
Having (a) caring; (b) therapeutic relationships with patients, families, and communities; and (c) professional relationships with members of the health care team at the core of nursing practice. It integrates and reflects respect for the dignity and uniqueness of others, valuing diversity, 62 integrity, humility, mutual trust, self-determination, empathy, civility, the capacity for grace, and empowerment. (NLN, 2010, page 27)

Teamwork
Functioning effectively within nursing and interprofessional teams, fostering open communication, mutual respect, and shared decision-making to achieve quality patient care. (NLN, 2010, page 30)

Core Values

Caring
Promoting health, healing and hope in response to the human condition.

Diversity
Recognizing differences among persons, ideas, values and ethnicities, while affirming the uniqueness of each**.**

Ethics
Reflectively considering personal, societal, and professional values, principles and codes that shape nursing practice.

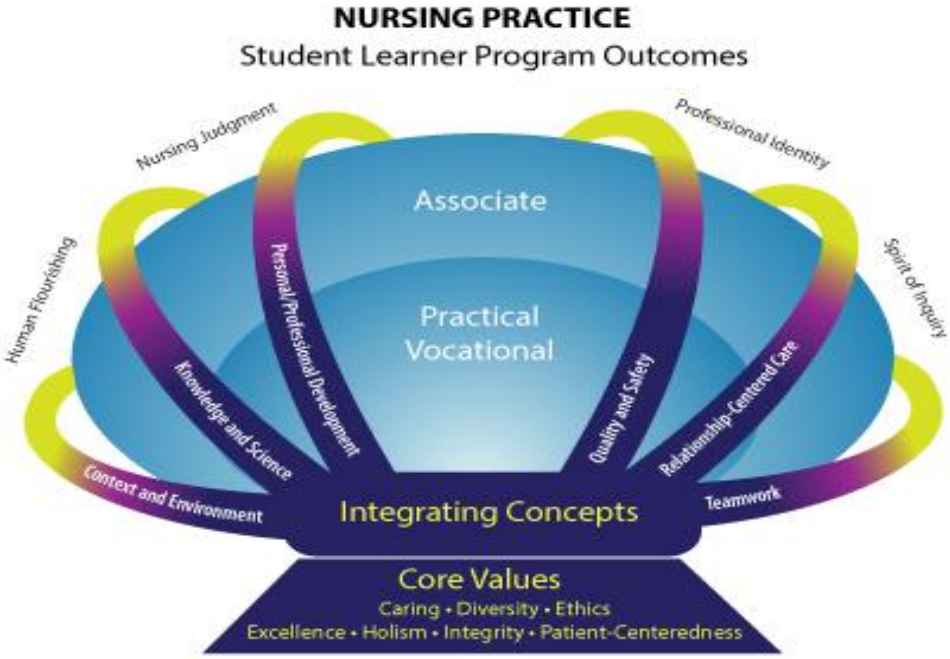
Excellence
Creating and implementing transformative strategies with daring ingenuity.

Holism
Ensuring that the culture of human caring in nursing and health care affirms the human person as the synergy of unique and complex attributes, values, and behaviors, influenced by that individual environment, social norms, culture values, physical characteristics, experiences, religious beliefs and practices, and moral and ethical constructs, within the context of a wellness-illness continuum.

Integrity
Respecting the dignity and moral wholeness of every person with conditions or limitations.

Patient-centeredness
Ensuring the orientation to care incorporates and reflects the uniqueness of an individual patient's background, personal preferences, culture, values, traditions, and family.

Conceptual Framework



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POLICIES

Academic Integrity

The Kellogg Community College policy on academic integrity is spelled out in the Academic Catalog: http://catalog.kellogg.edu/ on the Academic Integrity Policy. If it is suspected that you are cheating, fabricating, facilitating academic dishonesty, or plagiarizing, there may be serious consequences. The incident will be documented and reported to the College Administration for possible disciplinary actions up to and including course, program, or college suspension.

Students who are members of Kellogg Community College's Nursing program are expected to hold themselves accountable to the highest standard regarding honesty, and academic integrity. While not all inclusive, the following behaviors listed below will be treated as academic dishonesty (aka "cheating"):

- Obtaining access to and/or use of any materials intended for instructor/faculty use only is strictly prohibited. Course book test banks are developed for faculty use only. Students may not obtain, gain access to, distribute, or use these test banks. If a student is unsure if use of study materials is acceptable, they are responsible to check immediately with their classroom faculty. Any student discovered accessing instructor test questions or test bank resources is subject to dismissal from the program.
- Discussing exam questions/answers with students who have not yet taken the exam or other students during an exam. This includes any discussion of testing on social media platforms.
- Photographing or making a copy of any part of an exam or quiz.
- Sharing completed assignments with other students who have not yet completed the assignment (outside of a designated student group activity).
- Discussing simulated clinical experiences with other students. Sharing the learning experience with students who have not yet participated in the simulation impedes the learning experience intended for all.

Advanced Placement Admission

See KCC Academic Catalog regarding admission to the LPN-to-Associate of Applied Science in Nursing degree. Advanced Placement students are notified by the Admissions office of their admission into the Advanced Placement Program. Admissions sends a letter to the student from the nursing department indicating acceptance into the program. A Nursing Admission Packet is sent to students indicating required documents and admissions/registration information.

Americans With Disabilities Act

Kellogg Community College does not discriminate in the admission or treatment of students on the basis of disability. KCC is committed to compliance with the American Disabilities Act and Section 504 of the Rehabilitation Act. See KCC Student Handbook for information about student services. Disability information may be obtained on the KCC website for current students under Center for Student Success: https://kellogg.edu/current-students/css/disability-services/

Attendance

Classroom, clinical and lab attendance is necessary for successful completion of nursing courses. Attendance is required to meet course outcomes and clinical objectives of the course. Tardiness in a clinical or lab area is considered an unprofessional behavior and is not acceptable. A no call/no show to the clinical or scheduled laboratory or simulation setting is a serious occurrence and could result in a clinical failure. If a student has a no call/no show occurrence, it will be investigated and addressed on an individual basis.

If a student does not complete the clinical component of the course, it will result in a letter grade of "F" for the course. If a student fails clinical for attendance, or any other reason, the student is not permitted to return to clinical after being notified of the clinical failure. Pre-planned clinical or lab absences (i.e., vacation, appointment, etc.) will be considered an absence occurrence for each day or evening missed. Make-up assignments will still be required. The lead instructor of a course has the right to make final decisions regarding all clinical outcomes.

If a student does not successfully complete the clinical component of a nursing course, the student is not permitted to return to clinical after being notified of the clinical failure. The student may not finish the theory component of the course in which the clinical failure was issued. (See Program Progression and Readmission Policies).

A student's documented illness resulting in two subsequent clinical attendance occurrences may be considered one occurrence, depending on the situation. It will be assessed and addressed on an individual basis by the classroom faculty, clinical instructor, and the Director of Nursing Education.

For each **nursing clinical or scheduled lab or simulation experience**, an attendance occurrence of tardiness; leaving the clinical or lab early; or absence will all be treated equally with the following guidelines:

1st Attendance Occurrence – A learning contract will be initiated by the clinical or classroom faculty, including a make-up assignment as determined by the instructor.

2nd Attendance Occurrence – A second learning contract will be initiated by the clinical or classroom faculty with a second make-up assignment as determined by the instructor. The second learning contract will identify in the "Outcomes/Consequences" area that another occurrence will result in a clinical failure of the course.

3rd Attendance Occurrence – A clinical failure will be issued for the course. (See Readmissions Policy)

Bereavement Leave

Any nursing student who is absent from either the theory or lab/clinical component of the program due to a death of an immediate family member must inform the classroom faculty and the Program Director in writing of the circumstances. When a death occurs in a student's immediate family, they may take up to five (5) consecutive days off to attend the funeral or make funeral arrangements. Immediate family member is defined as parent, child, spouse, life partner, sibling, or grandparent. Upon notification of the death and submission of verifying documentation, the classroom faculty and Program Director will work with the student to create an individualized learning plan to meet the clinical outcomes for the clinical time missed and follow up on missed classroom assignments and exams. Appropriate documentation is a death certificate, obituary, or death notice. If the documents do not clearly indicate the relationship of the deceased to you, please supply document(s) that do indicate the relationship.

Calling In

If it is necessary to miss a scheduled or arranged clinical or lab day, the student is required to do all the following before the start time on the day of the absence:

- Call the clinical instructor at least one hour before the clinical is scheduled to begin. Text and e-mail call-ins are not acceptable.
- If the clinical instructor cannot be reached, call the clinical site, and leave a detailed message for the clinical instructor.

- Notify the classroom faculty at the College via telephone. If he or she is not in the office, leave a voice mail message explaining the absence.

Failure to follow the requirements listed above is a serious occurrence and could result in a clinical failure.

If the main campus cancels classes because of severe weather, classes and clinical experiences will be canceled.

Child Care

Children are not allowed to be brought into the classroom or clinical/lab portion of any course, during scheduled time. This also applies to the nursing computer labs located in the Roll Building, rooms 202 and 211.

Clinical Dress Code

Basic Clinical Uniform

A royal blue uniform is required for clinical/lab/specific class assignments. The uniform includes a V neck scrub top (several styles available), and pants. A white lab coat ("Jacket") is optional. The uniform brand must be White Swan and an approved style indicated below. Students may wear a bright white, short sleeve or fitted long sleeve, shirt under the royal blue uniform top. Burnout patterns are not permitted. Students will be notified of specific required uniform styles before they will be needed for lab/clinical/class. White shoes with very minimal amount of color (leather or leather-like with a closed toe and heel) and white socks complete the uniform. Student uniforms are to be worn only for KCC scheduled or arranged clinical/lab/specified class times. Nursing Program uniforms and name badges may not be worn if the student is in any capacity other than a KCC nursing student.

White Swan Style Jockey Brand	Code Number	Color
Pant-Unisex (2 pockets)	2338	Royal Blue
Pant-Ladies (4 pockets)	2249	Royal Blue
V Neck – Unisex (4 pockets)	2371	Royal Blue
V Neck – Ladies (3 pockets)	2206	Royal Blue
Mock Wrap – Ladies (5 pocket)	2306	Royal Blue
Jacket – Ladies (Fundamentals Brand)	15104	White
Jacket – Men (Fundamentals Brand)	15103	White

Clinical Agencies' Dress Code

Nursing students must adhere to the dress code policy of the clinical agency to which they are assigned. These policies vary considerably, and students will be informed about the specific dress code of the clinical agency prior to their clinical experience.

Students must follow the guidelines below for **ALL clinical experiences:**

- KCC nursing student picture identification.
- Hair color must be a natural color.
- Tattoos: Students must follow tattoo policy for the clinical site at which they are assigned. When on campus for Lab or Simulations, Tattoos must be respectful. A visible tattoo(s) may not contain profanity, sexually explicit and/or discriminatory content, words or images. Tattoos containing such content shall be appropriately concealed by clothing or band aids where appropriate. Newly inked tattoos may be required to be concealed by band aids as they are healing for infection control purposes. KCC Faculty reserves the right to determine if the content, words or images of a tattoo(s) is inappropriate or respond to concerns that a tattoo(s) is offensive, which would require tattoo(s) to be concealed.
- No cleavage, or bare midriff may be revealed.
- Perfume and scented hygiene products must not be used.
- Students are to be clean, well-groomed, and free of offensive body odors. Cigarette smoke odor is offensive and/or nauseating to many patients. Cigarette smoke odor is not acceptable on a students' person or uniform, while in the clinical/lab setting.
- Mustaches and beards must be clean and neatly trimmed
- A plain wedding band (no stone) is the only type of jewelry that may be worn. No earrings, necklaces, bracelets, or piercings of any kind are permitted.
- Flesh-colored inserts may be used to conceal non-traditional piercings. In addition, gauged ears must have flesh-colored inserts and be no larger than 6mm or ¼ inch. The use of a 'Band-Aid' is not acceptable to cover a body piercing.
- Fingernails must not extend past the fingertip, must be neatly trimmed and cleaned. Nail polish is not permitted. Artificial and nails with shellac (including acrylic, gel, sculptured, and wrap nails) are not permitted in any clinical, lab or simulation setting.
- In clinical follow the same policy as cell phones for smart watches.

Specific Clinical Appearance Requirements (When in Uniform)

In addition to the requirements listed above, appearance requirements when in uniform are as follows:

- Uniforms and lab coats must always be clean and unwrinkled, and shoes must be clean.
- Hair must be secured back, off the collar, and away from the face.
- If a head covering or partial face cover must be worn for religious or medical reasons, it must be a solid color of white, black or royal blue. Students must still be able use a stethoscope. If religious covering includes a dress, it must be royal blue and cannot proceed past the ankle.

Out of Uniform Clinical Dress (Conservative-Business/Casual)

There are instances where you will not be wearing the full uniform, but the activities are associated with clinical experiences, or are themselves clinical activities where uniforms are not required/permitted. Conservative business or casual attire includes the requirements listed above "for ALL clinical experiences" and the following:

- Appropriately fitting, dress trousers or slacks/khakis.
- No leggings with short tops/short dresses.
- Knee length or longer skirts.
- Opaque high-necked shirts or blouses.
- Clean, low-heeled, closed toe and heel shoes.

- If a head covering or partial face cover must be worn for religious or medical reasons, the student must still be able use a stethoscope. If religious covering includes a dress, it cannot proceed past the ankle.

Required Clinical Supplies

- Bandage scissors, stethoscope, penlight, plain watch with a second hand or digital second display, sphygmomanometer (adult size regular blood pressure cuff).
- KCC nursing student picture identification with badge clip provided by Nursing Department.

Clinical Experiences

Clinical days may occur during any day of the week, including weekends. Clinical hours may take place during day, afternoon, evening, or night times depending upon clinical site/lab availability. Numerous clinical facilities are utilized to offer the student necessary clinical experiences. The clinical facilities may be some distance from the student's home. It remains the responsibility of the student to ensure transportation to the various clinical facilities.

Kellogg Community College, the Clinical Instructor, and the Nursing Faculty are not responsible for the personal safety of any student or member of the public when students are traveling to or from clinical facilities.

Students must be registered for the course to attend any clinical hours due to Professional Liability Insurance requirements. (See Health Examinations, CPR Certification & Professional Liability Insurance Policy).

All acceptable clinical experiences/hours are those arranged by Kellogg Community College representatives solely. There are occasions that clinical orientation must occur at days and times other than those indicated in the schedule. Students are notified as far in advance as possible regarding mandatory orientations that fall outside of scheduled course dates or times. If a student does not attend a mandatory orientation, an administrative withdrawal may be necessary for that course. (See Readmission Policy)

To meet certain clinical facility requirements, it may be necessary to provide the last four digits of student's social security numbers to designated employees of the clinical facilities. This information is only provided if required.

Clinical Skills General Policies including Medication Administration

- It is the responsibility of the Clinical Instructor and the Nursing Student, to ensure that the student has received education in the academic environment for care provided in the clinical setting. The skill must have been previously learned and practiced by the student in the KCC learning environment before it may be performed on a patient.
- When the opportunity arises for a student to perform any invasive procedure (IV start, insertion of NGT, insertion of an indwelling catheter, ET suctioning, etc.), sterile procedure, or medication administration that the clinical site permits students to perform, an RN must supervise the student as they perform the procedure.
- The student must get approval from the clinical instructor every time before performing any invasive procedure which is being directly supervised by the primary RN. The instructor must know what students are doing before they do it. Students in a preceptor model clinical are allowed to complete invasive procedures if the RN preceptor is directly supervising the student shoulder-to-shoulder during the entire procedure.
- If the student has been checked-off in the lab and the clinical instructor has witnessed the student's competence with the skill, the client's primary RN may supervise the student, if they are willing to do this.

- The clinical instructor or the patient's RN will be present and provide shoulder to shoulder direct supervision and observation for medication administration and any invasive nursing procedures performed by the nursing student. This includes those students who are in a preceptor clinical model.
- Students may not administer medication or perform invasive and more complex skills without the supervision of an RN. A clinical failure will be issued to the student if the student does not comply.
- It is not appropriate for students to supervise each other in lieu of an RN's assistance.
- Even students who are nearing the end of the RN Program must continue to stay within the defined role of a student nurse.
- Blood Glucose Monitoring (accu-check) training is not provided to students in the KCC Nursing Lab. This skill is specific to each health care facility based on the individual equipment used. If the clinical facility provides training to students on glucose testing and facility policy allows students to perform this skill, it is at the discretion of the facility and clinical instructor if students will be permitted to perform glucose monitoring.

Clinical Placement Assignments

Students are assigned to clinical sites approximately 3 to 4 weeks prior to the start of the first day of their clinical assignment. Clinical site preference requests are not accepted and cannot be granted.

Once clinical groups are created the information is sent to nursing faculty, students, and clinical sites to prepare for the upcoming clinical experience. Students may not switch clinical sites with other students. Clinical experiences occur within approximately 45 miles or less of the KCC Battle Creek Campus.

Nursing registration deadlines are set in advance of the start of all courses to provide clinical sites with the necessary notice that they need to create computer access and complete necessary clinical site processes. Students are notified of the registration deadline via e-mail. Any nursing student changing sections after that deadline will be required to return to the section they were registered in at the deadline. If students are not registered by the deadline, they will be placed into clinical groups and notified via e-mail of which course section they must register. (This does not apply to new incoming NURS141 students. See admissions packet for deadlines.)

PAPR/Isolation Precautions

PAPR training is required for all clinical instructors and students. No KCC nursing student or instructor is allowed to enter a room of a patient on tuberculosis (TB) isolation precautions or a high hazard area that could generate TB aerosols, unless they have viewed the Powered Air Purifying Respirator (PAPR) *training videos. Students and instructors who have not completed PAPR training cannot enter an area or deliver care to TB patients.*

Closing Information

If the KCC Battle Creek campus cancels classes due to weather, than both classes and clinical experiences will be canceled. This includes those in clinical in the precepted model. If a KCC campus other than Battle Creek cancels classes, then clinical experiences continue as scheduled, regardless of the clinical location.

Weather

It is the policy of KCC to hold regular classes on all scheduled days. If an emergency develops requiring KCC to close and/or cancel classes, students may receive this information via e-mail or text, on the KCC website at www.kellogg.edu and from local television and radio stations.

Detailed information about the KCC Closing Policy is found on the KCC Web Portal, "Inclement Weather College Activities".

Text and E-mail Alerts
Sign-up for KCC closing and emergency e-mail and text messages on the KCC Web Portal, "KCC Alert Notification".

Clinical Skills by Course

NURS 281/286	• Chest tube Management
NURS 276	• No skills
NURS 273	• Initiate IV therapy via peripheral or central line access • Manage Central Lines (including dressing change) • Manage intravenous therapy (spike primary and secondary IVs including IVPBs, discontinue IV access) • Administer IV push medications • Administer medications via IV piggyback • Insert NG/feeding tubes • Head to toe physical assessment level II
NURS 150/155	• Maintain intravenous therapy (spike primary IV bag, change tubing assess IV site, change IV dressings, calculate flow rate – NO secondary IVs) • Perform tracheostomy care and suctioning procedures (oral, nasal, pharyngeal, and tracheostomy) • Administer medications via the parenteral routes subcutaneous/intramuscular)

NURS 141	• Obtain and monitor blood glucose levels • Manage oxygen therapy • Maintain enteral tubes (feeding/irrigation/suction) • Provide wound care • Administer medications via topical, transdermal, eye, ear, inhalation, and vaginal routes • Administer medications via the enteral route (oral/tube/rectal) • Insert a foley catheter • Perform aseptic and sterile principles • Basic assessment including integumentary, musculoskeletal, head/neck, abdominal, cardiovascular, respiratory, basic neurological, eye/ear • Apply computational skills in safe administration of medications • Measure vital signs • Obtain a health history • Perform a general survey • Practice Standard Precautions and safety techniques related to healthcare

Clinical Skills: Do This, Not That

The Evidence is in...

KCC Nursing Program

DO THIS	NOT THAT
Use chlorhexidine solution if available or alcohol swabs for IV starts or scrubbing the access hub. All IV hubs must be scrubbed for 30 seconds before access (INS Standard 18, Ignatavicius & Workman, 2013.)	Alcohol swabs are permitted if chlorhexidine is not available. Scrubbing the hub with chlorhexidine rubbing alcohol for 15 seconds.
Flush a running IV before and after pushing a medication. The access port holds 0.2mL or less and can cause an incompatibility problem. (Baxter tubing recommends flushing the tubing after giving a medication.)	Pushing medication without flushing the port before and after administration.
All IVPB should be back-primed, decreasing risk for infection by not disconnecting the secondary tubing. (INS standard 43)	Priming an IVPB by gravity disconnected from the primary IV.
Students should not utilize gloves when pushing peripheral IV medications unless there is exposure to bodily fluids or the client is in contact isolation. (CDC.)	Wearing gloves for each peripheral IV medication being administered.
Follow IVP guidelines per drug book reference.	Pushing all IVP medication at a rate of 1mL over 1min is an old practice without evidence. Administration times vary, depending on the drug.
Proper use of carpuject cartridge includes using the carpuject syringe holder as directed by the manufacturer. Use one carpuject holder per patient. (ISMP 10/25/13)	Do not draw medication out of carpuject cartridge with a needle and syringe. Do not share carpuject holders between clients.
Draw up only the amount of medication you will be using for IVP or IM medication. (Safety related issue.)	Never give a portion of the medication, into a site IV or IM, leaving the rest of the medication in the syringe.
If diluting a medication, use a vial of normal saline (diluent) and draw out of the vial.	Do not dilute with commercially available prefilled flush syringes of 0.9% Normal Saline or prefilled medication syringes. (ISMP, 2015)
Use disinfected port protector caps (Curos) on all IV ports if available, to prevent blood stream infection. When not in use it needs to be changed every 7 days.	Do not reuse the disinfecting cap. Once the protector cap is removed it must be thrown away.
Scrub the top of all medication vials. The protective cap over all new vials of medication is not considered sterile. (ISMP, 2015)	Do not access a vial after removing the protective cap.
Hang all critical IV drips on a pump, using primary IV tubing, making sure not to stop the drip at any time.	Hang all critical IV drip via secondary tubing, gravity flow, or stop or interrupt the flow at any time.

KELLOGG COMMUNITY COLLEGE

Code of Conduct – KCC

All nursing students are subject to the KCC Code of Student Conduct, and all other relevant KCC policies and procedures, including the College's Sex/Gender-Based Harassment, Discrimination and Sexual Misconduct Policy (Title IX). See the current KCC Student Handbook for more information http://catalog.kellogg.edu/index.php .

Communication to Students

Any student that has a change of last name, gender, address, or phone number is to make the appropriate change with the College as soon as possible after the change occurs. This may be done at the College Registrar's office with appropriate photo identification. Please also notify the Nursing Department Secretary of any name changes.

All KCC students are provided with e-mail accounts through the College server. You will be responsible for checking your KCC e-mail regularly and should be prepared to use KCC e-mail as part of student-College interaction. For e-mail and computer account information, check the Web at https://help.kellogg.edu/

There is an on-line KCC Moodle component along with each nursing course.

Criminal Background Checks **(updated June 2017)**

Students are assigned to clinical education facilities that require pre-placement criminal background checks. Students will be required to follow the necessary process for a background check to be completed. Failure to follow through by the date indicated will result in the inability to participate in clinical education. The inability to participate in clinical education prohibits the student's ability to successfully complete the requirements of the program.

To determine whether a student is eligible to participate in clinical education, all misdemeanor or felony convictions revealed through the background check are aligned with the guidelines of the State of Michigan Public Acts #27, 28 and 29. If a student's criminal conviction deems the student ineligible, the student will not be allowed to participate in clinical education. The inability to participate in clinical education prohibits the student's ability to successfully complete the requirements of the program.

A misdemeanor or felony conviction could prevent the student from obtaining certification, licensure, or employment upon graduation from the program. Students may contact the professional licensing or certification agency for more information.

Dosage Calculation Exam

The dosage calculation exam is given in both NURS 141 and NURS 160.

NURS 141
Students will be given 2 minutes per test question for this dosage calculation exam ONLY (all other quizzes or exams are 1.5 minutes per question per the testing policy). Students must meet or exceed 80% on the dosage calculation exam by the third attempt. If the student is not successful by the third attempt, they will be unable to pass medications in clinical or achieve the student learning outcomes, which will result in a letter grade of "F", due to a clinical failure

NURS 160
Students will be given 2 minutes per test question for this dosage calculation exam ONLY (all other quizzes or exams are 1.5 minutes per question per the testing policy). Students must meet or exceed 80% on the dosage calculation exam. This test score does not affect the course grade but must be passed in 3 (three) attempts in order to pass the course.

Dosage Calculation Rules plus Standard Rounding Rules

For your answers to be correct the student must follow the following calculation rules.

- Students must use a nursing department calculator or calculator provided on Examsoft when taking an exam in the classroom. If testing occurs in the Center for Student Success, etc., the proctor will provide a non-programmable calculator for student use.
- All answers must be labeled appropriately.
- Do not round any calculation until the end of the problem.
- Instructions for rounding the answer will be given with each dosage calculation problem.
- An answer that contains a decimal point, and is less than 1, will be written with a zero to the left of the decimal point (Example 0.3).
- In an answer with a decimal point, there should not be extra zeros to the right of the decimal point at the end of the answer (Example 0.30 will be 0.3).

Standard Rounding Rules

- Example for rounding to the tenth - calculate to the hundredth place and round to the nearest tenth:
  0.14 rounded would be 0.1 (so, if 4 or less in the hundredth place, leave the tenth place the same).
  0.15 rounded would be 0.2 (so, if 5 or more in the hundredth place, round the tenth place up).
- Examples for rounding to the whole number:
  170.45 rounded would be 170.
  170.54 rounded would be 171.

Drug Screen

College policy prohibits the possession or use of alcohol, controlled substances, or illegal drugs while participating in college activities. Violation of this policy may lead to disciplinary actions, including dismissal from the program. See the Kellogg Community College Student Handbook for a full explanation of the student code of conduct and positive drug screen statement.

Clinical sites require a pre-placement drug screen. Students will be required to complete a drug screen according to the most comprehensive standards the clinical sites have defined.

Some clinical sites require a drug screen based on behavior exhibited by the student while at the site. When requested by officials at the site, a student must provide a drug screen according to the specific standards the clinical site has defined. A student referred for a drug screen will be temporarily suspended from clinical work until the results of the drug screen are reported. The program director will advise the student where and when to have the drug screen completed to ensure compliance.

The cost of a drug screen is the responsibility of the student.

Evaluations

Students

Students will be evaluated by the clinical instructor within each clinical nursing experience. Students are to obtain a copy of their final clinical evaluation at the time of the evaluation from the Clinical Instructor.

Clinical Site and Faculty

At the completion of each course, students are e-mailed a link to complete an anonymous evaluation of the clinical site, clinical instructor and classroom faculty. The clinical site evaluations serve to ensure the clinical units are providing the learning experiences necessary for students to

meet the learning outcomes. The faculty and instructor evaluations provide an opportunity for students to share feedback on the classroom and clinical learning experiences.

Food Statement

Capped drinks and wrapped snacks, not complete meals, may be taken into nursing classrooms. Please show respect for your classmates when it is necessary to eat during class time. Please clean the desktop prior to leaving the class for the comfort of the next class. Your good stewardship is appreciated. No food or beverages are permitted in the nursing skills labs or the nursing computer lab, which are in the Roll Building, Rooms 201, 206, 207, 208, and 211.

Grading

Refer to course syllabus for specific information regarding each nursing course.

The following percentages will be used to determine student grades in all nursing courses. (A student MUST receive a course grade of "C" or 78% at a minimum to advance to the next nursing course):

Letter Grade	Numerical Score (%)	Program Progression Status
A	95-100	Continue on to next course in nursing program
A-	92-94	
B+	90-91	
B	87-89	
B-	84-86	
C+	81-83	
C	78-80	
C-	75-77	Unable to progress in the nursing program
D+	72-74	
D	69-71	
D-	66-68	
F	65 & below	

All course grades are not rounded and will be recorded to the hundredths place. For example, for a course with four exams where the exam grades are 80.60, 70.90, 78.75 and 79.81, the final course grade average would be 77.51 or a “C-”. **The final grade for the course is not rounded up to the next whole number.**
Any final nursing course grade less than a “C” or 78% is considered a course failure. (See Readmission Policy)

To successfully complete a clinical nursing course, the student must meet both the classroom and clinical/laboratory criteria for passing.

Clinical/lab is evaluated on a pass/fail basis. Clinical failure will result in a grade of “F” regardless of academic performance in the theory portion of the course.

If a student does not successfully complete the clinical component of a nursing course, the student is not permitted to return to clinical after being notified of the clinical failure. The student may not finish the theory component of the course in which the clinical failure was issued. (See Program Progression and Readmission Policies).

Late Assignments
Any credit for late assignments is up to the discretion of the classroom instructors in each course.

Health Examinations, CPR Certification, Professional Liability Insurance & Pregnancy

Falsification of any medical information necessary for the Nursing Programs will result in Nursing Program(s) expulsion.

All nursing program requirements must be completed and submitted by the date and time set by the Nursing Education Office. If any requirement is not met on time and in the manner requested, the student will forfeit their seat in the program. The student would then need to follow the readmission process, to return to the program.

Exemptions: A medical or religious exemption may be requested by the student and submitted to the college for consideration at exemptform@kellogg.edu. The college exemption would address the KCC nursing program health requirements. Medical or religious exemptions for health requirements are also required to be completed and submitted by the date and time set by the Nursing Education Office. Please note that some clinical sites also have their own exemption form and process that students may have to complete prior to clinical placement.

Clinical placement to accommodate medical or religious exemptions is not guaranteed and based on clinical site requirements/availability and seat availability. If a student does not provide exemption forms by the deadline established by the nursing department or there is not a clinical site that can accommodate an exemption, then the student must withdraw from the course and wait for the next available course/clinical offering. If a student must withdraw for this reason, it will not be counted as a program attempt (one time occurrence). If a student misses an exemption deadline a second time and must withdraw from a course, it will be counted as a program attempt.

Students may not participate in any clinical activity (clinical, scheduled lab, simulation, validation, etc.) unless all health requirements are completed by required deadlines and on file in the nursing office and/or ACEMAPP.

ACEMAPP

ACEMAPP is a secure online document management system that the Nursing Education Office uses to track health and program requirements. Students are responsible for submitting their health documents into ACEMAPP to meet and maintain program requirements. It is the student's responsibility to submit requirements via ACEMAPP prior to them expiring.

Health Examinations
A complete health examination is required for each student at the beginning of his/her Nursing Program. Specific laboratory tests and immunizations are required on a yearly basis. Students who have an alteration in physical mobility, vision, or hearing must assess the ability to meet both theory and clinical course outcomes in collaboration with her/his healthcare provider.

Anyone returning to the laboratory or clinical area following a major illness or surgery, is responsible to bring a statement from their health care provider indicating that his or her presence in the laboratory/clinical area will not be harmful to the health of the student or patients. The student will be expected to meet the stated conditions and objectives that are required of all students, which is necessary for theory and lab/clinical course outcomes to be met.

CPR Certification

Current Cardiopulmonary Resuscitation (CPR) certification is required and must extend throughout each semester. The CPR must be**:** **American Heart Association – "Basic Life Support".** No other level of CPR is acceptable.

Professional Liability Insurance

Professional Liability Insurance is purchased in each nursing course, each semester, as an imbedded lab fee cost. The Professional Liability Insurance is provided only for students **registered** for NURS courses with a clinical component. A student who is not registered, will not be able to attend clinical, which would make the student unable to meet the clinical outcomes for the nursing course and program. It is the student's responsibility to ensure that registration remains active throughout the entire course.

This Professional Liability Insurance covers the patient(s) in the event of an incident. Students are highly encouraged to carry their own health insurance. The College's liability insurance does NOT cover student injuries/incidences.

Pregnancy Policy

Under the Department of Education's (DOE) regulations implementing Title IX of the Education Amendments of 1972, Kellogg Community College does not discriminate against any student, or exclude any student from its education program or activity, including any class or extracurricular activity, based on such student's pregnancy, childbirth, false pregnancy, termination of pregnancy, or recovery therefrom. See KCC Student Handbook: http://catalog.kellogg.edu/ under policies, procedures, and regulations.

Students who are pregnant, and those recovering from pregnancy-related conditions, may request temporary disability accommodations from the College's Center for Student Success (CSS). CSS staff will work with faculty and academic administrators to determine the appropriate accommodation in a particular class and/or program. When extended leave occurs, to the extent possible, students will be placed in the same position of academic progress that they were in when they took leave.

The student has the option to notify any program official of her pregnancy and/or pregnancy-related condition as well as the option to continue the educational program without modification or interruption. An individual education plan may be developed based on temporary disability accommodations. Students must meet all the class, lab, and clinical requirements to successfully complete the course, and all program requirements must be met for completion of the program.

KAPLAN

The nursing faculty at KCC have adopted the Kaplan Nursing system of coaching students for the greatest likelihood of success in the Nursing Program and on the licensure exam (NCLEX). The Kaplan Program offers students the opportunity to develop test-taking skills, good study habits, and computer-assisted review exams written in the format of an actual NCLEX question. The Kaplan Program includes written textbooks, and web-based resources to review nursing concepts and procedures. On-line exams are also used to evaluate the student's ability to apply content to patient care situations, to use critical thinking and to assess the student's priority setting skills.

See the KCC Nursing Testing Policy for information related to Kaplan test grading criteria.

LATEX Environment Statement

Due to the broad range of equipment, manikins, materials and supplies used in the College's practice and simulation laboratories, and within a vast number of hospitals and other types of clinical facilities serving as sites for student clinical education, the certified nurse assistant (CENA), dental hygiene, magnetic resonance imaging (MRI), nursing, paramedic/EMS, physical

therapist assistant (PTA), and radiography (RADI) programs are NOT latex free environments. Students with latex allergies considering any of these health programs should direct questions to their physician to ensure it is safe for them to participate prior to applying to the program.

Learning Contract

The classroom instructor, clinical instructor, or Director may initiate a Learning Contract for a student if an area of improvement is identified. A learning contract provides the student, clinical instructor, and classroom nursing faculty with written documentation regarding a student's action within the nursing course/program that could be detrimental to successful completion of the nursing course. An example of a blank learning contract is provided.

Sample Learning Contract

KELLOGG COMMUNITY COLLEGE
DEPARTMENT OF NURSING

LEARNING CONTRACT

Student: _____ Course: _____

Date of Situation: _____ Date Contract Given: _____ Time: _____

Student Learning Outcome not met (check one or more boxes, and place number and letter that corresponds on midterm evaluation i.e. II a. & b.)

- ☐ Human Flourishing _____
- ☐ Spirit of Inquiry _____
- ☐ Nursing Judgement _____
- ☐ Professional Identity _____

Assessment of learning needs (check all that apply)

☐ Attendance Occurrence # __ Absent ____ Tardy (time) ____ Left Early (time) ___ Late from Break (time) _____

- ☐ Unprofessionalism
- ☐ Unprepared for Clinical
- ☐ Lack of Skills Proficiency (requires more than one redirection to safely perform skill)
- ☐ Medication Error
- ☐ Other

Description of Situation:

Goals / Conditions of Satisfactory Performance (with Completion Deadline):
Student will:

Learning Plan / Resources (Attendance or Other):
Attendance Learning Plan for all NURS Courses:

 Late 1 minute to 60 minutes complete assignment by _____

 60 NCLEX questions, **that have not previously been completed**, with at least 78% accuracy.

 Late/absent beyond 60 minutes complete the following assignment:

1. A typewritten double-spaced paper on a topic of the lead instructor's choosing (includes 1 APA cover page, body of paper 3-4 pages and 1 APA reference page with copies of 2 references from professional nursing journals written within 5 years stapled to the paper.
2. A file with a power point created to coincide with assigned topic.
3. A 30 min. presentation in post-conference AND/OR location to be determined (could be for another class such as Fundamentals, for our own class or other audience to be determined).

KCC Nursing scrubs and supply kit required for **all** assigned open lab time.

All Other Learning Plans / Resources with Completion Deadline (not attendance related):

Outcome / Consequences:

 Failure to comply with this learning contract may result in clinical failure.

 Failure to comply with this learning contract will result in clinical failure.

 2nd Attendance Occurrence – A third attendance occurrence will result in a clinical failure.

 3rd Attendance Occurrence – A clinical failure will be issued for the course.

 Other:

Student Signature: _____ Date: _____

Faculty Signature: _____ Date: _____

Administration Signature (if required): _____ Date: _____

Revised 7/15/2021

Math Competency

Refer to course syllabus for math competency.

Moodle – Student Participation

You will be registered in Moodle during nursing coursework. If this is the first-time using Moodle or you have questions on the various functions, please visit the Help Centers on the KCC homepage and the Helpdesk for Moodle help. All materials will be posted on Moodle. All learning plans and performance assessment tasks will be posted on Moodle. Course syllabus, objectives, handouts, and clinical paperwork will also be posted on Moodle. You will have access to computers in the Learning Resource Center and Nursing Computer Labs as needed. It is the responsibility of the student to check Moodle frequently for updates, announcements, and assignments. You are responsible for the information posted on Moodle so please check this frequently. Moodle is a main mode of communication throughout the nursing program. Please check the News Feeds (announcement) on a regular basis to keep abreast of new information. Be sure to check your KCC e-mail daily as well.

Nursing Skills Lab

The nursing skills laboratory was developed to provide students with the opportunity to practice nursing skills. The labs are in the Roll Building, Rooms 201, 206, 207, and 208. The open skills practice lab availability will be posted throughout the nursing department. During the posted hours a nursing instructor will be available to facilitate the students' learning. The following policies relate to the use of the nursing skills lab:

- KCC nursing scrubs and supply kits are required for all assigned open lab time and clinical make up hours.
- Food and drinks are not permitted in the lab.
- All users are to leave the lab organized and clean. Please lower bed railings, dispose of trash into receptacles, and replace unused supplies into cabinets.
- Equipment may not be removed from the lab unless properly checked out with the lab staff.
- Students are welcome to use the lab for additional practice as long as lab availability permits. Please log in and out in the Lab Book.
- Additional lab hours may be arranged each semester in order to provide additional supervised practice time. Discuss any requests for additional lab time with the course instructor.
- All lab users are responsible for following all Standard Precautions. All sharps and needles are to be disposed of in appropriate “Sharps” containers provided in the lab. Sharps and syringes are available ONLY for nursing faculty supervised lab practice. Anyone sustaining a needle stick, or any other type of injury must complete a KCC Incident Report and seek appropriate treatment if necessary.
- No invasive nursing practice skills are permitted on anyone in the lab. Students will not be performing IV insertion, phlebotomy, etc. on any other nursing students or instructors as a part of KCC’s nursing education.
- Sharps/needles may not be removed from the lab for practice in any other area.
- Students are to report any damage to equipment or operation problems to the lab staff.

Nursing Supply Kits Level I and Level II

Nursing Supply Kits are provided to students in NURS141. The supplies within the bag are to be used for skills that occur within level I nursing courses. Students are required to bring their supply kit to any lab experience (including assigned lab time and open lab time). Supplies will only be provided to students during simulation scenarios and skills validations.

At the beginning of level II, students will be provided with a level II supply set to restock their supply kit. Students are required to bring their supply kit to any lab experience (including assigned lab time and open lab time). Supplies will only be provided to students during simulation scenarios and skills validations.

Sharps/needles will be provided to students during lab experiences. Sharps/needles may not leave the lab and cannot go home with students.

If a student runs out of supplies or misplaces their supply kit, the student is responsible to contact the supply company and personally reorder any replacement supplies at the student's expense. Students being readmitted to a course who have previously used the necessary supplies are responsible to obtain the necessary supplies via the supply company at the student's expense.

Nursing Student Code of Conduct

The rights of each person in a college environment carry with them a related responsibility – the responsibility to allow others to exercise their rights. A student's fundamental right is the right to learn, and the College has a responsibility to provide those protections, opportunities, and environments which promote learning. The student, in turn, has responsibilities to other members of the KCC community to refrain from interfering with the rights of others to learn and teach. The College expects that students will conduct themselves as responsible, caring citizens to all individuals that they interact with. Students are expected to attend class prepared and with an open, professional attitude that fosters learning.

A student may receive a failing grade in the theory, lab or clinical portion of a nursing course related to a single incident of a serious violation of the Nurse Practice Act; actual or potential unsafe practice; unprofessional behavior including violent, aggressive, disruptive, or grossly inappropriate behavior. Examples include but are not limited to.

- inappropriate or disrespectful remarks to patients, clinical site staff, KCC faculty/staff/administration.
- angry outbursts in any course location.
- dishonesty in word, deed, or documentation.
- use of threats or intimidating behavior.
- being under the influence of alcohol, illegal drugs, or controlled substances while in the class, lab, or clinical site.
- all behaviors listed within the Nursing Student Code of Clinical Conduct, carrying a weapon while on KCC property or any clinical site.
- sexual harassment

While the Nursing Program may impose appropriate discipline for violations of the professionalism standards, the program will also refer a student for separate disciplinary action under the KCC Code of Student Conduct when the Code may have been violated. All reports of sexual harassment or sexual misconduct must be reported to the Title IX Coordinator for appropriate action. Following a finding of sexual harassment by the Title IX Coordinator, the Nursing Department may act on that finding as a violation of Professionalism Standards.

If a student failed a course related to a single critical incident, he/she may or may not be considered for readmission to the Nursing Programs, depending on the severity of the incident. (See Readmission Policy)

Nursing Student Due Process

Refer to the KCC Handbook for college policies regarding Due Process, Appeals and Complaints: http://catalog.kellogg.edu/ and select the student handbook in the drop-down box.

Procedure for Infractions of the Nursing Student Code of Conduct

The instructor will prepare a written description of the infraction and share this written description with the student as soon as possible. The student will have the opportunity to respond in writing. Depending on the severity of the infraction, the results may include a learning contract, clinical course failure, or dismissal from the program.

Code of Clinical Conduct

Should a student have a personal illness or emergency that requires him/her to leave the clinical site, the student must first inform the Clinical Instructor and clinical site staff so that the care of the assigned client may continue.

Nursing students at KCC are accountable for adhering to the Code of Clinical Conduct. Behavior that violates the Code of Clinical Conduct includes, but is not limited to the following:

Lack of responsibility and accountability to the client as demonstrated by --

- Failure to prepare for clinical experience.
- Falsification of client records.
- Failure to report omission or error.
- Dishonesty or purposeful misrepresentation.
- Fabrication related to client experiences.
- Failure to communicate client data.
- Sleeping at the clinical facility.
- Failure to report potential client abuse or neglect to the clinical instructor immediately. (See Organizational Chart for Nursing Students Policy)

Providing nursing care in an unsafe or harmful manner as demonstrated by --

- Intentional causation of physical and/or mental harm to a client.
- Exhibition of careless or negligent behavior.
- Inability to assume the assigned and necessary care of a client, and failure to find alternative measures for that care to be delivered.
- Attending clinical un-rested, therefore jeopardizing safe client care.
    - Nurse fatigue causes errors and puts patients and staff at risk of harm. Students are expected to work no more than 12 hours in a 24-hour period including their nursing program clinical experience. If the faculty determines that the student has exceeded this limit and is too fatigued to critically think and provide safe patient care, the faculty will send the student home. This will be considered an attendance occurrence and jeopardizes the student's ability to meet clinical objectives.

Failing to maintain client confidentiality as demonstrated by --

- Discussion of confidential information in inappropriate areas or with inappropriate individuals.
- Use of full name or position of client in written assignments.
- Reproduction of the client's records.
- Printing client's records.

Failing to demonstrate professional/ethical behavior and attitude as demonstrated by –

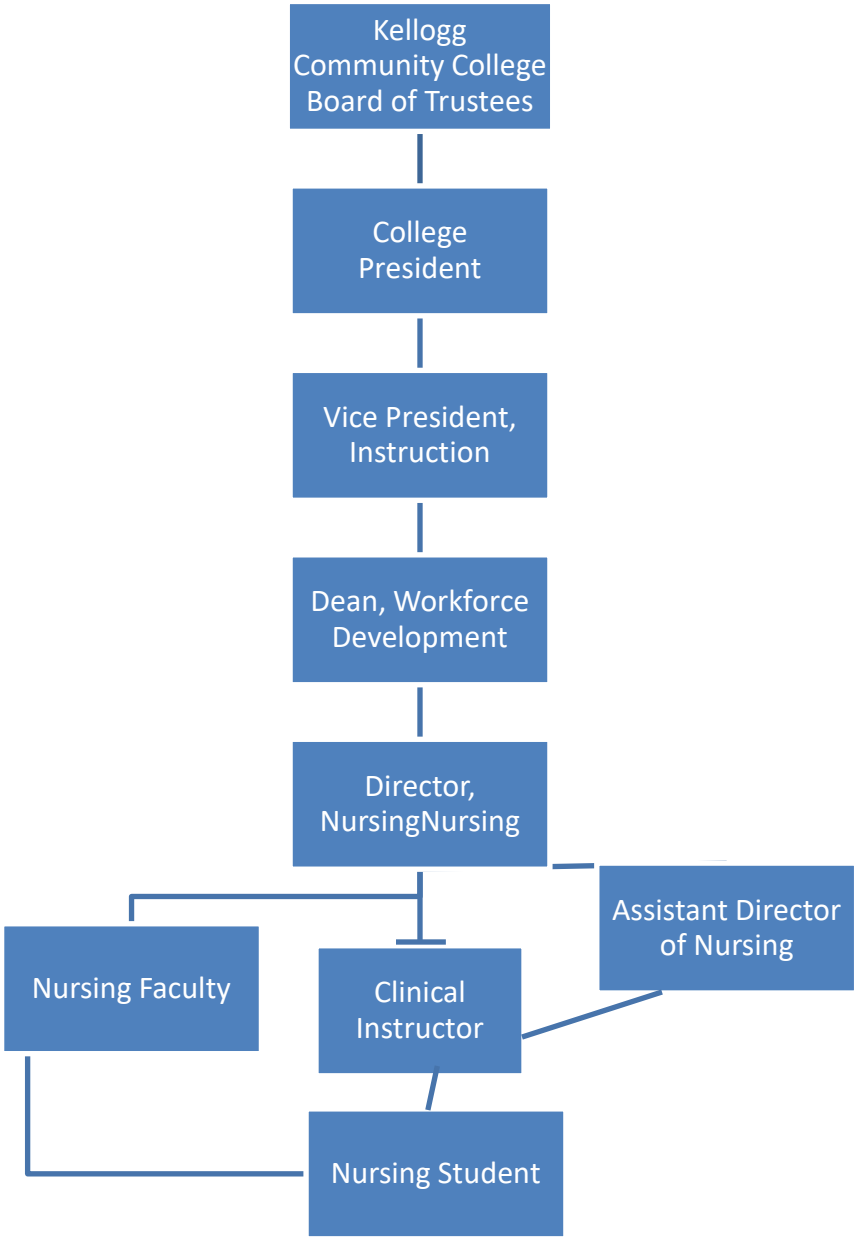
- Cheating.
- Plagiarism.
- Lying.
- Stealing.
- Use of profane language.
- Failure to notify the clinical site of anticipated tardiness or absence.

- Failure to contact instructor for make-up assignment(s) when absent from clinical assignment.
- Failure to follow rules and policies of the Nursing Program, college, and each healthcare facility.
- Disrespectful behavior toward facility personnel, clients, faculty, or peers.

Preceptorship Clinical:

The last nursing course in Level II (Nurs 286) may include a preceptor clinical model for completion of clinical hours. The roles and responsibility of the clinical preceptors, clinical instructors, and nursing students are all defined and identified prior to the start of the clinical. Students are responsible for understanding and abiding by the roles and responsibilities defined in provided documents. All identified clinical sites, clinical instructors, and clinical preceptors are informed of the roles, responsibilities, and expectations of the clinical at the start of the clinical. Students will schedule clinical hours with their preceptor and may be working clinical hours other than traditional Monday through Friday 9 to 5. Clinical hours may occur on Weekends and night shifts.

Nursing Students - Organizational Chart



Personal Injury in the Clinical Area

A student who experiences a personal injury must seek appropriate medical attention of his/her choice. In a non-emergency situation, the student is not obligated to accept service from the clinical facility in which the incident occurred. The student will be responsible for any costs associated with her/his decision. The clinical facility has no specific liability for injury to a student which might occur during the hours of scheduled clinical assignments as it relates to workmen's compensation laws.

An injured student must fill out an incident report at the clinical agency at the time of the incident. The clinical agency forms are available through your clinical instructor. In addition, the injured student must fill out an incident report at KCC within 24 hours of the incident. The KCC forms are

available from the security officer at the College. Incident reports relating to major disabling injuries should be made on the student's behalf by the instructor and/or witness to the event.

Students are encouraged to subscribe to the student health/hospitalization insurance policy available through the KCC Student Services Office if they are not covered by another policy (i.e., employment, spouse's, parents).

If there is an incident at a clinical facility involving a patient (client), after all appropriate patient care has occurred, the student/instructor must complete the clinical facility incident report per facility policy. The student/instructor must also complete the KCC Nursing Education Incident Report and return the form within 24 hours of the incident to the KCC security office. The KCC Nursing Education Incident Report form is available from the instructor or the KCC nursing office.

Admission and Program Progression

All Nursing Program admission requirements must be met and formal entry into the program must be obtained before a student will be allowed to enter a nursing course.

Students must complete general education courses either prior to or in the level indicated in the course sequence in order meet the requirements for graduation (Level 1: PN Certificate, Level 2: AAS in Nursing). All general education courses must be completed with grades of "C" (2.0) or better to meet graduation requirements. (General education admission requirement courses must be completed with a B- or higher. See KCC Nursing Admission Requirements on the KCC Nursing Admissions webpage.)

All nursing courses must be completed with a grade of "C" (2.0) or better to progress in subsequent nursing courses and to meet graduation requirements. Students earning less than a "C" (2.0) in any nursing course will be required to repeat both the theory and clinical portions of that course.

There are semesters in the Nursing Program when students will register for more than one nursing course. If a student does not achieve a "C" (2.0) or better in a clinical nursing course, they may not take any other clinical nursing course scheduled in the same semester.

NURS 160 (Nursing Pharmacology) does not have a clinical component, therefore students are allowed to complete NURS 160 even if they are not successful in NURS 141 in the same semester. If a student withdraws or stops attending NURS 160 during the time they are also enrolled in NURS 141, they are not allowed to remain in NURS 141.

It is the responsibility of the student to meet with a KCC Academic Advisor during the program if there are any questions regarding College and Nursing Program graduation requirements.

Program Sequence

KCC Nursing Full-Time Curriculum Option

Courses REQUIRED to be completed prior to ADMISSION				
Semester	**Course Title and Code**	**Attempts Allowed**	**Minimum Grade**	**Credit Hours**
Pre-Nursing (Contingent)	*Students must take a lower-level BIOL (BIOL-99 or BIOL-101 recommended) before taking BIOL-201* ***OR*** *have taken 1-year of High School Biology within the last 5-years with a grade of at least a 2.0 "C" – See your advisor*			*TBD*
Pre-Nursing Semester 1	BIOL-201 – Human Anatomy	2	2.67 (B-)	4
	MATH-102 – Practical Algebra **OR**	2	2.67 (B-)	4
	Accuplacer Quantitative Reasoning Math Placement Test	*Unlimited*	250+	
Pre-Nursing Semester 2	BIOL-202 – Human Physiology	2	2.67 (B-)	4
Eligible to Apply to Nursing Program				

Courses REQUIRED for GRADUATION *(Recommended to be started or completed prior to starting the Nursing Program, but not required)*			
Semester	**Course Title and Code**	**Minimum Grade**	**Credit Hours**
	FYS-101 – First Year Seminar	2.0 (C)	1
	ENGL-151 – Freshman Composition *(Required for LPN licensure)*	2.0 (C)	3
	PSYC-201 – Introduction to Psychology *(Required for LPN licensure)*	2.0 (C)	3
	PSYC-220 – Developmental Psychology	2.0 (C)	3
	SOCI-201 – Introduction to Sociology	2.0 (C)	3
Recommended Lev 2 - Sem 3	Service Learning – *May be taken as a stand-alone course (SERV-100 (1 cr) or SERV-200 (3 cr)),* ***or*** *in addition to an eligible graduation required course (see advisor)*	2.0 (C)	*0-3*

REQUIRED – Nursing Level 1						
Semester	**Course Code and Title**	**Credit Hours**	**Minimum Grade**	**Lecture Hours**	**Clinical Hours**	**Total Hours**
Semester 1 – Fall	NURS-141 – The Fundamentals of Nursing	6	2.0 (C)	64	96	160
	NURS-160 – Pharmacology Application in Nursing	3	2.0 (C)	48		48
Semester 2 – Spring	NURS-150 – Chronic Physiologic Integrity	6	2.0 (C)	64	96	160
	NURS-155 – Family Processes	6	2.0 (C)	64	96	160
Eligible for PN-NCLEX – ***Practical Nursing Certificate***						

REQUIRED – Nursing Level 2						
Semester	**Course Code and Title**	**Credit Hours**	**Minimum Grade**	**Lecture Hours**	**Clinical Hours**	**Total Hours**
Semester 3 – Fall	NURS-273 – Complex Physiologic Integrity 1	6	2.0 (C)	64	96	160
	NURS-276 – Psychosocial Integrity	5	2.0 (C)	48	96	144
Semester 4 – Spring	NURS-281 – Complex Physiologic Integrity 2	6	2.0 (C)	48	144	192
	NURS-286 – Transition to Practice	6	2.0 (C)	48	144	192
Eligible for RN-NCLEX – ***Associate Degree in Applied Science, Nursing***						

Fall Semesters do not meet Financial Aid Credit Requirement of 12 credits for Full-Time status – See your Academic Advisor

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KCC Nursing Part-Time Curriculum Option

Courses REQUIRED to be completed prior to ADMISSION				
Semester	**Course Title and Code**	**Attempts Allowed**	**Minimum Grade**	**Credit Hours**
Pre-Nursing (Contingent)	*Students must take a lower-level BIOL (BIOL-99 or BIOL-101 recommended) before taking BIOL-201* ***OR*** *have taken 1-year of High School Biology within the last 5-years with a grade of at least a 2.0 "C" – See your advisor*			*TBD*
Pre-Nursing Semester 1	BIOL-201 – Human Anatomy	2	2.67 (B-)	4
	MATH-102 – Practical Algebra	2	2.67 (B-)	4
	OR Accuplacer Quantitative Reasoning Math Placement Test	*Unlimited*	250+	
Pre-Nursing Semester 2	BIOL-202 – Human Physiology	2	2.67 (B-)	4
Eligible to Apply to Nursing Program				

Courses REQUIRED for GRADUATION *(Recommended to be started or completed prior to starting the Nursing Program, but not required)*			
Semester	**Course Title and Code**	**Minimum Grade**	**Credit Hours**
	FYS-101 – First Year Seminar	2.0 (C)	1
	ENGL-151 – Freshman Composition *(Required for LPN licensure)*	2.0 (C)	3
	PSYC-201 – Introduction to Psychology *(Required for LPN licensure)*	2.0 (C)	3
	PSYC-220 – Developmental Psychology	2.0 (C)	3
	SOCI-201 – Introduction to Sociology	2.0 (C)	3
Recommended Lev 2 – Sem 5	Service Learning – *May be taken as a stand-alone course (SERV-100 (1 cr) or SERV-200 (3 cr)),* ***or*** *in addition to an eligible graduation required course (see advisor)*	2.0 (C)	*0-3*

REQUIRED – Nursing Level 1						
Semester	**Course Code and Title**	**Credit Hours**	**Minimum Grade**	**Lecture Hours**	**Clinical Hours**	**Total Hours**
Semester 1 – Spring	NURS-141 – The Fundamentals of Nursing	6	2.0 (C)	64	96	160
	NURS-160 – Pharmacology Application in Nursing	3	2.0 (C)	48		48
Semester 2 – Summer	NURS-150 – Chronic Physiologic Integrity	6	2.0 (C)	64	96	160
Semester 3 – Fall	NURS-155 – Family Processes	6	2.0 (C)	64	96	160
Eligible for PN-NCLEX – ***Practical Nursing Certificate***						

REQUIRED – Nursing Level 2						
Semester	**Course Code and Title**	**Credit Hours**	**Minimum Grade**	**Lecture Hours**	**Clinical Hours**	**Total Hours**
Semester 4 – Spring	NURS-273 – Complex Physiologic Integrity 1	6	2.0 (C)	64	96	160
Semester 5 – Summer	NURS-276 – Psychosocial Integrity	5	2.0 (C)	48	96	144
Semester 6 – Fall	NURS-281 – Complex Physiologic Integrity 2	6	2.0 (C)	48	144	192
Semester 7 – Spring	NURS-286 – Transition to Practice	6	2.0 (C)	48	144	192
Eligible for RN-NCLEX – ***Associate Degree in Applied Science, Nursing***						

Semester does not meet Financial Aid Credit Requirement of 6 credits for Part-Time status – See your Academic Advisor

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KCC Nursing Advanced Placement (LPN to RN) Curriculum Option

Courses REQUIRED to be completed prior to ADMISSION			
Semester	**Course Title and Code**	**Minimum Grade**	**Credit Hours**
Pre-Nursing (Contingent)	*Students must take a lower-level BIOL (BIOL-99 or BIOL-101 recommended) before taking BIOL-201* ***OR*** *have taken 1-year of High School Biology within the last 5-years with a grade of at least a 2.0 "C" – See your advisor*		*TBD*
Pre-Nursing	BIOL-201 – Human Anatomy	2.67 (B-)	4
	MATH-102 – Practical Algebra	2.67 (B-)	4
	OR Accuplacer Quantitative Reasoning Math Placement Test	250+	
	BIOL-202 – Human Physiology	2.67 (B-)	4
	ENGL-151 – Freshman Composition	2.0 (C)	3
	PSYC-201 – Introduction to Psychology	2.0 (C)	3
	PSYC-220 – Developmental Psychology	2.0 (C)	3
Eligible to Apply to Nursing Program			

Courses REQUIRED for GRADUATION			
Semester	**Course Title and Code**	**Minimum Grade**	**Credit Hours**
	FYS-101 – First Year Seminar	2.0 (C)	1
	SOCI-201 – Introduction to Sociology	2.0 (C)	3
	Service Learning – *May be taken as a stand-alone course (SERV-100 (1 cr) or SERV-200 (3 cr)),* ***or*** *in addition to an eligible graduation required course (see advisor)*	2.0 (C)	*0-3*

REQUIRED – Full-Time Option						
Semester	**Course Code and Title**	**Credit Hours**	**Minimum Grade**	**Lecture Hours**	**Clinical Hours**	**Total Hours**
Semester 1 – Summer	NURS-136 – The Transition	2	2.0 (C)	24	24	48
Semester 2 – Fall	NURS-273 – Complex Physiologic Integrity 1	6	2.0 (C)	64	96	160
	NURS-276 – Psychosocial Integrity	5	2.0 (C)	48	96	144
Semester 3 – Spring	NURS-281 – Complex Physiologic Integrity 2	6	2.0 (C)	48	144	192
	NURS-286 – Transition to Practice	6	2.0 (C)	48	144	192
Eligible for RN-NCLEX – – *Associate Degree in Applied Science, Nursing*						

REQUIRED – Part-Time Option						
Semester	**Course Code and Title**	**Credit Hours**	**Minimum Grade**	**Lecture Hours**	**Clinical Hours**	**Total Hours**
Semester 1 – Fall	NURS-136 – The Transition	2	2.0 (C)	24	24	48
Semester 2 – Spring	NURS-273 – Complex Physiologic Integrity 1	6	2.0 (C)	64	96	160
Semester 3 – Summer	NURS-276 – Psychosocial Integrity	5	2.0 (C)	48	96	144
Semester 4 – Fall	NURS-281 – Complex Physiologic Integrity 2	6	2.0 (C)	48	144	192
Semester 5 – Spring	NURS-286 – Transition to Practice	6	2.0 (C)	48	144	192
Eligible for RN-NCLEX – *Associate Degree in Applied Science, Nursing*						

Semester does not meet Financial Aid Credit Requirement of 6 credits for Part-Time or 12 credits for Full-Time – See your Academic Advisor

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Readmission Policy

Students who leave a Nursing Program for any reason and wish to re-enter the program must inform the Director of Nursing Education in a letter.

Criteria for readmission will be determined using the following guidelines, and acceptance will be on a space available basis. A student not receiving a passing grade related to a failure or withdrawal may repeat a nursing course only once. Re-admitted students will be notified by the Nursing Department when they may register, and which section is available. All first-time students will be given priority for admission and registration prior to returning students and Advanced Placement students.

The profession of nursing is a rapidly changing environment and having current course experience is essential for providing safe patient care. Thus, this readmission process is allowed for students up to 2 years from the original course withdraw/failure. Beyond 2 years the student will have to start from the beginning of the program (Fulltime, part time or advanced placement) repeating all courses via the standard nursing program admission process.

Nursing Program Attempts Full and Part time programs: The full and part time nursing programs allow for two program attempts or one readmission opportunity. Each nursing course failure or withdrawal is considered an attempt. After one withdrawal or course failure students may apply for readmission back into the nursing program to the same course. If a student fails or withdraws a second time, whether in the same course or a different course they are not eligible for readmission.

Students who do not pass level one nursing courses within two program attempts (two course failures or course withdrawals from any first level classes) are not eligible for readmission. If a student is still interested in the nursing program at KCC they would be required to meet with an academic advisor and go through the standard admission process and meet all nursing program admission requirements. If admitted, the student will then begin the nursing program from the beginning (NURS-141 & NURS-160) and complete the program in its entirety.

If the student has used two program attempts with at least one of those course withdrawals or failures occurring in a level two course, the student will be allowed one additional program attempt via the Advance Placement Admission process (see Admission via Advanced Placement Admissions below).

Advanced Placement Admissions (LPN to RN Program) – Allowable Attempts and admission

If a student admitted to Advanced Placement previously attempted a KCC level II nursing course and it resulted in a course withdraw or failure, the student would be allowed one program admission attempt via the LPN to RN Advanced Placement Program. If the student fails or withdraws from any course once in the advanced placement program, they are no longer eligible for readmission.

If a student is admitted to the Advanced Placement program as an LPN and has never attempted a KCC level II nursing course, the student would be allowed two program attempts via the LPN to RN Advanced Placement Program. Each nursing course failure or withdrawal is considered an attempt. After a withdrawal or a course failure students may apply for readmission back into the nursing program to the same course once. If a student fails or withdraws a second time, whether in the same course or a different course they are not eligible for readmission.

Students would need to meet all Advanced Placement admission requirements. See the KCC Admission website regarding Advanced Placement program admission requirements.

If the student is not successful in the Advanced Placement program and is still interested in the nursing program at KCC, they would be required to meet with an academic advisor and go through the standard admission process and meet all nursing program admission requirements. If admitted, the student will then begin the nursing program from the beginning (NURS-141 & NURS-160) for full-time and part-time students, (Nurs 136) for advanced-placement students, and complete the program in its entirety.

If a student failed a course related to a single critical incident, he/she may or may not be considered for readmission to the Nursing Program, depending on the severity of the incident (See Nursing Student Code of Conduct Policy).

Program Changes (from full-time to part-time, part-time to full-time)

Students may only participate in or apply for one program at a time.

It is considered ***one program attempt for students wishing to either temporarily step out of the program or change from full-time to part-time or part-time to full-time.*** Returning to the nursing program after stepping out or changing to a different program option will be the student's second and final program attempt. The exception is for pregnancy and pregnancy-related conditions which will be subject to the Pregnancy Policy located in the KCC Student Handbook: http://catalog.kellogg.edu/

Students wanting to change to a different Nursing Program option once enrolled must submit this request in writing to the Director of Nursing Education. Acceptance to the requested program is dependent on several different factors, including available space and previous program attempts.

Service-Learning Requirement

Starting with Fall 2022 admissions students who obtain an Associate degree or an Associate of Applied Science degree will be required to complete a service-learning experience. The experience may be imbedded into a course or a standalone course. Service-learning experiences may be completed within the general education courses. The final grade in the course must qualify for academic credit to receive the service-learning endorsement Please contact an academic advisor for courses that offer a service-learning experience, or search in the class schedules.

Skills Validation

Level 1 Validations

- Students have 3 attempts to correctly complete validation
    - 1st Failure
        - Complete 2 hours open lab practice pertinent to the skill not successfully performed.
        - Submit completed Learning Contract verified and signed by Open Lab Faculty.
    - 2nd Failure
        - Complete 2 hours open lab practice pertinent to the skill not successfully performed.
        - Submit completed Learning Contract verified and signed by Open Lab Faculty.
    - 3rd Failure
        - Clinical / Course Failure

Level 2 Validation (Physical Assessment occurring in NURS 273)

- Students have 2 attempts to correctly complete validation

    - 1st Failure
        - 2 hours open lab with video and 1 page critique of what they did incorrectly
        - Completion of learning contract
    - 2nd Failure
        - Clinical / Course Failure
- Learning contracts will be completed by validators and sent to classroom faculty for Second Level students. Course faculty are responsible to follow through with expectations and consequences.

Student Complaint Procedures

Refer to the Complaint Process in the KCC Student Handbook http://catalog.kellogg.edu/ . All reports of sexual harassment or sexual misconduct must be reported to the Title IX Coordinator for appropriate action.

Student Representation

Student representation will be sought for nursing program input. Students will be selected by the KCC Nursing Faculty. Students will participate in Department meetings as well as on the KCC Nursing Advisory Committee. At least two students will be invited to participate on each committee for a specific length of time depending on students in the full time or part time program. Students selected as representatives to the two committees will also be Student Nurses Association members thereby having an avenue to communicate back with the nursing student body.

Technology and Social Networking

Program Technology Requirements

Students will be required to provide and use an acceptable electronic device to participate in the program. Students should visit the following website to ensure their device will meet the minimum requirements: https://examsoft.force.com/emcommunity/s/article/Examplify-Minimum-System-Requirements

- Chromebooks, unfortunately, are NOT compatible
- Although iPads are listed as an option on the web page, iPads are NOT acceptable for the version of Examsoft that was purchased, in an attempt to keep costs down
- Most Tablets are not compatible

Classroom - Cell Phones

The use of cell phones in class is very distracting to other students and to your instructor. It is at the instructor's discretion if cell phones may remain out during class. If you are experiencing a family emergency, or there is threat of severe weather, and you must keep a cell phone on vibrate mode, obtain instructor permission prior to class. We appreciate your cooperation in providing an environment conducive to learning for all students.

Classroom and KCC Nursing Lab – Recording Devices

Audio and video recording of classroom lecture is up to the instructors for each course. Recording in the KCC Nursing Skills Lab will be limited to assignments where recording is part of the learning activity and indicated by the classroom/clinical instructor. The only exception to this policy is based on approval from KCC Support Services related to ADA specific accommodations.

Clinical Setting and KCC Nursing Labs – Cell Phones

Cell phones cannot be accessed at any time during clinical experiences. However, they may be utilized during designated break time off the clinical unit or KCC Nursing Lab. No photos or videos are permitted at any time during your clinical experience.

Students are encouraged to always provide their family/emergency contact with the location and phone number of the clinical unit in the event of a true emergency.

Personal Electronic Devices
No use of personal electronic devices such as computers, tablets, cameras, recording devices, etc. are allowed in the clinical setting.

Clinical Setting Internet Use
Use of the internet on clinical site computers is restricted to patient care purposes only if internet access is allowed by the clinical agency.

Social Networking
As members of the nursing profession, student nurses not only represent the college but the profession of nursing and are subject to public scrutiny. While social networking on websites is a great way to communicate, express yourself and connect with others, student nurses must understand that the information and pictures they post, or others post about them, may adversely impact their personal safety, impugn personal or institutional character, could violate patient confidentiality (HIPAA) and student confidentiality (FERPA), nursing program or college policies and undermine their career after college.

Student nurses will be held responsible for any social networking conduct that compromises patient confidentiality, the reputation or integrity of the nursing program and clinical sites.

Before posting anything on a social networking website, understand that anything posted online is available to anyone in the world and that college staff may monitor the website. Nothing about patients and clinical experiences may be posted on any social network, even anonymously.

Consequences of Violating Technology and Social Networking Policy

There are several implications related to the role of the professional nurse on social networking websites. See https://www.ncsbn.org/Social_Media.pdf for more information on appropriate and inappropriate uses of social networking.

Violation of patient privacy and confidentiality will be subject to HIPAA procedures, guidelines, and consequences.

Students who share confidential or unprofessional information do so at the risk of disciplinary action, including failure in a course and/or program dismissal related to the Nursing Student Code of Conduct.

Each student is legally responsible for individual postings and may be subject to criminal or civil liability if individual postings are found defamatory, harassing, or in violation of any other applicable law. Students may also be liable if postings include confidential or copyrighted information such as texts, music, videos, images, etc.

Testing Policy (Classroom Exams)

Kellogg Community College
Nursing Department
Classroom Exam Policy

Date Adopted: November 2011
Date to be reviewed: May 2023
Implementation Date: Spring 2012
Revised: June 2013; May 2014, May 2015, June 2016, June 2017, June 2018, July 2019, June 2020, July 2021, June 2022

Course Grading Policy

Course grades reflect a student's achievement of course content and instructional objectives using a variety of assessment methods. Course grades will reflect the following:

Courses	Percentage of Course Grade from Exams	Percentage of Grade from Other Assignments
N 286	75%	25%
N 136, N 141, N 160	90%	10%
N 150, N 155, N 273, N 276, N 281	96%	4%

Student Responsibilities:

Laptop/device requirements:

All testing will be completed by ExamSoft computer program.

1. All students are required to have a working, charged, up to date laptop with a webcam, that that can be brought to class during test day or dates of assignment quizzes.
2. The following are the Program Technology Requirements: Students will be required to provide and use an acceptable electronic device to participate in the program, i.e., laptop, Mac OS X, and Surface Pro. Link to Minimum System Requirements
3. Chromebooks are not compatible with program requirements. See the following link for acceptable electronic device minimum requirements: https://examsoft.force.com/emcommunity/s/article/Examplify-Minimum-System-Requirements Although iPads are listed as an option on the web page, iPads are NOT acceptable for the version of ExamSoft that was purchased, in an attempt to keep costs down
4. Link to download software

Exam security responsibilities:

Students will not discuss, share, or post to social media any information about or related to any test item or experience. Failure to comply with this responsibility may result in a zero for the exam and a report of an academic integrity incident. Smart watches need to be off during exams. Cell phones cannot be used during an exam unless initiated by the instructor.

General Planning

1. Determine the number of exams per course.
2. Determine the number of items on each exam. Each exam will be 50-60 questions (less than 50 items will be considered a quiz). When determining the number of items on an exam, plan that students will be given 1.5 minutes in which to answer each item.

3. Each course, except for N286, will have a final comprehensive exam. No items should be replicated from previous exams.
4. Exam blueprints will be developed for each exam using either the blueprint or test analysis form.
5. Determine which objectives will be addressed and the degree of weight associated with each objective. Exam questions should evaluate important concepts, not trivial details. Determine the concepts on which mastery items will be developed. No more than 10% of an exam should be made up of mastery test items.
    a. One way to evaluate the value of an exam item is to ask," How important is it?" This requires evaluating the importance of the exam item in terms of nursing practice. Another way of thinking is, "will this exam item assist the student become better nurses?" (Nibert, 2015).
6. Exam questions will be written at the applying level or higher. Multiple choice questions must assess clinical reasoning.
7. Exam questions must address the Client Need Categories of the NCLEX as it applies in each course.
    a. The NCLEX test plan, practice analysis, and course objectives should be aligned when creating test items.
8. All exams will be proctored either in person on campus, or virtually with the instructor and the remote proctoring software in ExamSoft.
9. Exam results/grade will be posted to students no later than one week from the date of the exam being graded.
10. Faculty will allow students an immediate review of the exam, providing access to the incorrect items with rationale.

Test Construction and Item Writing

1. A standard Exam blueprint, or test analysis form, will be used for all theory exams. The student blueprint will be completed while developing the exam.
2. All theory course exams will be comprised of a combination of multiple-choice questions with 4 distracters and "alternative" questions (see below).
3. **Alternate-type questions on exams**
    a. The number of alternate questions on exams will be increased on each exam to reflect the percentage below by the final exam in each course.
    b. For example: 281, Exam 1 10%, Exam 2 15%, EXAM 3 20%, Final Exam 30% (Rayfield, 2019).

Course	Number of Dosage Calculation Questions	Number of questions related to medications	Number of Other Alternate/NEXTGEN-Type Questions by the final exam
N 141	5	0	10%
N 160	5	100%	10%
N 150/155	5	5	20%
N 273/276	5	5	25%
N 281/286	5	5	30%

c. Alternate-Type Items

i. FILL IN THE BLANK- All fill in the blank questions will be dosage calculation questions. All answers will be given in numbers, units will be provided. (Five dosage calculation items will be on each exam).

i. SELECT ALL THAT APPLY (SATA)- Items should have at least 6 and no more than 10 answers and at the least 1 should be correct. All answers may be correct. Partial credit will be given for correct answers.
ii. GRAPHIC- that asks for an answer regarding it.
iii. HOT SPOTS- highlighted on pictures or graphics that should be identified to determine clinical reasoning.
iv. PRIORITY ORDER – that asks for rank order of the options.
v. CHART EXHIBIT- that presents information on the chart needed to answer the item.
vi. MULTIPLE CHOICE items may utilize graphics, charts, or tables.
(Rayfield, 2019).

NextGen Type Questions

DRAG AND DROP- a list of items is provided, and students need to put them in the correct order or category.

Extended DROP DOWN these test items include one or more drop-down lists, students select one option from the list-may be used within a sentence, table, or chart and may include words or phrases.

MATRIX-Each response column could have multiple correct responses. There can be between 2 and 10 columns and 4 to 7 rows, and each column must have 1 response option selected.

DROP DOWN CLOZE- Includes a paragraph of information with 1 or more drop-down options from which to complete the paragraph. There can be 3-5 options in each drop-down. There is a minimum of 1 sentence with 1 drop-down per sentence: maximum of 5 sentences with 1 drop-down per sentence.

Partial credit will be given for SATA and NextGen type questions.

4. The following criteria will be used when writing application level/ or higher items for a critical thinking test (Rayfield, 2019; Bristol, 2020; Betts, Muntean, Kim, Jorion & Dickinson, 2019).
    a. Include rationales for each exam item
    b. Require multilogical thinking to answer questions
    c. Require a high-level of discrimination to choose from among plausible alternatives.
    d. If the question can be answered without the scenario, it is not an upper-level Item.
    e. What do students need to know and act on to keep the client and themselves safe?
    f. Can I be a safe nurse and not know this? If the answer is “yes”, then get rid of it.

5. Write rationale for all exam items as to why the choice is correct and why distracters are incorrect. Use a narrative format with the explanation for the correct answer appearing first.

Guidelines for Item Writing

1. Keep stems to 2 - 3 sentences unless the questions include a case study for NextGen test items.
2. Each stem should end with a question.

3. Each option will begin with a capitalized word and end with a period.
4. All SELECT ALL THAT APPLY items will have 6-10 answer options. When writing this type of item, follow the stem with bolded **Select all that apply**, followed by the 5 options.
5. All FILL IN THE BLANK items will be answered with a number.
6. Use the term client in the stem, do not include age gender, race or sex unless necessary to answer the item.
7. Do not use the words except or least.
8. **Bold** critical words in the stem of the question, including highest, priority, most, first, and best.
9. Limit the following type of item to 2-3/exam:
   Which statement made by the client, indicates the need for further teaching? The wrong answer will be correct. This is an evaluation level question.
10. Each question must involve a nurse and/or a client/family member.
11. The nurse never diagnoses or prescribes medication.
12. Do not use abbreviations unless the word is also written out: example EKG (electrocardiogram)
13. All pharmacology items will be given in generic names only (Ignatavicius, 2017).
14. Refer to clients as “older adults” not “the elderly”.
15. Use a client “report” instead of “complains”.
16. Number each item 1- 50…. Label each distracter A. B. C. D.

DELETE THESE WORDS FROM THE STEM TO INCREASE DIFFICULTY LEVEL	
NO CLINICAL REASONING	**NO CLINICAL REASONING**
Describe	The nurse knows/understands
Type	This is most likely
Purpose	The patient has
Cause/Because	Expect the provider to order
Rationale	Likely diagnosis is
Called	Based on knowledge that
Stage	Is descriptive of
Listed in your text	This Rhythm is
True/False	Nursing Diagnosis
OTHER COMMONLY USED WORDS THAT BE DELETED INCLUDE THE WORD **EXCEPT** OR VARIATIONS OF IT SUCH AS:	
Would not be	Identify the correct one
Which is false	Which is least
All of the following except	(Rayfield, 2019)

Distractor Construction Information

1. Use attractive/plausible distracters that could be correct given a different situation than the one in your item. They should not be tricky.
2. They should be in the same family. (Do not ask about medications and have some of the distracters name diseases.)
3. Ensure that none of the distracters overlap. (Information in one answer should not be contained in another answer)
4. Present the choices in a logical manner.
5. Do not use “All of the above” or “None of the above”.

Maintaining Security

1. Secure all electronic or printed forms of exams. Do not allow students access to secure instructor web resources.

Administering an Exam

1. All student possessions (backpacks, cellphones, smart phones and watches, hats, etc.) must be left at the front/edge of the room. The student may have nothing, but a pencil and a blank piece of paper or whiteboard supplied by the instructor, during the testing period.
2. Note cards and course materials/resources are not to be used during any exam.
3. Students may not eat during exams.
4. Students may have a beverage at the discretion of the instructor.
5. Students may not leave the room during the exam. If an emergency arises, an exception will be at the discretion of the instructor.
6. The procedure for classroom exams will be as follows:

    a. Each student logs onto exemplify and downloads the exam. The password will be supplied by the instructor when the student will be allowed to begin the computerized exam. Upon completion, the student will submit the exam, then review the incorrect answers and rationale using the password provided by the instructor. Following the review, the exam will be uploaded. The student will turn in their scrap paper with their name on it and the instructor will confirm that the exam has been uploaded prior to the student leaving the classroom.
    b. On the final exam, students will have the opportunity to earn points via the Kaplan Integrated exam.
        i. If a student passes their comprehensive final with 78%or higher and meets the 50th Percentile Kaplan integrated Exam Benchmark, then1% additional will be added to their comprehensive final exam.
        ii. In classes that have more than one Kaplan Integrated exam, these points will only be offered on one exam.
        iii. In NURS 286, the Kaplan points will be added to one of the three exams, since there is not a final exam.
7. For remote proctoring, the exam should be taken in an environment free of distractions. The Exam Monitor must be enabled. The instructor may allow or require you to log into a virtual classroom to be available for questions or exam issues. Cell phones may not be used during an exam unless the device is being used for the virtual classroom. Phones need to be off and out of the area where testing is taking place. All smart watches need to be removed prior to test taking in all environments.

Exam Remediation Policy

1. If a student achieves less than 78% on any examination in a nursing course, the student is **encouraged** to meet with the instructor to review the exam prior to the next exam.

If a student is Late or Absent on an Exam Day

If the professor allows a student to take an exam in the Center for Student Success at a later date, the student forfeits the right to protest test items. He or she may also receive a 5% penalty on the exam, to be determined by the instructor.

1. Students arriving late on the day of an exam may be required to take the exam at a later date and or time.

2. Students are required to notify instructors prior to the exam of their absence, failure to do so will result in a zero for that exam.
3. Make-up of a scheduled exam which was missed is not the right of the student. Only one make-up exam can be taken with instructor's approval. If granted, the make-up exam will be scheduled and taken within the 3 calendar days following the scheduled exam date.
4. Requests to make up an exam either before or after the scheduled exam date will be considered based on the individual circumstances of the request. The make-up exam will be scheduled with the instructor and may need to take place in the Center for Student Success. Documentation to substantiate the circumstances may be required. If taking an exam early, the instructor reserves the right to withhold the review and rationale until all students have taken the exam.
5. The make-up exam may be different than the exam administered to the class.

Analyzing Exam Results

1. The faculty who administers the exam is responsible for analyzing exam results.
2. The following will be considered during the exam analysis:

General Standards Accepted in Nursing Program Testing	
Item Difficulty	30 – 90%
Item Discrimination Ratio	25% and >
PBCC	0.15 and >
KR 20	0.60 – 0.65 and >

(Nibert, 2015).

Item Analysis

Difficulty Level

Review the exam's measures of central tendency: the mean, median and the mode.
The goal for Mean Level of difficulty should be 80-85%. < 80% indicates the exam is too hard, while >85% indicates it is too easy (Nibert, 2015).

The item difficulty index (*p* value) of an item is the percentage of examinees who answered the item correctly. The mean *p* value identifies the average *p* value of the items on a test and tells you how difficult the total test is. (McDonald, 2018)

An acceptable item difficulty index (p value) range from 0.30 – 0.90. Most schools require that test items selected for an exam have a cumulative difficulty level of no less than 0.45. Test items > 0.90 are deemed too easy unless the item was designated as a mastery item prior to testing. If this is the case, 100% achievement is desired result.

Sometimes the content of a question may be judged to be so important that it is included in the exam for the purpose of reinforcing the concept. Such items are often referred to as mastery items, and they should be identified before the test is administered. Simply because 100% of the students answered an item correctly does not mean it is a mastery item; it may just be too easy. Also, identifying mastery items prior to administering an exam allows students' knowledge of essential content to be evaluated. If only a few of the students answer a mastery item correctly, then the class as a whole does not understand the content, and it should be re-taught (Caputi & Engelmann, 2011).

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Item Discrimination
Point Biserial Correlation Coefficient (PBCC)

The point biserial correlation coefficient (PBCC) is a calculation that measures the ability of a test item to distinguish between those who know the content and those who do not know the content. The point biserial correlation coefficient calculation is the preferred measure of discrimination as it includes the variance of the entire group, not just the high and low-scoring students. The PBCC ranges from -1 to +1. The closer the PBCC is to +1, the better the item is at discriminating between those students who know and those who do not. A negative discriminator indicates that the lower- scoring students answered the item correctly more often than higher-scoring students. An acceptable PBCC described in the literature is 0.20 (McDonald, 2018). Because a group of nursing students is often more homogenous because they have the same prerequisites to enter a particular nursing program, less variance exists among the group members. Therefore, a lower PBCC of 0.15 is acceptable in schools of nursing. Based on this knowledge, PBCC levels or 0.15 and higher are acceptable (McDonald, 2018).

Range for PBCC

- Range from -1 to +1
- 0.30 - & above – Excellent Item
- 0.20 – 0.29 – Good
- 0.15 – 0.19 – Acceptable
- 0.10 – 0.14 Poor & Revise
  (Nibert, 2015)

Actions for Poor Test Items

The following information is recommended for use in determining what action to take for poor test items:

1. PBCC unacceptable & p value < 0.30 = give credit for more than one answer, work on question to improve.
2. PBCC acceptable & p value > 0.30 = do nothing, the question is OK.
3. PBCC unacceptable & p value > 0.30 = do not give points back, work on the question to improve.
4. PBCC acceptable & p value < 0.30 = do not nullify or give points, revisit the concept in class as students did not grasp the concept.
   (Nibert,2015).

Determine what action will be taken if the stats are unacceptable:

1. Give credit for more than one choice **(this is preferred action)**. Using this action means the total number of items remains the same, many students' exam scores are likely to increase.
2. Nullify the test item by giving credit for all choices. This action means the total number of items remains the same; scores of students who answered it *incorrectly* will *increase* and students who answered it *correctly* will stay the *same.*
3. It is not recommended to delete test items. Deleting a test item from the exam decreases the number of test items on the exam. Therefore, students who answered the item incorrectly will have higher scores, but those who answered it correctly will have lower scores.
4. If a professor gives points back on any exam questions, the rationale will be documented on the Test Item Analysis Summary including the supporting statistics from ExamSoft and actions taken to alter the question.

5. If the professor gives points back on any questions (protested questions included), all qualifying students will receive them. No points will be returned to any student who had already received points for the correct answer.

Test Item Analysis Summary

Course/Sections:
Semester/Year:
Exam 1 Mean:_____ Median: _____ KR-20_____
Test items ID_____
p-value:_____ Point biserial:_____
Action Taken:

Exam 2 Mean:_____ Median: _____ KR-20_____
Exam 3 Mean:_____ Median: _____ KR-20_____
Final Exam Mean:_____ Median: _____ KR-20_____

Exam Reliability

Reliability refers to consistency of scores.

Kuder-Richardson Formula 20 (KR 20)

The KR20 is the preferred statistical formula for quantifying test reliability (McDonald, 2018). To improve an exam's reliability, exam item discrimination must improve (as measured by their PBCCs). Work on test items to make them more discriminating, and the exam's reliability will improve. The KR 20 ranges from -1 to +1. If a negative KR20 is reported, that means that many of the test items are being answered correctly by the low-scoring students rather than the high-scoring students. The usual acceptable KR20 is 0.70, however, because nursing student groups are considered to be more homogenous, a KR20 of 0.60 is acceptable (McDonald, 2018; Caputi & Engelmann, 2011).

Student Test Item Protest

- If a student disputes the correct answer on an exam, they must individually complete a Student Test Item Protest Form to explain their rationale for their chosen answer. These forms must be submitted to the nursing faculty within the guidelines provided in the specific course.
- All student protest forms must be submitted to the instructor by the date and time provided by the instructor. Protest items will not be considered after this time period has passed.
- Students may protest a maximum of two items on each exam.

Exam Blueprint Format for Faculty

The following blueprint format or test analysis form is required of all faculty to use when developing an exam. Questions will be at or above the application level.

Question	Course Objective	Step in the Nursing Process	NCLEX Category
1		Assessment	1
2		Diagnosis	2
3		Intervention	3
4		Plan	4
		Evaluation	

(Test Blueprint Form developed by Linda Caputi 2008, Revised July 2019)

NCLEX Category Key:
List the corresponding NCLEX test plan area 1-4 on the blueprint, there are more specific examples of subcategories available to tag questions in ExamSoft.

1. **Health Promotion & Maintenance**
2. **Physiological Integrity**
    a. **Basic Care & comfort**
    b. **Pharmacological & Parenteral Therapies**
    c. **Physiological adaptation.**
    d. **Reduction of Risk potential**
3. **Psychosocial Integrity**
4. **Safe and Effective Care Environment**

xam Blueprint Format for Students

The following required faculty-generated test blueprint is for STUDENT use.

Student Learning Outcomes	Number of Questions at Application Level or Higher
Total Number of Questions	
Medications and Labs may be listed.	

Student Test Item Protest Form

Name:
Class:

I am protesting the test item:

Rationale (Explain why you believe the test item is incorrect and the reason your choice is more
correct)

Reference Source (Using APA, cite up to three published classroom resources to validate your protest.)
1.
2.
3.

(See Forms section of this document for correctly formatted Student Test Item Protest Form.)

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