

KELLOGG COMMUNITY
COLLEGE

NURSING STUDENT
HANDBOOK

2025.2026



WELCOME TO NURSING EDUCATION AT KCC

We are excited and honored that you have chosen to continue your education with us at Kellogg Community College. The nursing faculty and staff are eager to support you on your journey as you prepare to enter the nursing profession.

The Nursing Student Handbook serves as a valuable guide, complementing the KCC Student Handbook. While the KCC Student Handbook covers general student services, college policies, and academic resources, the Nursing Student Handbook focuses specifically on the guidelines and information relevant to the Nursing Programs.

Once again, we warmly welcome you to the Nursing Programs at KCC. We look forward to the rewarding and challenging learning experiences that lie ahead and are here to support you every step of the way.

PROGRAM ACCREDITATION

The following Kellogg Community College programs are approved by the Michigan Board of Nursing: Associate of Applied Science in Nursing, LPN to RN Advanced Placement, and Practical Nursing Certificate. For more information on Michigan requirements for eligibility for nurse licensure please visit: <https://www.michigan.gov/lara/bureau-list/bpl/health/hp-lic-health-prof/nursing>

Kellogg Community College is accredited by the Higher Learning Commission.

The Associate of Applied Science in Nursing Program and the Practical Nursing Certificate at Kellogg Community College are 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.

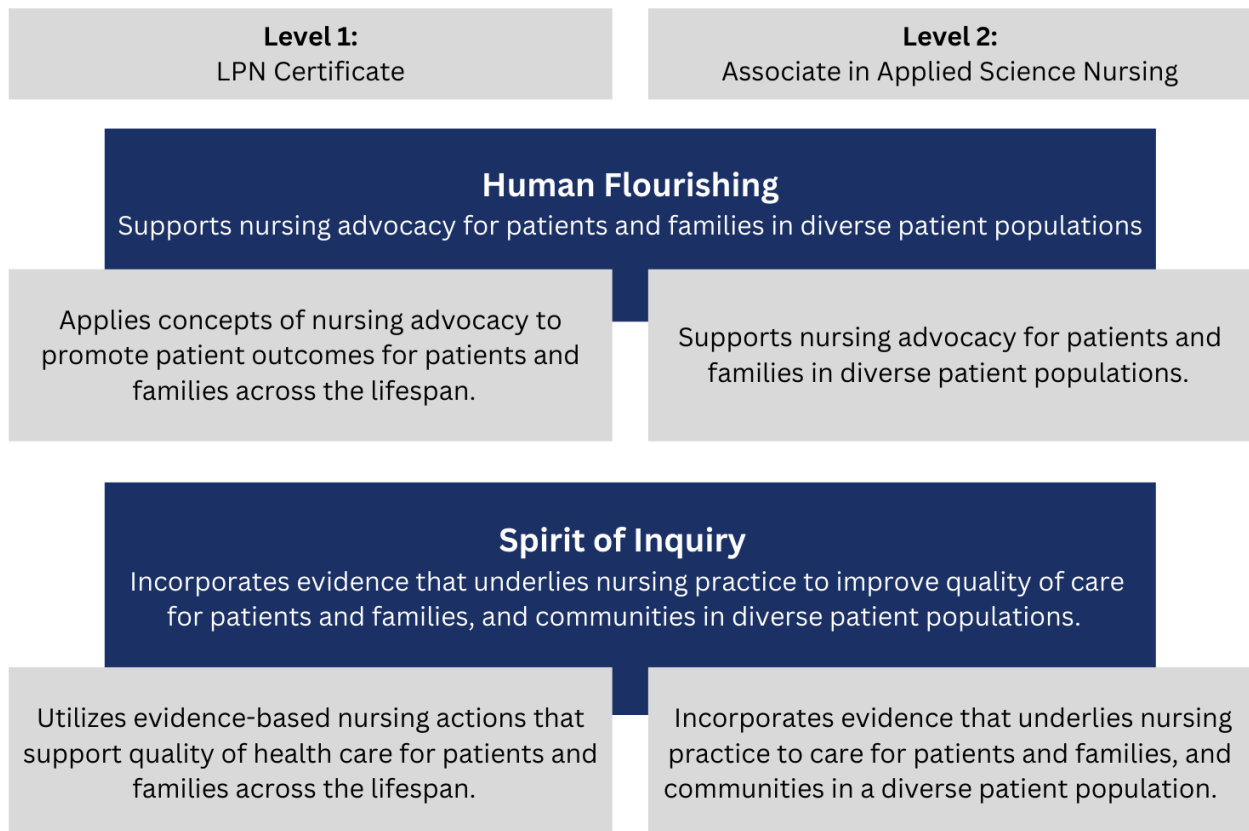
The nursing program recognizes that each student brings diverse knowledge, skills, attitudes, life experiences, learning needs, and styles requiring varied approaches to the learning process. Nurse Educators design student-centered, individualized learning experiences for diverse student populations. 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





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.

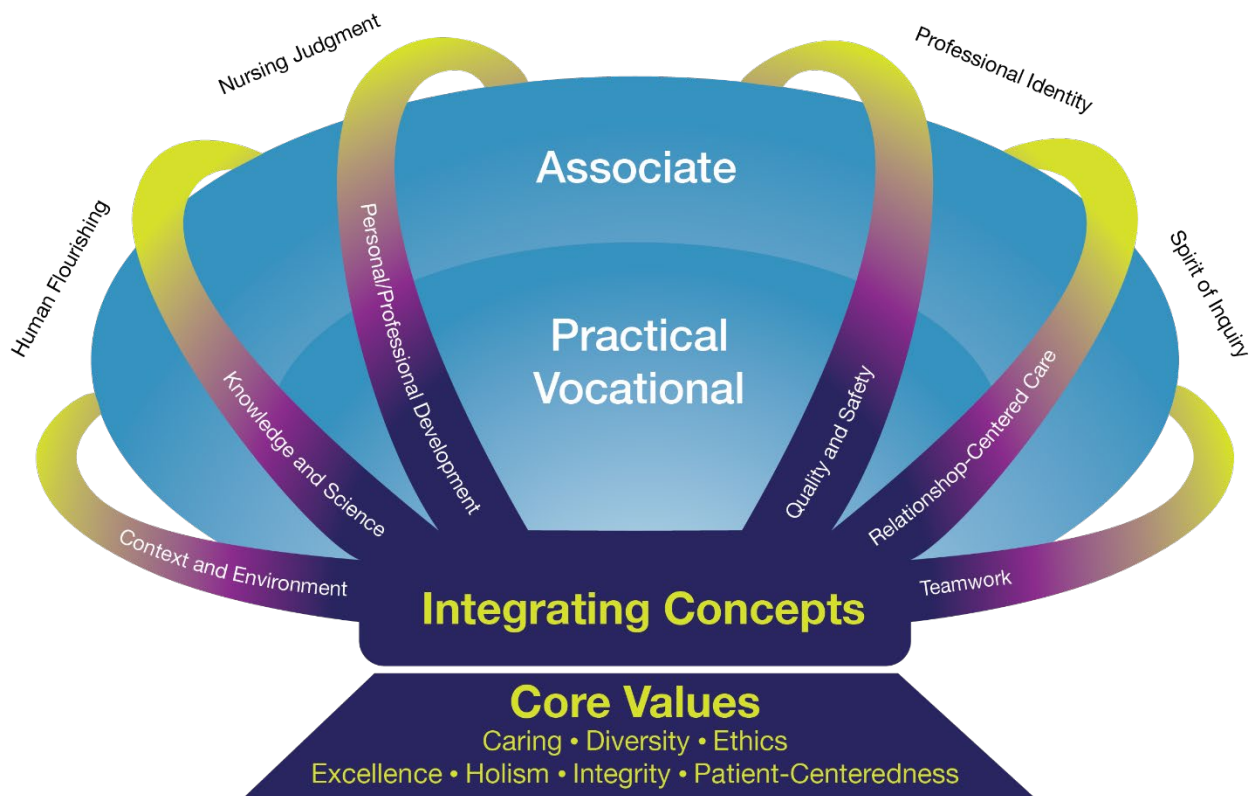
Excellence: Creating and implementing transformative strategies with daring ingenuity.

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.

NURSING PRACTICE Student Learner Program Outcomes



MEET *the* TEAM

NURSING PROGRAM FULL TIME FACULTY, STAFF AND ADMINISTRATORS



ANDREW MARTIN
Materials Handling
Manager



ANGELA GREEN
CNA Program
Coordinator/Faculty



BRENDA DALSKI
Faculty, CNA



CR SIMMONS
Department Assistant,
Nursing



DREA FOX
Specialist, Nursing



EMILY RISKE
Faculty, Nursing



JACLYN GIBBS
Faculty, Nursing



JEN RODRIGUEZ
Dean,
Health Sciences



KELLYANN GARTHE
Faculty, Nursing



LIILA THATCHER
Faculty, Nursing



LISA HARVEY
Faculty, Nursing



MARCI MORGAN
Faculty, Nursing



MICHELLE YEARLING
Faculty, Nursing



MICHELLE YINGER
Faculty, Nursing (Sims)



NANCY SALINE
Faculty, Nursing



RACHEL BURTON
ADN-BSN Data
Analyst & Liaison



REBECCA CARTER
Faculty, Nursing



SHELLEY HOOVER
Simulations
Operator



**SUSAN
MASTENBROOK**
Faculty, Nursing



TEMPLE STOVALL
Faculty, Nursing



TERI MCCRUMB
Assistant Director of
Clinical Placement
& Simulation

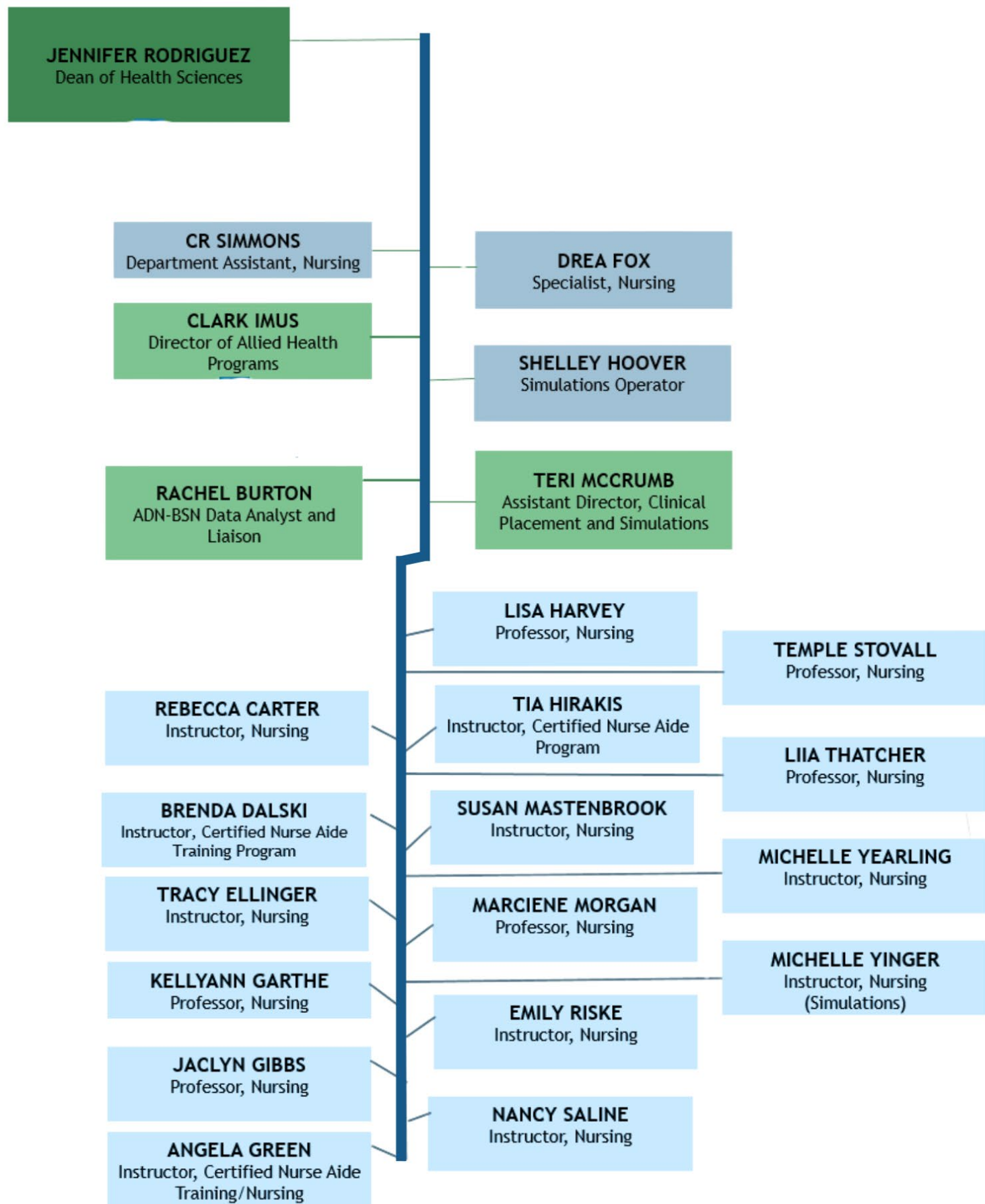


TIA HIRAKIS
Faculty, CNA



TRACY ELLINGER
Faculty, Nursing

NURSING EDUCATION ORGANIZATION CHART



NURSING EDUCATION CONTACT INFORMATION

Kellogg Community College Main Line: 269-965-3931

Nursing Department: 269-660-2305, nursing@kellogg.edu

Department Assistant, Nursing: CR Simmons, 269-565-2119, simmonsc@kellogg.edu

Manager Materials Handling, Nursing: Andrew Martin, 269-660-2323, martina@kellogg.edu

CNA Program Coordinator/Faculty: Angela Green, 269-660-2318, greena@kellogg.edu

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Specialist, Nursing: Drea Fox, 269-565-7992, foxd@kellogg.edu

Assistant Director of Clinical Placement & Simulations:

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Michelle Yinger

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POLICIES

Academic Integrity

The Kellogg Community College Academic Integrity policy can be found here:

<https://kellogg.edu/wp-content/uploads/2024/08/OP-26.004-Academic-Integrity-Policy.pdf>

If it is found that a student is in violation of the Academic Integrity Policy, the incident will be document 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 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. Any student discovered accessing instructor test questions or test bank resources is subject to dismissal from the program.
 - If a student is unsure if use of study materials is acceptable, they are responsible to check immediately with their classroom faculty.
- **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.**
 - This is allowed in the event 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.

KCC Code of Conduct

All KCC nursing students are subject to the KCC Student Code of Conduct and all other relevant KCC policies and procedures. This includes but is not limited to the College's Sex/Gender-Based Harassment, Discrimination, and Sexual Misconduct Policy (Title IX).

- **Student Code of Conduct:** <http://catalog.kellogg.edu/content.php?catoid=26&navoid=2042>
- **Additional Policies & Procedures:** <https://kellogg.edu/about/policies/>

Nursing Student Code of Conduct

The Nursing Program 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, or unprofessional behavior including violent, aggressive, disruptive, or grossly inappropriate behavior. **Examples of unprofessional behavior include but are not limited to:**

- **Inappropriate or disrespectful remarks**
- **Angry outbursts**
- **Dishonesty**
- **Use of threats or intimidating behavior**
- **Being under the influence** of alcohol, 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 or was removed from the program related to a single critical incident, they may or may not be considered for reinstatement or readmission to any KCC Nursing Program, depending on the severity of the incident. (*See Reinstatement Policy*)

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. Depending on the severity of the infraction, the results may include a Success Plan, clinical course failure, or dismissal from the program. The student will have the opportunity to respond through the Academic Appeal process (*please see the Academic Appeal Policy*):

<https://kellogg.edu/wp-content/uploads/2024/08/OP-26.002-Academic-Appeal-Policy.pdf>).

Americans with Disabilities Act

Kellogg Community College does not discriminate in the admission or treatment of students based on 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/>

Disability Services and Accommodations:

Disability services are provided to students who self-disclose a disability to the Center for Student Success and provide appropriate documentation. Students may disclose disabilities or the need for accommodations however, all accommodations must first be approved by the Center for Student Success.

Students will be expected to meet the stated conditions and outcomes that are required for theory and lab/clinical outcomes to be met. All students in the laboratory and clinical areas are responsible for communicating to their classroom and clinical instructors any accommodations required and approved by the Center for Student Success. Please note that if restrictions and accommodation are removed this must also be communicated to the classroom and/or clinical instructors. If students are unable to meet the requirements of the clinical partner sites (weight restrictions, etc.), they will be ineligible for clinical placement.

Disability Services: disability@kellogg.edu – 269-660-2296

Pregnant Students Under Title IX

Students who are pregnant or recovering from pregnancy-related conditions may request temporary modifications through the College's Center for Student Success (CSS). Disability Services through CSS will collaborate with faculty and academic administrators to determine appropriate modifications for each class or program. When extended leave is necessary, the College will make reasonable efforts, in accordance with its policies and procedures, to help students resume their academic progress from the point at which they left.

Pregnant students must meet program requirements and course learning objectives, with or without modifications. For assistance with pregnancy-related questions or concerns, please contact **Disability Services: disability@kellogg.edu – 269-660-2296.**

See additional information here: [Pregnant Student Rights | Kellogg Community College](#)

Food Statement

- **Capped Drinks and wrapped snacks** may be eaten in classrooms.
- Please **be respectful** when eating in class:
 - Be aware of how your eating may impact other students.
 - Clean your desktop after eating.
- **Food and beverages are not permitted** in the simulation areas, nursing skills labs or nursing computer lab.
 - Rooms included: Roll 201, 206, 207, 208, 211 and 403, Classroom Building 103 C, 103 E .

Latex Environment Statement

The Kellogg Community College nursing programs are **NOT latex free environments** 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. *Students with latex allergies considering any of the nursing programs should direct questions to their physician to ensure it is safe for them to participate prior to applying to the program.*

PAPR/Isolation Precautions

While 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 or other high risk respiratory aerosols.

Children on Campus

Children are not allowed to be brought into any nursing computer labs or into the classroom or clinical/lab portion of any course during scheduled course times.

Program Sequence and Requirements

Admission: 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.

Nursing Courses: Students who do not pass nursing courses with a "C" (2.0) or better will be required to repeat both the theory and clinical portion of the course.

- Nursing courses must be completed with a grade of "C" (2.0) or better to progress in subsequent nursing courses and meet the minimum graduation requirements.

- If a student is scheduled for more than one nursing course in a semester and a student does not meet the “C” (2.0) grade requirement in their first course, students will not be allowed to move forward with their second course that semester.
 - *This does not apply to NURS-161 and NURS-141. These courses may be completed even if one is not passed.*
 - *If a student is taking NURS-282 and NURS-286 simultaneously and is removed from NURS-282 for any reason, the student will need to complete an incomplete contract for the clinical portion of NURS-286. The student may continue in the theory portion of NURS-286 but will be unable to complete the clinical portion until after a passing grade in NURS-282 has been earned. It is essential to ensure an incomplete contract has been completed appropriately in this scenario, or a student may receive a failing grade in NURS-286 and be required to start the class from the beginning.*

See student program sequences on the following page.

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 Accuplacer Quantitative Reasoning Math Placement Test	2	2.67 (B-)	4		
		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-161 – 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-274 – 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-282 – 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						

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 OR Accuplacer Quantitative Reasoning Math Placement Test	2	2.67 (B-)	4		
		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 Hour
Semester 1 - Spring	NURS-141 – The Fundamentals of Nursing	6	2.0 (C)	64	96	160
	NURS-161 – 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 Hour
Semester 4 - Spring	NURS-274 – 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-282 – 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						

KCC Nursing Part-Time Nights and Weekends 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 Accuplacer Quantitative Reasoning Math Placement Test	2	2.67 (B-)	4		
		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 Hour
Semester 1 - Fall	NURS-141 – The Fundamentals of Nursing	6	2.0 (C)	64	96	160
	NURS-161 – 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
Semester 3 - Summer	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 Hour
Semester 4 - Fall	NURS-274 – Complex Physiologic Integrity 1	6	2.0 (C)	64	96	160
Semester 5 - Spring	NURS-276 – Psychosocial Integrity	5	2.0 (C)	48	96	144
Semester 6 - Summer	NURS-282 – Complex Physiologic Integrity 2	6	2.0 (C)	48	144	192
Semester 7 - Fall	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						

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 OR Accuplacer Quantitative Reasoning Math Placement Test	2.67 (B-) 250+	4
	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 (Recommended to be started or completed prior to starting the Nursing Program, but not required)			
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 Hour
Semester 1 - Summer	NURS-136 – The Transition	2	2.0 (C)	24	24	48
Semester 2 - Fall	NURS-274 – 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-282 – 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 Hour
Semester 1 - Fall	NURS-136 – The Transition	2	2.0 (C)	24	24	48
Semester 2 - Spring	NURS-274 – 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-282 – 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						

Program Health and Training Requirements

The KCC Nursing Program requires certain health and training requirements be maintained throughout a student's time in the program. It is the student's responsibility to be aware of program health and training requirements, ensuring all items are kept up to date as required.

Students who do not maintain the appropriate standards for program requirements may be dismissed from the program.

Any students dismissed for reasons relating to improper documentation or incomplete requirements will be required to reenter the program through reinstatement or readmission depending on reinstatement eligibility (*see "Reinstatement and Readmission Policy" for additional information*).

The KCC Nursing Program uses the Acemapp software to track specific program requirements. Students are expected to upload all required documents to Acemapp and update documents that may expire prior to any set expirations dates.

Requirements will be communicated to students in the following ways:

- **Admissions Packet** – Given to students upon program entry.
- **Acemapp** – Student Acemapp accounts will show required items and expiration dates for items previously approved.
- **Email** – The Nursing Department will email students information regarding program requirements to their KCC email account.

It is the responsibility of the student to track program requirements and ensure all items are completed as needed. Students may not participate in any clinical activity (clinical, scheduled lab, simulation, validation, etc.) unless all health and training requirements are completed as required by the Nursing Department. In instances where there is not an active clinical rotation for the student, students may be issues success plans (*see "Success Plans"*) for professionalism at the discretion of their instructor.

If a student fulfills a requirement with an approved exemption or declination, they acknowledge that this may disqualify them from placement at certain partner clinical sites. Some sites may require students complete the site specific declination or exemption process before placement will be approved. Please see the following:

- **Clinical placement:** Clinical placement to accommodate medical or religious exemptions is not guaranteed and is based on clinical site requirements and seat availability.
- **Missed deadline:** 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).
- **Second missed deadline:** If a student misses an exemption deadline a second time or there is not a clinical site available that can accommodate them the student must withdraw from a course, and it will be counted as a program attempt.

The following items are required to meet program standards:

- **BLS CPR through American Heart Association (AHA):** CPR certificates from other organizations or levels will not be accepted. KCC does offer courses to meet this requirement.
- **PAPR Training:** Completed as a training module in Acemapp.
- **Background Check:** Completed once upon admission to the program.
- **Drug Screen:** Completed once upon admission and then annually thereafter.
- **Hepatitis B Vaccination:** Proof of immunity (3 doses of vaccination or a titer) or a signed declination of immunization form.
- **TB Test (Annual Requirement):** Lab results from a negative skin test, chest x-ray, or QuantiFERON Gold blood test. – Chest x-rays, if required, will still be required annually.
- **Health History Form:** must be completed by your healthcare provider.
- **Tdap Vaccination:** Required every 10 years.
- **MMR Vaccination:** 2 doses of the MMR vaccination or a positive Rubella, Rubeola/Measles, and Mumps IGg Titer.
- **Varicella (Chicken Pox) Vaccination:** 2 doses of varicella vaccination or a positive varicella IGg titer.
- **Flu Vaccination:** Annual requirement during flu season. Due date and additional information will be emailed to students annually.
 - A medical exemption for the flu vaccination is available but may cause the student to be ineligible for placement at certain clinical sites.
- **Covid-19 Vaccination:** Proof of initial or most recent vaccination required.
 - Both medical and religious exemptions are available for the Covid-19 vaccination but may make the student ineligible for placement at certain clinical sites.

Immunization records can be found on the Michigan Immunization Portal:

<https://mdhhsmiimmsportal.state.mi.us/>

Criminal Background Checks:

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.

Drug Screen:

College policy prohibits the possession or use of alcohol, controlled substances, or illegal drugs (including marijuana) while participating in college activities. Violation of this policy will lead to dismissal from the nursing 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 may require an additional 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. Refusal to complete a drug screen when requested will result in a clinical failure and subsequent removal from the nursing program.

Student Information

Students are responsible for ensuring accurate information is noted on file when any of the following are updated:

- Name
- Gender
- Address
- Phone Number

Changes can be made through the Registrar's office: records@kellogg.edu, 269-965-5522.

When updating information, students should also contact the nursing Department Assistant and update Acemapp to ensure your program information remains accurate.

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 nursing program courses with a clinical component. Students are not eligible to attend class, clinical, or lab simulations without being registered appropriately.

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.**

Closing Information

If the KCC Battle Creek campus cancels classes due to weather, then 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 in that area will be evaluated on an individual basis and students will be notified of closings.

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".

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

Communication

Students will be responsible for monitoring communication via the following platforms:

- **KCC email accounts:** all students are issued a KCC email account which is the primary method of communication for the nursing program.
- **Moodle:** all KCC courses have an online Moodle page where your instructors will communicate important course information.
- **Acemapp:** Acemapp may communicate deadlines for program requirements on their webpage. Please check your Acemapp account frequently.
- **Phone:** Students may be called or texted at their personal phone numbers on file with important program information.

Students are responsible for ensuring they have access to these methods of communication. If a student experiences difficulty with any of these communication methods, they can **contact the IT Help desk at 269-965-4148.**

Success Plan

The classroom instructor, clinical instructor, Director, or Assistant Director may initiate a Success Plan for a student if an area of improvement is identified. A Success Plan 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 Success Plan is provided.

**KELLOGG COMMUNITY COLLEGE
DEPARTMENT OF NURSING
Success Plan**

Student: _____ **KID:** _____ **Course:** _____
Date of Situation: _____ **Date Contract Given:** _____

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:

Success Plan / Resources (Attendance or Other):

Attendance Success Plan for all NURS Courses:

Late 1 to 60 minutes, complete the following:

1. 60 NCLEX questions, **that have not previously been completed**, with at least 78% accuracy.

Late/absent beyond 60 minutes, complete the following assignment (or an alternate assignment assigned by faculty):

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 lab time.

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

Outcome / Consequences:

Failure to comply with this Success Plan may result in clinical failure.

Failure to comply with this Success Plan will result in clinical failure.

(Nursing Student Handbook for Attendance Policy).

1st Attendance Occurrence < 10 hours _____ ≥10 hours _____

2nd Attendance Occurrence – _____ hours may result in a clinical failure.

2nd Attendance Occurrence- _____ hours 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: _____

Attendance

Classroom, clinical, and lab 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 will make final decisions regarding all clinical outcomes.
- **Jury Service:** A student member shall be excused from class and clinical for jury service or if the student is subpoenaed as a witness by anyone empowered by law to compel attendance by subpoena.
 - The student must provide verifying documentation to the classroom faculty.
 - The classroom faculty 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.
- **Illness:** 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 on an individual basis by the classroom faculty, clinical instructor, and the Director of Nursing Education.

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.

For clinical or lab days scheduled for less than 10 hours, an attendance occurrence of tardiness, leaving the clinical or lab early, or absence will be treated equally with the following guidelines:

- **1st Attendance Occurrence** – A Success Plan will be initiated by the clinical or classroom faculty, including a make-up assignment as determined by the instructor.
- **2nd Attendance Occurrence** – A second Success Plan will be initiated by the clinical or classroom faculty with a second make-up assignment as determined by the instructor.
 - The second Success Plan 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 Reinstatement Policy)

For clinical or lab days scheduled to be greater than 10 hours, an attendance occurrence of tardiness, leaving the clinical or lab early, or absence will be treated equally with the following guidelines:

- *1st Attendance Occurrence* – A Success Plan will be initiated by the clinical or classroom faculty with a make-up assignment as determined by the instructor. The Success Plan will identify in the “Outcomes/Consequences” area that another occurrence may result in a clinical failure of the course.
- *2nd Attendance Occurrence* – A second Success Plan will be initiated by the clinical instructor with a make-up assignment as determined by the instructor for an occurrence of less than 4 hours.
 - If the occurrence is equal or greater than 4 hours a clinical failure will be issued for the course (See Reinstatement Policy).
- *3rd Attendance Occurrence*- A clinical failure will be issued for the course if more than 2 tardiness attendance occur regardless of the amount of time clinical time missed course (See Reinstatement Policy).

Students are not permitted to attend a clinical day shift if they have worked a night shift the night before and vice versa (students are not permitted to work night shifts if they have worked a day shift immediately before) due to the safety risk it causes. If a student is found working multiple shifts back-to-back, they may be sent home from the clinical site and an attendance occurrence will be noted.

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. The 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 Success Plan to meet the clinical outcomes for the clinical time missed and follow up on missed classroom assignments and exams.

Verifying documentation may be required prior to absences being approved. 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 clinical or lab day, the student is required to do the following before the start time on the day of the absence:

- **Notify the Clinical Instructor** via their preferred communication method: text, call, or email.
 - The Clinical Instructor will share their preferred communication method for calling-in prior to or during the first day of clinical. Students are responsible for noting this preference and reaching out to their instructors if they have questions about their preferred method of communication.
- **Notify the Course Instructor** via their KCC email account.
 - The Course Instructor email address will be available to students on the course Moodle page.

An absence will be noted, and attendance policies followed for the given situation (see “Attendance”).

Failure to follow the required calling-in process for your clinical rotation is a serious occurrence and could result in a clinical failure.

Code of Clinical Conduct

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, such as coming to a day clinical immediately after working a night shift for an employer.
 - Nursing 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 remove the student from providing clinical care. 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, MRN, or position of client in written assignments.
- Reproduction (photocopying or printing) of the client's records.
- Photographing in the clinical setting.

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

- Cheating.
- Plagiarism.
- Unapproved use of AI software to complete assignments.
- Lying.
- Stealing.
- Use of profane language.
- Failure to notify the clinical site or clinical instructor 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.

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.

KCC NURSING



YES, DO THIS!

Use chlorhexidine solution or 70% isopropyl alcohol swab pads for IV starts and/or scrubbing the access hub. All IV hubs must be scrubbed 15 seconds before access. (INS Standards, 2024)

Flush a running IV before and after pushing a medication. The access port holds 0.2mL or less and can cause an incompatibility problem. (INS Standards, 2024).

All IVPB should be back primed, decreasing risk for infection by not disconnecting the secondary tubing (INS Standards, 2024).

Nursing students should utilize gloves when administering peripheral IV push medications. This practice aligns with standard infection control protocols and ensures patient safety. (INS Standards, 2024).

IV push medications should be administered at the rate recommended by the manufacturer, agency policy, or reference literature. (Potter and Perry, 2023).

Draw up only the amount of medication you will be using for IVP or IM medication (safety related issue) (INS Standards, 2024).

If diluting a medication use the recommended diluent, draw out of the vial and label the syringe (INS Standards, 2024).

Use disinfected port protector caps (Curos) on all IV ports if available, to prevent blood stream infection. When not in use change every 7 days (INS Standards, 2024).

Scrub the hub on all medication vials. The protective cap over all new vials of medication is not considered sterile (CDC, 2024).

Hang all critical IV Drips on a pump using primary IV tubing, making sure not to stop the drip at any time (INS Standards, 2024).



NO, NOT THAT!

Do NOT access IV hubs without scrubbing for 15 seconds with chlorhexidine or alcohol, always disinfect properly.

Do NOT skip flushing the IV before and after medication, even small amounts left can cause incompatibility.

Do NOT disconnect secondary tubing to prime IVPB, always back prime to reduce infection risk.

Do NOT push peripheral IV medications without wearing gloves, always protect yourself and your patient.

Do NOT push IV medications too fast, always follow the recommended rate from the manufacturer, policy, or references. (Pushing IVP medication at a rate of 1mL over 1 min is an old practice without evidence).

Do NOT draw up more medication than needed only prepare the exact dose you will administer.

Do NOT dilute with commercially available prefilled flush syringes of 0.9% Normal Saline or prefilled medication syringes.

Do NOT leave IV ports uncovered or reuse old caps always use disinfected port protectors and replace them every 7 days if not in use.

Do NOT assume the protective cap on new medication vials is sterile, always scrub the hub before use.

Do NOT hang critical IV drips without a pump or interrupt the flow, always use primary tubing and maintain continuous infusion.

Personal Injury in the Clinical Area

A student who experiences a personal injury must seek appropriate medical attention of their 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 their 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 and with KCC within 24 hours of the incident. The clinical instructor will assist with facilitating completion of the incident reports at the clinical agency and at KCC. 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.

The KCC incident report: <https://kellogg0.sharepoint.com/sites/InstitutionalFacilities2>

Clinical Dress Code

Basic Clinical Uniform

A royal blue uniform is required for clinical/lab/specific class assignments. The KCC Bookstore carries nursing scrub for purchase individually or if financial aid is being used. The uniform includes a V neck scrub top (several styles available), and pants. A white lab coat ("Jacket") is optional. The uniform brand sold in the bookstore is White Swan and an approved style indicated in the chart.

White Swan Style	Code	Color
Jockey Brand	Number	
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

Students may also purchase royal blue scrubs from the following vendors. Scrubs must be royal blue in color for both shirt and pants. Pants can be straight or jogger style. Shirts are short sleeved.

1. KCC Bookstore carries nursing scrubs for purchase if the student is using financial aid.
2. Below are 4 different online options for purchasing nursing scrubs for the KCC Nursing Program. Scrubs must be **ROYAL BLUE** in color for both shirt and pants. Pants can be straight or jogger style. Shirts are short sleeved. Please refer to Nursing Handbook for complete uniform details.

Here are links to the various stores and scrub pricing. Amazon carries many of these options as well.

Option 1: Healing Hands

[Premium Medical Scrubs For Women & Men | Healing Hands Scrubs](#)

Option 2: Cherokee

[Cherokee Scrubs & Medical Uniforms | Cherokee Uniforms](#)

Option 3: Dickies

Option 4: Jockey

[Jockey Scrubs | Scrub Top & Bottoms](#)

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 are needed for lab/clinical/class. White shoes with a 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.

If you have any questions regarding the dress code, please contact your instructor.

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** must be worn visibly.
- **Tattoos:** Students must follow tattoo policy for the clinical site at which they are assigned.
 - 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.
 - 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.
 - Newly inked tattoos may be required to be concealed by band aids as they are healing for infection control purposes.
- **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.

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** will 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 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:

1. Appropriately fitting, dress trousers or slacks/khakis.
2. No leggings with short tops/short dresses.
3. Knee length or longer skirts.
4. Opaque high-necked shirts or blouses.
5. Clean, low-heeled, closed toe and heel shoes.
6. If a head covering or partial face cover will 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

Student are expected to purchase the following items for use during their clinal lab experiences:

- Bandage scissors
- Stethoscope

- Penlight
- Plain watch with a second hand or digital second display
- Sphygmomanometer (adult size regular blood pressure cuff).

If students have financial concerns regarding the purchase of supplies, please contact the nursing department for potential resources.

Nursing Supply Kits Level I and Level II

Level I: Nursing Supply Kits are provided to students in NURS 141. 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.

Level II: In Nursing 274 (first med-surg in 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. 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 reinstated 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.

Clinical Placement Assignments and Course Registration

Registration for nursing courses must be completed by the course "freeze date" set by the nursing department. The "freeze date" is set to ensure there is appropriate placement and onboarding time for clinical sites.

- Students will be notified of the "freeze date" in advance via their KCC email account.
- Students will be unable to change which section of a course they are registered for after the "freeze date" without a granted petition from the nursing department.
- Students not registered by the "freeze date" will be assigned to a course section with available seats and notified via email.

After the "freeze date" students will be notified of their clinical assignments via their KCC email address. Clinical placements are up to the discretion of the nursing department. Student requests may be considered but not necessarily granted. Once clinical assignments have been

finalized and students have been notified of their clinical placement, adjustment requests may not be considered

Students are responsible for reviewing all information provided to them regarding their clinical placement(s) and completing all necessary onboarding requirements. If onboarding requirements are not completed per the instructions received, the student may not qualify for placement at their clinical site which may impact their ability to participate in the KCC nursing program.

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.

When students are traveling to or from 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.

Students must be registered for the course to attend any clinical hours due to Professional Liability Insurance requirements.

All acceptable clinical experiences/hours are those arranged by Kellogg Community College representatives solely. There are occasions that clinical activities must occur at days and times in addition to 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.

Students will be notified of mandatory clinical events and items via their KCC email account. The student is responsible for checking their email to ensure they are aware of all mandatory clinical items. If a student does not complete a mandatory clinical requirement, an administrative withdrawal may be necessary for that course. (See Reinstatement Policy)

In addition to KCC health and training requirements, each clinical site will have their own onboarding process that students are required to complete. Students will be notified of any onboarding requirements, along with requirement deadlines, via their KCC email accounts. In most cases, these onboarding requirements will need to be completed at least two weeks prior to the start of the semester or clinical rotation. It is the responsibility of the student to be aware of needed items and meet the deadlines assigned.

Clinical Skills General Policies including Medication Administration

- **All skills check-offs** must be completed in the KCC clinical lab and not at the clinical facility.
- 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.
- *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.
- **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.
- **A clinical instructor for each course should observe the student** and assess proficiency in medication administration before a student is allowed to administer meds with a primary RN (except for within the preceptor model when the clinical instructor is not onsite).
- **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 Skills by Course

NURS 282/286	<ul style="list-style-type: none"> Review of skills. No new skills
NURS 276	<ul style="list-style-type: none"> No skills
NURS 274	<ul style="list-style-type: none"> Initiate IV therapy via peripheral or central line access. Manage Central Lines (including dressing change)
	<ul style="list-style-type: none"> Manage intravenous therapy (spike primary and secondary IVs including IVPBs, discontinue IV access) Administer IV push medications. Insert NG/feeding tubes. Head to toe physical assessment level II
NURS 150/155	<ul style="list-style-type: none"> Maintain intravenous therapy (spike primary IV bag, change tubing assess IV site, change IV dressings, calculate flow rate – including secondary IVs) Administer IVPB Perform tracheostomy care and suctioning procedures (oral, nasal, pharyngeal, and tracheostomy) Administer medications via the parenteral routes subcutaneous/intramuscular)
NURS 141	<ul style="list-style-type: none"> 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

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 following policies relate to the use of the nursing skills lab:

- KCC nursing scrubs and supply kits are required for all 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.
- Additional lab hours may be arranged each semester 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.

Skills Validation

Level 1 Validations

Students have 3 attempts to correctly complete validation.

- *1st Failure:*
 - Complete 2 hours assigned lab practice pertinent to the skill not successfully performed.
 - Submit completed Success Plan verified and signed by Lab Faculty.
- *2nd Failure:*
 - Complete 2 hours assigned lab practice pertinent to the skill not successfully performed.
 - Submit completed Success Plan verified and signed by Lab Faculty.
- *3rd Failure:*
 - Clinical / Course Failure

Level 2 Validation (Physical Assessment occurring in NURS 274)

Students have 2 attempts to correctly complete validation.

- **1st Failure:**
 - 2 hours assigned lab with video and 1 page critique of what they did incorrectly.
 - Completion of Success Plan
- **2nd Failure:**
 - Clinical / Course Failure

Success Plans 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.

Dosage Calculation Exam

Student will take a dosage calculation quiz in NURS 141 and NURS 161.

- Student must pass with 80% in order to pass meds in clinical.
- The student will have a maximum of three attempts to pass.
- If a student does not pass on first attempt, the student will remediate with the instructor prior to the second attempt.
- If student does not pass on second attempt, student will remediate with the instructor and plan the final attempt prior to the third attempt.
- Students may attend clinical but will not be allowed to pass medications until they have passed their dosage calculation exam.
- If the student does not pass with an 80% on the third attempt, the student will receive a clinical failure as they will not be able to meet the clinical outcomes if they are unable to pass meds in the clinical setting.

Dosage Calculation Rules Plus Standard Rounding Rules

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

- Students must use the calculator provided on Examsoft when taking an exam in the classroom.
- Do not round any calculation until the end of the problem.
- Instructions for rounding the answer will be given with each dosage calculation problem other than IV drip rate calculations. All IV drip rate answers will be reported in a whole number as you cannot administer part of a drop. Regular rounding rules apply (Example 12.5 will be 13).
- 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.

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 the 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 completing clinical hours other than traditional Monday through Friday 9 to 5. Clinical hours may occur on Weekends and night shifts but not when the college is “closed” such as on Holidays, break weeks, or inclement weather.

Preceptors selected must meet the State Board of Nursing requirements. In addition, the preceptor cannot be a family member or be of such that causes a conflict of interest for the student or the college. Case by case consideration will be given to students making the request to complete a preceptorship on a unit in which they are employed. Placement where students are employed creates the potential for a conflict of interest for the student, unit, and college and many clinical sites do not allow this practice.

The following requirement for the preceptor program is outlined below and in accordance with the Michigan Board of Nursing Board Rules:

R338.10305c

Rule 305c (1): A program of nursing education that uses the personnel of a clinical facility as preceptors to facilitate the faculty-directed clinical experience of students to meet the requirements for an internship or to meet the clinical requirements in the capstone course, shall meet all of the following requirements:

(Preceptor) means an experienced nurse, paired in a 1 to 1 relationship with the nursing students who actively participates in the education, mentoring and evaluation of the nursing student in the clinical setting (R 338.10301 (y pg. 21 of Board of Nursing General Rules).

- a. Each preceptor shall be approved by the faculty of the program of nursing education (R308.10305c (a)).
- b. Each preceptor shall possess a minimum of 1 year of clinical nursing experience with supervisor experience recommendation (R308.10305c (b)).
- c. Each preceptor shall hold an unencumbered license in the state where the clinical experience occurs (R308.10305c (c)).
- d. The faculty of the program of nursing education shall ensure that each preceptor is provided education including the roles and responsibilities of students, faculty members, and preceptors. The program shall maintain documentation of preceptor education. (R 338.10305c (d)).
- e. Before the preceptor begins instruction of the students, the faculty of the program of nursing shall develop written learning outcomes for the clinical experience and provide a copy of those outcomes to each preceptor. (R308.10305c (e)).
- f. The faculty member shall retain authority and responsibility for the student's learning experiences and shall confer routinely and periodically with the student to monitor and evaluate the learning experiences. (R308.10305c (f)).
- g. The maximum ration of precepted students to a supervising faculty member must be not more than 10 students to one faculty member (R308/10305c f) (clinical faculty for KCC)
- h. If the faculty member is not physically present in the area in which the students are practicing, he or she shall be immediately available by telephone or other means of telecommunication when students are engaged in clinical activities with a preceptor (R308.10305c (h)).
- i. Preceptors shall not be used to replace clinical faculty in prelicensure certificate, associate, or baccalaureate degree nursing program (R308.10305c (i)).
- j. A preceptor shall supervise not more than 1 student during any 1 scheduled work time or shift (R308.10305c (j)).
(2) this rule does not apply to staff nurses used by faculty intermittently during non-precepted clinical experiences.

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 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	

- **Nursing course grades** will be recorded to the hundredth place and will not be rounded to the next whole number. For example, a grade of 77.99% would not be rounded up to a 78%.
- Any final nursing course **grade less than a “C” or 78% is considered a course failure.** (See Reinstatement Policy)
- **Students must meet both the classroom and clinical/laboratory criteria** to successfully complete a nursing course.
- **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 Reinstatement Policies).
- **There is no extra credit offered in the nursing program.** LIC (Learning in Community) points if completed, may apply after a student passes the course with a 78% or higher. See individual course syllabi.

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 of exams written in the format of NCLEX questions. The Kaplan Program includes written textbooks, and web-based resources to review nursing concepts and procedures. Online 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.

Moodle

Moodle is one of the main modes of communication throughout the nursing program (in addition to your KCC email). Students are expected to check the News Feeds (announcements) on a regular basis. It is the student's responsibility to check Moodle frequently for updates, announcements, and assignments.

Each nursing course will have a Moodle page that students will have access to while enrolled. Important items found in Moodle include but are not limited to:

- Communication of course information
- Learning plans and performance assessment tasks
- Course syllabus
- Course objectives
- Course handouts
- Clinical paperwork
- Grades for assignments and exams

You will have access to computers in the Learning Resource Center and Nursing Computer Labs as needed (C-103). These computers can be used to access Moodle.

For assistance with Moodle, please visit the Help Centers on the KCC homepage or the Helpdesk on the Battle Creek Main Campus for Moodle help.

Help Desk: 269-965-4148, helpdesk@kellogg.edu

Late Assignments

Any credit for late assignments is up to the discretion of the classroom instructors in each course. Please contact them directly with any concerns.

Service-Learning Requirement

Starting with students admitted in Fall of 2022, students who obtain an associate degree will be required to complete a service-learning experience.

- The experience may be embedded 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.

Please note: Service Learning is not the same as LIC and cannot be used for LIC completion.

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 emailed with a link to complete an anonymous evaluation of the clinical site, instructor, and classroom faculty. The clinical site evaluations ensure the clinical units provide the learning experiences necessary for students to meet the learning outcomes. The faculty and instructor evaluations allow students to share feedback on the classroom and clinical learning experiences.

Due Process, Appeals, and Complaints

Refer to the KCC Handbook for college policies regarding Due Process and Appeals: [Policies & Procedures | Kellogg Community College](#) – See “*Student Code of Conduct*” (under *Student Affairs dropdown*) and “*Academic Appeal Policy*” (under *Instruction – Students dropdown*)

Student Complaint Procedures: Refer to the Complaint Process in the KCC Student Handbook. 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 to participate in Department meetings and 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 the 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.

Reinstatement and Readmission Policy

Reinstatement is offered to students that have not successfully completed a nursing course and wish to return to the nursing program for a second attempt in that course. Students may only use this option once throughout the entire nursing program. Students who leave the Nursing Program for any reason and wish to re-enter the program must inform the Director of Nursing/Dean of Health Sciences via email and submit a reinstatement request form.

Reinstatement form Link: <https://forms.office.com/r/T0PDKry7kA>

Accepted reinstated students will be notified by the Nursing Department when they may register, and which section is available. Reinstatement is dependent upon seat availability in the course needed. Student reinstatement priority is up to the discretion of the nursing department based on meeting reinstatement criteria (grades, length of time away from the program, Title IX protections, etc.).

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

The reinstatement process is as follows:

- **First: Seat availability for reinstatement opportunities is reviewed** by the Nursing Specialist and the Director of Nursing/Dean of Health Sciences.
 - This may happen at any point (both before and after the nursing program registration window). Reinstated students will register at the direction of the nursing department.
 - Seats are only offered if there is appropriate time for both program and clinical onboarding.
- **Second: Seats available for reinstatement will be offered to students** based on length of time away from the program, grades, incompleteness based on situations protected by Title IX, and other predetermined considerations.
- **Third: A Reinstatement Acceptance Letter will be sent to the student – this letter must be signed and returned by the student by the due date for them to qualify for reinstatement.**
 - Students will have the option to decline the offered seat at this time. *If a student declines a reinstatement opportunity, they will remain on the reinstatement list and be considered for reinstatement each semester the course needed is offered, up to two years from the semester they left the program.*
- **Fourth: The student will be notified of the necessary program and clinical onboarding requirements.** A due date will be set for onboarding completion – if onboarding requirements are not completed by the due date, the student will forfeit their reinstatement opportunity.
 - If a student has not been active in the nursing program for a length of a full semester or longer, the student will need to complete a new background check and drug screen. Fees associated with these requirements will be the responsibility of the student.

Students are expected to either accept or decline a reinstatement opportunity within the given timeframe. If the Nursing Department attempts to contact a student regarding reinstatement and no response is received from the student, the Nursing Department will not continue to attempt contact for future semester reinstatement opportunities.

Traditional RN Programs:

The full time, part time, and part time nights and weekends programs allow for one reinstatement opportunity. After one withdrawal or course failure, students may apply for reinstatement 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 subsequent course, they are not eligible for reinstatement.

If a student has two course failures or course withdrawals within the first level of the nursing program, those students will not be eligible for reinstatement. To move forward in the program, the student would be required to wait a period of two years and then would be eligible to reapply to start the KCC nursing program from the beginning.

- Any courses previously completed prior to their two course failures/withdrawals would need to be completed again as students are required to complete the program in its entirety.
- Students would be required to meet with an academic advisor and go through the standard admissions processes (meeting all admission requirements).

If a student has two course failures or course withdrawals and has completed the first level of the nursing program, (PT, FT or PT nights and weekends) they will be allowed one additional program attempt via the Advanced Placement Admission process. The student would apply to the Advanced Placement program which requires a current practical nursing license (LPN). Once admitted to the Advanced Placement Program, the student will complete NURS-136 and all courses in which they were unsuccessful.

Advanced Placement (LPN to RN) Programs:

If a student admitted to an Advanced Placement program previously attempted a KCC level II nursing course and it resulted in a course withdrawal or failure, the student would be allowed only one program attempt and would not be eligible for reinstatement. If the student is unsuccessful in a nursing course, they would have to reapply to the Advanced Placement nursing program two years after the semester they left.

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 (one reinstatement after a course failure or withdrawal).

- After the first withdrawal or a course failure, students may apply for reinstatement 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 reinstatement. The student could then reapply to the Advanced Placement nursing program after two years.

If a student is not eligible for reinstatement and wants to reapply to the Advanced Placement program after the two-year waiting period, they would be required to meet with an academic advisor and go through the standard admissions process (meeting all nursing program admission requirements).

- If readmitted, students would be required to complete the Advanced Placement program in its entirety, including any courses that were previously completed (starting with NURS-136).

Critical Incidents:

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

Program Changes

The KCC nursing department offers full-time, part-time, and part-time nights and weekend program options. Students may only participate in or apply for one program at a time.

Students wanting to change to a different Nursing Program option once enrolled must submit this request in writing to the Nursing Specialist. Acceptance to the requested program is dependent on several factors, including available space and previous program attempts and will be considered on an individual basis.

Changing programs may be considered as a program attempt, which may alter a student's eligibility for reinstatement in the future.

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.com/resources/examplify-minimum-system-requirements/>

- Chromebooks 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, to keep costs down.
- Most Tablets are not compatible.

Classroom - Cell Phones

Using cell phones in class is distracting to other students and 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 lectures 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 2026

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, April 2023, April 2024, May 2025

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 287	75%	25%
N 136, N 141, N 161	90%	10%
N 150, N 155, N 274, N 276, N 282	96%	4%

Student Responsibilities:

Laptop/device requirements:

- All testing will be completed via the ExamSoft computer program.
- All students are required to have a working, charged, up to date laptop with a webcam, that can be brought to class during test day or dates of assignment quizzes.
- 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. Chromebooks and iPads are not compatible with software requirements. [Link to Minimum System Requirements](#)
- [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.

General Planning

- Determine the number of exams per course.
- 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 2 minutes in which to answer each item.
- Each course, except for N286, will have a comprehensive final exam with at least 60 questions. No items should be replicated from previous exams.
- Exam blueprints will be developed for each exam using the blueprint form.
- 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.

- Exam questions will be written at the applying level or higher. Multiple choice questions must assess clinical reasoning.
- Exam questions must address the Client Need Categories of the NCLEX as it applies in each course.
- The NCLEX test plan, practice analysis, and course objectives should be aligned when creating test items.
- All exams will be proctored in person.
- Exam results/grade will be posted to students no later than one week from the date of the exam being graded.
- 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 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%

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). Partial credit will be awarded for questions with multiple answers.
- ii. 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.
- iii. GRAPHIC- that asks for an answer regarding it.
- iv. HOT SPOTS- highlighted on pictures or graphics that should be identified to determine clinical reasoning.

- v. PRIORITY ORDER – that asks for rank order of the options.
- vi. CHART EXHIBIT- that presents information on the chart needed to answer the item.
- vii. 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, 2022; Betts, et al., 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 only the correct answer.

Guidelines for Item Writing

1. Each stem should end with a question.
2. Each option will begin with a capitalized word and end with a period.
3. 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**.
4. All **FILL IN THE BLANK** items will be answered with a number and units will be included to the right of the blank.
5. Use the term client in the stem, do not include age gender, race or sex unless necessary to answer the item.
6. Do not use the words except or least.

7. **Bold** critical words in the stem of the question, including highest, priority, most, first, and best.
8. Each question must involve a nurse and/or a client/family member.
9. The nurse never diagnoses or prescribes medication.
10. Do not use abbreviations unless the word is also written out: example EKG (electrocardiogram)
11. All pharmacology items will be given in generic names only (Ignatavicius, 2017).
12. Refer to clients as “older adults” not “the elderly”.
13. Use a client “reports” instead of “complains”.
14. 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

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

Maintaining Security

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

Administering an Exam

- 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 an instructor provided piece of scrap paper with the Kaplan Decision Tree.
- Note cards and course materials/resources are not to be used during any exam.
- Students may not eat during exams.
- Students may have a beverage at the discretion of the instructor.
- Students may not leave the room during the exam. If an emergency arises, an exception will be at the discretion of the instructor.
- A student may have an approved copy of the Kaplan Decision Tree to be utilized during the exam. The student must present the copy to the instructor prior to beginning the exam. The instructor may also supply a copy to each student to be used as scrap paper as well. All copies must be turned into the instructor at the end of the exam.
- 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, then 1% 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.

Exam Remediation Policy

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 at a later date, the student forfeits the right to protest test items. They may also receive a 5% penalty on the exam, to be determined by the instructor.

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

- 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 business days following the scheduled exam date.
- 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.
- 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).

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 of 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).
5. This does NOT apply to NEXTGEN questions that are given partial credit.

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 has 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 & Engelman, 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**

Exam Blueprint Format for Students

The following required faculty-generated test blueprint is for STUDENT use. The blueprint will serve as a study guide for students as they refer to the student learning outcomes. No other study guides or topical outlines will be provided for students except for providing topics included in exam questions in Nursing 286.

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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Approvals:

Nursing Faculty

Date: July 2025

Dean, Health Sciences

Date: July 2025

Vice President, Instruction

Date: July 2025

Academic Cabinet

Date: November 13, 2002

Reviewed by: Director, Nursing Education

Date: July 2025

Kaplan's Decision Tree: A 3-Step Process for Safe Clinical Judgment

