The LPN Program is approved by the Illinois Department of Financial and Professional Regulation, 320 W. Washington St., 3rd floor, Springfield, IL 62786 (217) 785-0800. The program prepares a graduate to be eligible to take the National Council Licensure Examination for licensing as a practical nurse.
Handbook Signature Sheet

As a student in the Practical Nursing Program, I understand that I must comply with the policies of Kaskaskia College, and the Practical Nursing Program. I understand this to include, but not be limited to:

1. Know and abide by the policies of the Practical Nursing program as presented in this handbook. Kaskaskia College Practical Nursing Program reserves the sole discretion to make changes in content and/or application of policies and procedures. These changes may be implemented whether or not they have been printed or posted on the website.
2. Respect the learning environment provided at the college and the clinical sites. This includes compliance with information technology, electronic charting and social media policies/guidelines. (See appendix)
3. Comply with the laboratory policies, including scheduling of skills and simulation time.
4. Complete clinical participation activities by deadline(s) noted, i.e. CPR verification, criminal background checks and all health requirements.
5. Authorize confidential sharing of social security number and/or student identification number as required by clinical agency and licensing bodies.
6. Participate in required videotaping or multimedia production of performance required for learning and assessment.
7. Demonstrate profession code of conduct at all times and in all settings used for student learning and participation activities, i.e. registration, classroom, lab, simulation spaces, clinical sites.
8. Engage as an active participant in the learning process, including coming to learning and clinical situations prepared.
9. Maintain a record of areas competent in and a plan for learning experiences needed, communicating both to faculty through my nursing portfolio. (See appendix).
10. Assume responsibility for performing essential functions of the Practical Nursing Program independently or with reasonable accommodations.
12. Know and abide by the Academic Honesty Policy as outlined in the handbook. (See Appendix).

My signature below acknowledges my receipt of this information, and the understanding that I am held accountable for knowing and abiding by all items noted on this list. I am aware that this is not an exhaustive list. I realize that a breach of any one of these could result in disciplinary action up to and including dismissal from the program.

Student’s Name (print) _________________________________

Student’s Signature _________________________________

Date _______________________________________________
Full Time Faculty and Staff

Julie Obermark, Associate Associate Dean of Nursing and Allied Health and Health Sciences

............................................. jobermark@kaskaskia.edu .............................................545-3331

Kim Storm, Program Coordinator ....kstorm@kaskaskia.edu .............................................545-3332

Lisa Ring..................................... lring@kaskaskia.edu .............................................545-3355

Nichole Macon................................nmacon@kaskaskia.edu .............................................545-3317

KC Strieker .................................. kstrieker@kaskaskia.edu .............................................545-3335
Welcome from the Associate Dean of Nursing and Allied Health

Dear Nursing Student:

The faculty wants to welcome you to our nursing program.

KC’s nursing program is a great place for you to prepare for a career as a practical nurse. You will find an outstanding level of support and commitment to your undergraduate nursing education at Kaskaskia College. You will need to embrace the exciting yet demanding curriculum designed to prepare you for the challenges of nursing practice. Continuous, thorough study is essential to master this program and to prepare you for safe and effective practice in the years ahead. The nursing faculty wants to encourage you to make full use of their support—visit them during office hours, interact during faculty meetings, and ask questions in classes. We want to facilitate your learning experience.

I look forward to interacting with you during your nursing program. I will share in your happiness as you are awarded your Certificate of Practical Nursing and your nursing pin, and I hope that you will remember KC as the starting point of your professional nursing career.

With warm wishes,

Julie Obermark, RN, MSN
Associate Associate Dean of Nursing and Allied Health and Health Sciences
Kaskaskia College
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CONSIDERATIONS AS YOU PARTICIPATE IN THIS PROGRAM

The program is designed to be completed in one year. However, many students elect to take general education courses first, extending the length of education to two or more years. It is expected that students will be proactive in their own learning process. To encourage student success the students should consider:

1. Home commitments: It is demanding to meet the needs of a family while carrying a full college schedule. Currently, nursing courses may require evening and/or weekend clinical hours.

2. Work commitments: Work requirements may interfere with a student’s success. Heavy work schedules may make academic success difficult.

3. Health requirements: Each student is required to submit an up to date health record prior beginning patient care in PRNU 150. The health requirements are necessary to meet the expectations of each clinical agency. Throughout the program, the deadline to submit all of the health requirements is prior to the first day of patient care.

4. Changes of student health status warrant medical clearance to ensure safety in the clinical setting. Proof of documentation must be provided by the student. Release to attend clinical form is found in the appendix.

5. Students are required to have a valid Healthcare Provider CPR card throughout the Practical Nursing Program. It is the student’s responsibility to maintain an up to date CPR card in order to attend clinical.

6. Students are required to have a Certified Criminal Background Check completed prior to beginning patient care in PRNU 150.

7. Counseling/Advising: counselors/advisors are available to assist students who have identified special academic needs. It is the student’s responsibility to seek assistance from the student success specialist at Kaskaskia College.

8. College experiences: college courses are time-demanding commitments. A full time academic course load translates into many more hours when the courses require lab and clinical hours.

9. Communication skills: All students enrolled in the program are expected to demonstrate skill in reading, speaking, and writing so they may clearly, correctly, and effectively communicate as a member of a healthcare team. Therefore, it is urged that weakness in communication skills be remedied before admission to the program. The staff in the Success Center is available to prescribe developmental work in communication skills and math. The WINS tutor in the department of nursing is available to nursing students as well.
10. Computation skills: Preparation and administration of medications requires an ability to accurately and quickly compute dosage calculations. Weakness in application of the four basic mathematical operations (addition, subtraction, multiplication, division) should be remedied prior to admission to the program. Please see the Success Center or the WINS tutor for assistance.

11. Clinical sites: Clinical Sites and times may change due to an institution’s inability to host our students. Clinical requests are sent months in advance awaiting confirmation. In some instances changes have been made just prior to the start of a class. In some cases, you may be in clinical prior to lecture.
SECTION I

PROGRAM INFORMATION
KASKASKIA COLLEGE NURSING DEPARTMENT MISSION

The mission of the nursing education unit reflects the governing organization’s core values and is congruent with its mission/goals. The governing organization and program have administrative capacity resulting in effective delivery of the nursing program and achievement of identified program outcomes.

KASKASKIA COLLEGE NURSING PROGRAM PHILOSOPHY:

The philosophy of the nursing program reflects the collective beliefs of the nursing faculty regarding humans, health, nursing and nursing education. These beliefs guide our decision-making and actions. We believe they are congruent with the college’s mission and philosophy.

**Humans** are unique, multifaceted individuals who are influenced by the environment in which they live. Physiologically, they are composed of interdependent body systems that function to maintain homeostasis. Humans move dynamically toward maturation and achievement of their full potentials by integrating the bio-psychosocial, spiritual, intellectual, and interpersonal aspects of their lives. Humans distinguish themselves from one another through values, beliefs, traditions and behaviors that comprise the culture from which they originate. The desire for spirituality inspires reverence, meaning and purpose in their lives.

**Health** is defined by the World health Organization as a “state of complete physical, mental and social well-being, not merely the absence of disease or infirmity” (WHO, 1947). An individual’s state of well-being is determined by the ability to adapt and self-manage to attain and maintain a level of equilibrium in the face of challenges. Health is a dynamic state that individuals perceive in relation to their own values, personality and lifestyles. Individuals identify their health status according to age, gender, race and culture.

**Nursing** is the provision of care, in a variety of health-care settings, which facilitates individuals, families and communities in attaining and maintaining a state of well-being. Nursing encompasses health promotion, illness-prevention strategies, alleviation of suffering through treatment and provision for comfort when return to health is no longer possible. Nurses are active members of the health-care team and function autonomously and collaboratively with other professions and occupations in providing patient-centered care. Nurses must possess knowledge and skill, think critically, form thoughtful judgments, and practice safely and effectively using the guidance of professional ethics and standards of care. Nurses recognize the importance of continuing education for professional development and embrace opportunities for learning to enable better practice and promote excellence in an ever increasingly complex clinical environment. Technological competence, information literacy and evidence-based practice enhance clinical performance and enable nurses to achieve better outcomes in the holistic application of the nursing process.
Recognizing that individuals have value and worth, nurses place an emphasis upon demonstrating genuine regard for all patients through caring and respect. Nurses act as advocates in the care of individuals, families and communities. Becoming culturally competent is necessary to effectively address the healthcare needs of individuals whose values and beliefs differ from one’s own. With increasing diversity among the population, fairness and impartiality are essential in treating patients in an equitable and consistent manner. In an age of accountability, nurses must be responsible for their own actions and outcomes of care. Honesty and integrity form the basis of an effective therapeutic nurse-patient relationship, which is the cornerstone to providing quality care.

**Nursing education** encompasses the understanding and integration of knowledge from a variety of disciplines outside nursing that provide insight into the physical, psychological, social, spiritual, and cultural functioning of human beings. It further entails the understanding and integration of knowledge from nursing science to design and implement plans of patient-centered care for individuals, families, and communities. Nursing education involves both teaching and learning. Teaching is a transaction involving the teacher and learner. The teacher acts as a facilitator, role model and resource person using multiple modes of instruction. Teachers guide the learner by developing, organizing, and structuring knowledge. This is done by fostering a spirit of inquiry, a sense of discovery and a desire for life-long learning. According to Knowles’ Adult Learning Theory (1970), adult learners are most engaged in learning that which is valued to be practical or relevant to his or her work environment. The six assumptions of this theory include: 1) need to know, 2) learner’s self-concept, 3) learner’s experience, 4) readiness to learn, 5) orientation to learning, and 6) the learner’s motivation to learn. Nursing students should be actively engaged in the learning process, which is best accomplished by involvement in the planning of learning including: what will be learned, how learning will be conducted, and why this learning is important.

Learning is a deliberate and dynamic process characterized by the attainment of knowledge, self-awareness, breadth and depth in critical thinking, and by cognitive, affective and psychomotor skills. These skills change the behavior of the learner. Learning is an individualized, life-long process which occurs best when the learner’s rights are respected and when the learner accepts responsibility for self-direction and for decision making.
PROGRAM OUTCOMES:

• **Performance on NCLEX Licensure Exam:**
  Graduates will achieve a pass rate on the NCLEX-PN exam which will be equal to or greater than the state and national average for first-time takers.

• **Job Placement Rate:**
  75% Graduates who successfully pass the NCLEX-PN exam and seek employment will obtain a position within the health-care delivery system within one year of graduation.

• **Program Satisfaction:**
  75% Graduates who complete and return the graduate follow-up survey will report that Kaskaskia College Practical Nursing Program prepared them adequately for an entry-level position as a practical nurse, fostered an appreciation for cultural diversity, and promoted awareness of a need for profession growth and development.

• **Program Completion Rates:**
  50% Students will complete the outlined nursing program within 4 semesters (150%) of the program time frame and will report being adequately prepared to transfer to higher-level education programs.

STUDENT LEARNING OUTCOMES:

• The student will provide safe, quality, evidence-based care to meet the unique needs of diverse patient, family and community groups while effectively integrating current technology and the nursing process.

• The student will listen to, inform and advocate for patients and their families. As partners in a therapeutic relationship, the student will demonstrate caring and respect while empowering patients in the pursuit of their own well-being.

• The student will make judgments in practice, substantiated with evidence, that integrate nursing knowledge in the prioritization and delivery of safe, quality care while promoting the health of patients within a family and community context.

• The student will demonstrate commitment to lifelong learning and quality improvement, while exemplifying integrity, responsibility and an evolving identity as a nurse practicing within the ethical, legal and regulatory framework of the profession.
The student will foster open communication, promote mutual respect, and share in decision making with patient, peers and health-team members while managing and delegating patient-centered care.

**PRACTICAL NURSING PROGRAM CURRICULUM**

**First Semester**

<table>
<thead>
<tr>
<th>Course Code</th>
<th>Course Title</th>
<th>Credit Hours</th>
<th>Date Completed</th>
</tr>
</thead>
<tbody>
<tr>
<td>PRNU 151</td>
<td>Fundamentals I</td>
<td>4</td>
<td></td>
</tr>
<tr>
<td>PRNU 153</td>
<td>Fundamentals II</td>
<td>4</td>
<td></td>
</tr>
<tr>
<td>PRNU 162</td>
<td>Community Health Nursing</td>
<td>1</td>
<td></td>
</tr>
<tr>
<td>PRNU 166</td>
<td>Mental Health Nursing</td>
<td>2</td>
<td></td>
</tr>
<tr>
<td>PRNU 154</td>
<td>Calculations</td>
<td>1</td>
<td></td>
</tr>
<tr>
<td>PRNU 141</td>
<td>Structure and Function</td>
<td>4</td>
<td></td>
</tr>
<tr>
<td>PSYH 100</td>
<td>Life Span Growth and Development</td>
<td>3</td>
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</table>

**Second Semester**

<table>
<thead>
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<th>Course Title</th>
<th>Credit Hours</th>
<th>Date Completed</th>
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</thead>
<tbody>
<tr>
<td>PRNU 159</td>
<td>Medical Surgical Nursing I</td>
<td>7</td>
<td></td>
</tr>
<tr>
<td>PRNU 160</td>
<td>Medical Surgical Nursing II</td>
<td>7</td>
<td></td>
</tr>
<tr>
<td>PRNU 158</td>
<td>Medications</td>
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</table>

**Third Semester**

<table>
<thead>
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<th>Course Code</th>
<th>Course Title</th>
<th>Credit Hours</th>
<th>Date Completed</th>
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<tbody>
<tr>
<td>PRNU 131</td>
<td>Nursing Care of Women</td>
<td>3</td>
<td></td>
</tr>
<tr>
<td>PRNU 161</td>
<td>Professional &amp; Vocational Relationships</td>
<td>1</td>
<td></td>
</tr>
<tr>
<td>PRNU 165</td>
<td>Geriatric Nursing</td>
<td>5</td>
<td></td>
</tr>
</tbody>
</table>

**Total Semester Hours**

44

PSYH 100 must be completed prior to the end of the program. Each semester classes must be completed before progression to the next semester. All courses listed are required for graduation.

The form above is for keeping a record of your progress toward completion of the program requirements. Place the semester and year you complete each class on the line.

All grades MUST BE A ‘C’ or better in the Practical Nursing Program.
To receive a license to practice as a licensed practical nurse, a person must meet the following criteria:

1. Complete the required approved professional nursing program of not less than eleven months in an approved school and graduate from the school; and
2. Have proof of graduation from a nursing education program.
3. Obtain the signature of the Associate Dean of Nursing and Allied Health education program, or other person designated by the Dean of the nursing education program.
4. Pay the required examination fee
5. Have verification of fingerprint processing

In determining licensure, the Department (IDPFR) may take into consideration any felony conviction of the applicant, but such a conviction shall not operate as an automatic bar to registration. See appendix for sample application questions.

A person shall be qualified to receive a license as a practical professional nurse if he or she has passed NCLEX-PN as determined by and conducted by the Illinois Department of Professional and Financial Regulation (IDFPR) to determine his or fitness to receive a license as a practical nurse.

Candidates for the examination must, personally apply for the examination upon graduation from an approved program. The examination is computer based. Candidates in all states write the same national examination.

The requirements for licensure are regulated by the state (Illinois Department of Financial and Professional Regulations—IDFPR); however, the exam for licensing is directed by the National Council of State Boards of Nursing (NCSBN). That is, the exam is national.

Two agencies are contracted with for application of license and application for licensing exam. These are Continental Testing Services (CTS) and Pearson Vue.

1. **Continental Testing Service (CTS)** is the provider for IDFPR who
   a. Facilitates license application with the Illinois Department of Financial and Professional Regulations (IDFPR)
   b. Provides applicants with the authorization to test (ATT) take the NCLEX-PN exam once verified by the Practical nursing program.
2. **Pearson Vue** is contracted with by the provider of the NCLEX-PN. They are who
   a. Process your NCLEX-PN application and fees.
b. Schedules the exam time with you once you get your ATT from CTS

SECTION II

CLINICAL REQUIREMENTS
HEALTH CONSIDERATIONS

All nursing students must be physically and mentally healthy. The student must be free of any contagious condition. A nursing student must be in a state of physical and mental health that would not jeopardize patients or personnel in a clinical setting. The student must be free of any contagious condition.

Completed physical examination, immunization forms and current CPR card must be submitted prior to the first patient care day. Students will be prohibited from attending clinical until all required forms are submitted. 5 points will be deducted from total points earned for each absence.

It is the student's responsibility to provide a physician's written signature on the program release to attend clinical for pregnancy or any condition, disease, or illness that could cause harm to the student or others, could alter their ability to perform clinical duties, or has required medical treatment and/or hospitalization. Students will not be allowed to attend clinical without the physician's written release to perform full clinical duties and responsibilities without restrictions. The release form is located in the appendix. Failure to notify the instructor and/or Associate Dean of Nursing and Allied Health may jeopardize the student’s progression in the program.

IMMUNIZATIONS

Unless contraindicated for medical or religious reasons, documented proof of the following immunizations are required of Kaskaskia College nursing students:

1. **MMR (Measles, Mumps, Rubella)**

   **Measles** (Rubeola) - Has received two doses of live measles vaccine, with the first dose administered not earlier than 12 months of age and the second dose no less than one month later, had physician diagnosed measles disease, or laboratory evidence of immunity by a detectable antibody titer.

   **Mumps** - Has received mumps vaccine at 12 months of age or later, or had physician diagnosed mumps disease.

   **Rubella** - Has received rubella vaccine at 12 months of age or later, or laboratory evidence of immunity by a detectable antibody titer.
Pregnancy is a contraindication to vaccination against measles, mumps, and/or rubella. Vaccine should not be given to pregnant women.

2. Tetanus, Diphtheria, Pertussis (Tdap)

Guideline: Primary immunization of adults consists of three doses of adult Tetanus-Diphtheria Toxoid: 4-6 weeks should separate the first and second doses, with the third dose given 6-12 months after the second.

Guideline: After primary immunization adults 19 through 64 years of age should substitute Tdap for one booster dose of Td. Td should be used for later booster doses. A 2 – year interval since the last Td is suggested, but not required.

3. Varicella – All nursing students are required to submit proof of immunity to varicella virus (chicken pox). Student may provide evidence of varicella vaccination at 12 months of age or later, or laboratory evidence of immunity by a detectable antibody titer.

4. Hepatitis B - Hepatitis B vaccination is highly recommended. Three injections, the second and third administered one and six months respectively, after the first.

5. Flu vaccine - All nursing students will be required to have the annual flu immunizations. Students must submit proof of their flu vaccine by October 1 each year. The only exceptions are documented allergy. These students will be required to wear a mask according to the facility in which they are participating in clinical experience.

6. Tuberculin (TB) Skin Test – All nursing students are required to submit proof of a 2-step TB Skin Test. In addition to the 2-step TB Skin Test, students may be required to provide a current annual TB Skin test as designated by their clinical facility. If a student has a past positive reaction to the TB Skin test they will complete the necessary questionnaire and submit a negative chest exray within the past six months of admission to the program. Any student with a positive screen must meet with the Associate Associate Dean of Nursing and Allied Health and Health Science. (See Appendix)

If a physician determines immunizations should not be administered, the reason for exemption and whether immunization can be administered at a later date shall be noted by the physician on the nursing student health form.

Area Public Health Departments can administer immunizations for measles, mumps, rubella (MMR); diphtheria-tetanus (Td or Tdap); and administer the TB test.
A physician's order may be needed in order to receive immunizations at a health department. The following health departments are located within the Kaskaskia College District. It is best to telephone for an appointment.

- Bond County Health Department: 664-1442
- Fayette County Health Department: 283-1044
- Marion County Health Department: 548-3878
- Washington County Health Department: 327-3644
- Clinton County Health Department: 594-2723

**INSURANCE**

All nursing students are required to carry professional liability and accident insurance. The student has the option of purchasing this insurance through the college or show proof of their personal coverage. The cost of the insurance is the student’s responsibility. Practical Nursing students will purchase a 3-semester policy upon entry to the program. If the student takes more than 3 semesters to complete the program they will have to purchase additional insurance.

Due to the limitations of the college’s accident policy it is highly recommended that students carry their own hospital insurance policy. Emergency room charges following accidents during clinical are not completely covered by the college’s accident policy. The college’s policy will not pay for any medications. **Students are personally responsible for emergency room charges not covered by the college policy**
ESSENTIAL PERFORMANCE STANDARDS

Applicants to the Nursing program at Kaskaskia College must possess sufficient physical, motor, intellectual, emotional, social and communications skills to provide for consistent safe and effective client care. To assure that the student is able to fulfill these qualities; all applicants must meet the following performance standards.

Motor Capability

- Move from room to room and maneuver in small spaces
- Squat, crawl, bend/stoop (plug electrical appliances into wall outlets)
- Reach above shoulder level (IV poles)
- Work in a standing position for extended periods of time
- Ability to climb stairs
- Lift and carry up to 25 pounds (transfer client)
- Support 25 pounds of weight (ambulate client)
- Push and pull 25 pounds of weight (position client)
- Use hands repetitively; use manual dexterity; sufficient fine motor function (grasp IV tubing and eye droppers, write with a pen, use a computer, manipulate a syringe)
- Maintain physical tolerance (work entire shift)
- Sustain repetitive movements (CPR)

Sensory Capability

- Hear normal speaking level sounds (person –to-person report)
- Hear faint body sounds (blood pressure, assess placement of tubes)
- Hear in situations when unable to see lips (when masks are used)
- Hear auditory alarms (Monitors, fire alarms, call bells)
- See objects up to 20 inches away (information on a computer screen, skin conditions)
- See objects up to 20 feet away (client in a room)
- See objects more than 20 feet away (client at the end of hall)
- Visual acuity (read calibration on syringe)
- Tactile abilities to distinguish pulses, temperature and vein palpation

Communication Ability

- Communicate effectively in English with patients, families ,and other health care providers, both verbally and in writing
- Skills include computer literacy (charting/med administration)
- Give oral reports (report on client’s condition)
- Convey information through writing (progress notes)
- Explain procedures/ Patient teaching
- Establish rapport with clients and co-workers
- Professional/Therapeutic communication
Problem Solving Ability
- Function effectively under stress
- Address problems or questions to the appropriate person at the appropriate time
- Organize and prioritize tasks
- Transfer knowledge from classroom to clinical

Behavioral Skills and Professionalism
- Follow policies and procedures required by academic and clinical settings
- Practice professional/therapeutic communication
- Comfortable working in close physical proximity to clients
- Deal with the unexpected (client going bad/in crisis)
- Focus attention on task in a distracting/chaotic environment
- Monitor own emotions
- Perform multiple responsibilities concurrently

Arithmetic Competence
- Read and understand columns of writing (flow sheet, charts)
- Read graphic printouts (EKG)
- Program equipment (IV pumps)
- Convert numbers to and/or from the Metric System
- Read graphs (vital signs sheets)
- Use measuring tools (thermometer, syringes)
- Add, subtract, multiply and/or divide whole numbers and fractions

Reasonable accommodations for persons with documented disabilities will be considered on an individual basis. The student must be able to independently perform in a consistently safe and effective manner.

INFECTIOUS DISEASES
In the delivery of quality patient care the nurse must be concerned with measures to prevent the spread of infectious disease. All students and instructors in the LPN Program will adhere to the following measures related to preventing the spread of infectious disease:

- Employ stringent hand washing technique before and after each patient contact and as indicated by type of duties performed;
- Use of non-sterile, latex/vinyl gloves for all invasive procedures such as venipuncture, discontinuing of intravenous therapy, blood glucose monitoring, decubitus care not requiring sterile technique, and any other time whenever contact with blood or body fluids may occur;
- Use of non-sterile, latex/vinyl gloves to perform tasks that involve dealing with any body fluids such as excreta, discharge, sputum, drainage, blood, or any other substance that might contain harmful pathogens;
- Use of goggles whenever the potential is present for splashing or spraying body fluids such as during suctioning, nasogastric tube insertion and care, irrigations, emptying of drainage collection container, or any other time whenever the potential for splashing or spraying exists.
- All needles are to be properly disposed of according to the CDC guidelines.
- Wear face mask or protective gown as appropriate; and,
- Utilize isolation technique according to clinical agency protocol.

In the event of exposure to infection, clinical agency protocol will be followed for treatment and follow-up care. In addition, a Program Incident Report must be completed and turned in to the Associate Dean of Nursing and Allied Health within 24 hours.

It is the student’s responsibility to notify the Associate Dean of Nursing and Allied Health of any health condition that could be detrimental to the student or other persons with whom the student comes in contact. Failure to notify may lead to withdrawal from the clinical setting (See College Catalog).

LATEX SENSITIVITY
There has been an increase in the number of reported sensitivities to natural rubber, latex. Because of the extent of exposure to latex by health care providers and students the potential exists for the development of sensitivity to latex products. Signs and symptoms of an allergic reaction include one or more of the following: urticaria, hayfever-like symptoms, difficulty breathing and changes in vital signs of pulse and blood pressure.

When an allergy to latex is suspected the individual needs to be assessed by a health care provider and specific confirmatory testing done. Individuals who test positive for latex allergy should be counseled
regarding continued exposure to latex products.

It is your responsibility to notify your instructor and nursing preceptor/staff supervisor of any documented latex allergy/sensitivity. Alternate products can be made available in the lab and clinical area for latex sensitive/allergic individuals.

**CARDIOPULMONARY RESUSCITATION**
A current Cardiopulmonary Resuscitation Certification (CPR), American Heart Association (AHA) is required of all nursing students in accordance with affiliating agency requirements. Upon entering nursing clinical, each student must show proof of a current CPR Health Care Provider course or its equivalent. Failure to provide validation will result in withdrawal from clinical courses.

**Note:** The CPR class required is the Health Care Provider course and should include 1 and 2 persons CPR, airway obstruction of the infant, child and adult, child and infant CPR and mask-valve ventilation. Certification involves passing a written test and demonstrating ability to satisfactorily perform each skill before a certified instructor. Online CPR courses do not meet the requirements. Students who do not have a current certification will not be allowed to attend clinical.

**INFORMATION AND VOLUNTARY CONSENT FOR CRIMINAL BACKGROUND CHECK AND DRUG SCREEN FOR CLINICAL EDUCATION EXPERIENCE**

It is the policy of Kaskaskia College to adhere to all policies of clinical facilities with which Kaskaskia College affiliates for student clinical learning experiences. Many of these facilities require drug testing and criminal background screening for all students within the Diagnostic Medical Sonography, Nursing, Physical Therapy Assistant, Radiologic Technology, Dental Assisting and Respiratory programs.

Kaskaskia College requires that prior to being placed in any such facility for a clinical educational experience, the student must have completed the criminal background check, and possess a current negative drug screen.

The student must sign a “Drug testing and Criminal background screening Consent Form” provided by Kaskaskia College. (See Appendix). The student is responsible for the cost of the search and this is considered part of the student’s lab fees.

**CRIMINAL BACKGROUND CHECK**

1. The criminal background check must be completed prior to the student beginning her/his first clinical experience.
2. Kaskaskia College will designate the company(ies)/agency(ies) selected to do the criminal background screening. Kaskaskia College may arrange to have proof sent from any company or agency for CNA/LPN/ADN students.
3. The criminal background search will encompass the student’s records from the state of Illinois. In the event a student has moved from another state to the state of Illinois within the last twelve months, a background check, at the student’s expense, will be conducted in both states.

4. If the student can provide a criminal background check from a valid agency within the past 12 months, the student’s lab fees will be refunded. The criminal background check must be sent directly to the college in a sealed envelope from the previous employer or agency.

5. If the background check indicates the student has a criminal conviction, he/she will first be given the opportunity to refute the record. Should the conviction record stand, the clinical facility will be notified, and at the clinical facility’s discretion, the student may be prohibited from taking part in the facility’s programs.

6. If a facility refuses the student access to the clinical experience at its facility, Kaskaskia College will make reasonable efforts to find an alternative site for the student to complete her/his clinical experience. NEITHER KASKASKIA COLLEGE, NOR ANY AFFILIATED COLLEGES OR UNIVERSITIES, GUARANTEES THAT A STUDENT WITH A CRIMINAL CONVICTION WILL BE ABLE TO COMPLETE HER/His CLINICAL EXPERIENCE. A student who cannot be reasonably assigned to a clinical site will be dropped from the program.

7. Reasonable efforts will be made to insure that results of criminal background checks are kept as confidential as possible, with a limited number of persons authorized to review results.

DRUG TESTING

As a condition of an assignment to a clinical educational experience and prior to being assigned to any facility, the student will be required to submit to a drug test by a party selected by Kaskaskia College. All drug screening must be conducted in accordance with the procedures of the United States Department of Health and Human Services as outlined in the “Mandatory Guidelines for Federal Workplace Drug Testing Programs.” The testing agency shall select a screening laboratory licensed or certified by the Substance Abuse and Mental Health Service Administration.

1. The student shall provide a urine specimen for the drug screen. The specimen itself shall be collected at a facility selected by Kaskaskia College, under that facility’s procedures and control.

2. The drug screening will encompass the policies and procedures of SSM Health or other facility as selected by Kaskaskia College.

3. Drug screening will not be accepted from any other agency or previous employer.

4. If the initial drug test indicates a positive result, the student will be given an opportunity to either refute the positive, or, at the student’s expense, have a more extensive test performed by the same party selected by Kaskaskia College to perform the initial test. This second test must be done immediately, when possible, but in no case later than 48 hours after receiving the results after the first test. Also, the second test shall be done under direct observation, pursuant to the procedures of the testing facility. If the student should not be able to refute, or explain the positive drug test, or the subsequent test again evidences a positive test, the student will be dismissed from the program.

5. If the testing facility determines that a student has tampered with a sample during either of the tests, the student will be immediately dismissed from the program and will not be considered for readmission to the program.
6. A student who cannot be assigned a clinical site due to a positive drug test will be dropped from the program.

7. Students shall be subject to the drug testing policy and rules of the facility providing the clinical education experience, which may require the student to submit to additional drug testing, in compliance with that facility’s individual policies and requirements.

8. Students shall also be subject to additional testing as required by Kaskaskia College, on either a random or for cause basis, as Kaskaskia College finds necessary for safety and the adequate administration of student clinical learning experiences.

9. If the initial drug test results are positive due to prescription medication, the student will be given the opportunity to provide documentation from the prescribing health care practitioner. Prescriptions will be reviewed, and the final decision will be made by the Program Coordinator and/or the Associate Dean of Nursing and Allied Health, in conjunction with the clinical facility. Prescriptions for medical marijuana are not considered acceptable for passing the drug screen for completing a clinical learning experience at any facility. Therefore, this situation will result in a positive result/failure of the drug screen.

10. Clinical facilities do not accept any form of medical marijuana use, even pursuant to a valid prescription, due to its mood/mind alerting effects and lack of federal regulation. In addition, despite medical marijuana being legal within the state of Illinois, the use of medical marijuana is not approved federally. Clinical healthcare facilities fall under federal guidelines; this prohibits the hiring or employment of anyone using medicinal marijuana, despite proof of a prescription.
SECTION III

CLINICAL POLICIES
**CLINICAL/LAB ASSIGNMENTS**

Most nursing courses have a clinical/lab component. The clinical/lab component is in a healthcare setting where the student learns how to care for patients in “hands-on” experiences. This means that the student will be expected to drive to a clinical facility as assigned. Clinical rotations are held either in the morning or afternoon. Some rotations begin at 6:00, 7:00, or 8:00 a.m. Other rotations begin at 1:00, 2:00, 3:00 or 4:00 p.m. Most clinical/lab days are 6-12 hours in length. Some clinical/lab days may be on Saturday.

During a clinical rotation, the instructor may require an outside observation experience. Field trips may also be assigned. Assigned lab time may be required. The campus labs are located on the college campus.

In all clinical/lab assignments, the student is responsible for arriving on time and for providing his/her own transportation. Clinical/lab experiences are chosen to augment the classroom theory information. The facility choices are based on applicability and availability of learning experiences and no guarantees of when and where experiences will occur can be made.

**ATTENDANCE AND PROFESSIONAL BEHAVIOR**

The nursing faculty believes that regular attendance is necessary for successful completion of the program. They further believe that the clinical/lab component should simulate the work setting as much as possible. Clinical/lab attendance is indicative of future responsibility as a practical nurse.

- Students are expected to conduct themselves in a professional manner in the classroom, lab, and all clinical settings. This includes appearance, behavior and communication.

- Students are expected to abide by Kaskaskia College's Blogging and Social Networking policy. (See Appendix)

- Students must wait for their clinical instructor before beginning clinical assignment.

- Students must be physically and psychologically capable of clinical performance. If the instructor believes that a student would be unsafe on any clinical day, then that student will be dismissed from the clinical area and an “absence” is recorded for that day. A program incident report must be completed and the student will be required to discuss the incident with the Associate Dean of Nursing and Allied Health and/or progression committee before returning to the clinical area. (See appendix)

- If in the opinion of the Dean any student’s work, conduct, or health might have a detrimental effect on patients or personnel within a healthcare clinical, said student may be withdrawn from the clinical setting.
• Students are not to communicate on cell phones in the classroom or clinical setting. Electronic devices may be permitted for research/resources at the instructor’s discretion.

• If a student is involved in an event that would be described in the clinical agency as an “incident” the student shall complete the KC Near Miss Procedure/Incident form (see appendix). If the patient has been impacted by the event, then an Incident Report form must be completed (see appendix). The completed form is to be forwarded to the Associate Dean of Nursing and Allied Health and the student is required to make an appointment with the Associate Dean of Nursing and Allied Health to discuss the event.

ATTENDANCE REQUIREMENTS FOR EACH CLINICAL/LAB COURSE:

PRNU 151 and PRNU 153:
• Assignment is TWO clinical/lab days per week.
  • **THE THIRD CLINICAL/LAB ABSENCE WILL RESULT IN COURSE FAILURE.**

PRNU 162:
• Assignment is ONE clinical day.
  • **ANY CLINICAL/LAB ABSENCE WILL RESULT IN COURSE FAILURE.**

PRNU 166:
• Assignment is TWO clinical days.
  • **ANY CLINICAL/LAB ABSENCE WILL RESULT IN COURSE FAILURE.**

PRNU 159 and PRNU 160:
• Assignment is TWO clinical/lab day per week.
  • **THE THIRD CLINICAL/LAB ABSENCE WILL RESULT IN COURSE FAILURE.**

PRNU 131:
• Assignment is SIX clinical/lab days.
  • Failure to attend required prenatal course will result in course failure.
  • **THE SECOND CLINICAL/LAB ABSENCE WILL RESULT IN COURSE FAILURE.**

PRNU 165:
• Assignment is ELEVEN clinical/lab days.
  • Failure to complete volunteer hours as required will result in course failure.
  • **THE SECOND CLINICAL/LAB ABSENCE WILL RESULT IN COURSE FAILURE.**

Students will be responsible for all learning experiences presented on a clinical day.

A clinical assignment that is six (6) to eight (8) hours in length shall be considered a full day.
A clinical assignment that is greater than eight (8) hours in length shall be considered **TWO (2) full days.**

Students who select or are assigned to clinical day greater than eight (8) hours shall be counted absent for the full two (2) days if they are not present at the beginning of the day. Students will **NOT** be allowed to come to clinical in the middle of a clinical day.

**A NO CALL/NO SHOW FOR LAB/CLINICAL WILL RESULT IN CLINICAL/COURSE FAILURE (UNLESS THERE ARE EXTENUATING CIRCUMSTANCES).**
**PROPER NOTIFICATION**

In the event of absence from all or part of a clinical students are expected to personally notify the instructor by telephone at least 30 minutes prior to their scheduled clinical/lab time.

If unable to notify the instructor, the student may notify a nurse at the clinical facility 30 minutes prior to scheduled clinical time. It is recommended that the student speak to a nurse on the assigned unit/floor, obtain the name of the nurse, and request him/her to make a note of the time notified. It is the student’s responsibility to request the nurse to forward the message to the instructor.

A fellow-student bringing a message is not proper notification.

If the student must be absent from a special agency assignment, he/she is expected to notify the agency at a time designated by the instructor. In addition, the instructor is to be notified. Failure to properly notify the instructor or facility will be reflected in the clinical evaluation.

Additional instructions regarding proper notification may be given by individual clinical instructors.

**Absence from an Entire Clinical Day**
- Any lab/clinical absence with proper notification will constitute **5 points** deletion from total cumulative points for that course.
- Any lab/clinical absence without proper notification will constitute **10 points** deletion from total cumulative points for that course. The student will receive a “1” in professional responsibility that clinical day. A clinical experience cannot be scheduled to regain lost points.

**Tardy or Absence from Part of Clinical**
- If a student is tardy or absent from any part of a clinical experience with proper notification the instructor will delete **2 points** from total cumulative points.
- If a student is tardy or absent from any portion of a clinical assignment without proper notification **5 points** will be deleted from total cumulative points. The student will receive a “1” in professional responsibility for that clinical day.
- If a student is tardy without proper notification for a clinical experience, the clinical nursing instructor has the option of not permitting that person to participate in clinical experiences on that date. That day shall be deemed an absence without proper notification and **10 points** will be deleted from total cumulative course points.
- All instances of clinical tardiness and absences will be documented on the student’s clinical evaluation for inclusion in the student’s file.
- Clinical tardiness and absences may constitute unsafe clinical practice and subsequent dismissal from the clinical area.
• Three tardies from a 2 day per week clinical rotation constitutes a clinical absence. Two tardies from a 1 day per week clinical rotation constitutes a clinical absence.

**CONFIDENTIALITY**

Students must respect the confidential nature of the information which may come to them as a part of their educational processes and clinical assignments. Students are required to adhere to all hospital/facility policies regarding the confidentiality of patient information and hospital/facility operations. Breach of the healthcare facility’s confidentiality policies may result in failure of the course and/or dismissal from the program.

**NATIONAL PRIVACY AND SECURITY RULES**

National Privacy and Security Rules were established by the Health Insurance Portability and Accountability Act (HIPAA) of 1996. The office of Civil Rights enforces the HIPAA rules, which protects the privacy of individually identifiable health information. As you learn in the clinical setting you will be required to follow policies established to protect your patient’s privacy. The Privacy Rule applies to all forms of individuals’ protected health information, whether electronic, written, or oral.

Professional conduct in the clinical setting requires maintaining the confidentiality of patient information in accordance with recognized professional and institutional rules. Discussing patient information or unauthorized release of information and/or misuse of patient information or institutional data will result in disciplinary action.

Students will follow professional standards required of employees of the facility and be consistent with the professional code of ethics (see appendix) and the applicable standards of The Joint Commission and/or other relevant accrediting or regulatory bodies.

The penalty for violating the guidelines for professional conduct will be discipline up to and including suspension or dismissal from the program.

**PROFESSIONAL APPEARANCE AND UNIFORM STANDARDS**

Personal Appearance:

- Hair is to be clean and worn so that it does not interfere with nursing care. Hair color should be limited to natural hair color choices. Shoulder length or longer must be pulled back from face into a ponytail, braid, etc. Hair accessories are to be plain and inconspicuous.
• Only one pair of small post earrings will be allowed. Ear cuffs or collars, hoop earrings or other visible articles of body piercing are not allowed. One necklace and one ring may be allowed at the discretion of the instructor or as a specific unit policy dictates.

• Facial hair must be trimmed, neatly groomed, clean and must not interfere with work in any way. Students working in some areas of the hospital may have special requirements regarding facial hair.

• Make-up should be worn conservatively. No fragrance should be worn during clinical experiences.

• Fingernails should be short and at a length and condition that will not be injurious to patients. Artificial nails are not allowed. Nail polish, if worn, should be clear, pale, or transparent and chip-free.

• Students are not to chew gum or smoke while on clinical assignment. Smoke odor on uniform or person is prohibited. The students will adhere to all legal and/or institutional policies related to smoking.

• Visible tattoos will not be allowed. Tattoos must be covered at all times.

• Good personal hygienic practices are required, which includes cleanliness, oral hygiene, and use of antiperspirant agents.

• Uniforms must be laundered after each wear.

• Shoes must be clean.

• Students are not to communicate on cell phones in the classroom or clinical setting. Electronic devices may be used for reference/resources at the instructor’s discretion.

Uniform:

• Uniforms may be selected from the uniform store of your choice.
• Uniform material must be wrinkle-free.
• Shades of navy must match.
• Uniforms may not be denim.

Pants

• Color - Navy only
• Style - Basic pant, unisex pant (scrub), knit cuff, (NO capri or cropped pant).
• Additional – Hem length of uniform pants are not to touch the floor.
• Waistband must cover undergarment and not allow skin to show with movement.

Tops
• Color - Navy or White (only solid white or navy t-shirts under top; no thermal underwear)
• Style - No low cut V-neck or cropped.
• Additional – Hem length must cover waist band of pants when arms extended overhead. Any undershirts should not be visible below the hem of the uniform top. College name badges should be visible and worn above waist at all times.

Jacket
• Color - Navy or White uniform jacket – No personal jackets in patient care area

Dress/Skirt
• Color - Navy or White
• Style - Dress length must be at least mid-knee

Shoes
• Color - Solid white or solid navy
• Style - Standard nursing shoe, athletic shoe without mesh, or clogs with no openings. Solid white hosiery or white/navy socks that cover ankles.

Clinical Readiness
• Watch with second hand, stethoscope, name badge and black pen.

STUDENTS WHO DO NOT COMPLY WITH THE ABOVE CRITERIA:

1. May receive an unsatisfactory score of 1 for lack of professional appearance and behavior.

2. Students may be excused from the clinical area. This will be counted as a clinical absence.

COLLEGE NURSING LAB

Some courses require completion of nursing lab time in addition/in place of clinical time. The student will be required to demonstrate to the clinical instructor competent basic nursing skills in the lab setting. These skills will include and build on those learned as a Certified Nurse Assistant. The student will be responsible for practicing procedures independently and returning the demonstration proficiently to the instructor, prior to clinical in the allotted lab time. Students will be evaluated on skills on an assigned skills testing day to demonstrate competency. If the student is unable to demonstrate competency on a given skill it will be reflected on their evaluation. If a student receives score of “1” in any area on the evaluation of the skills testing it will constitute an unsatisfactory clinical day.

If a student is absent from a laboratory session and misses testing on a procedure, he/she has three days to make an appointment with the appropriate instructor to secure laboratory time to receive instruction on the specific procedure.
Tardiness and absences for laboratory days will be equal to that of clinical days. The clinical dress code will be required for lab days. Students are responsible for laboratory material presented on any given day of an absence.

**CLINICAL DUTIES AND RESPONSIBILITIES**

Student clinical assignments will be determined by the instructor based upon clinical learning outcomes for each nursing course.

All written clinical assignments must be turned in on due date to be satisfactory. Due dates for written clinical assignments are determined by the individual clinical instructors. A paper is considered unsatisfactory if late, incomplete or incorrect. Unsatisfactory assignments may result in the student receiving a “1” on their evaluation for that day.

**CLINICAL EVALUATION**

The student will complete and submit to the clinical instructor a self-evaluation for each clinical/lab day using the Clinical Evaluation Tool appropriate to his/her semester (See Appendix). The instructor in turn will complete an evaluation on the student’s performance on the same form and return it to the student to read and sign. Failure to complete the form may result in an unsatisfactory clinical and a failure in the course. These forms may be submitted on paper or electronically at the clinical instructor’s discretion.

A final evaluation will be completed at the end of each rotation. To be satisfactory in clinical, the student must earn a performance rating of 2.0 or above on each criterion on the final evaluation.

A score of “1” in any area on a clinical evaluation constitutes an unsatisfactory for that clinical day. A student must satisfactory for 80% of their assigned clinical days. Any student who receives an unsatisfactory score for more than 80% of their assigned clinical days will receive a clinical failure. Any situation that significantly compromises patient safety or any excessive breach of professionalism may result in immediate clinical failure. A clinical failure requires the student to repeat the course in which the failure occurred.
SECTION IV

ACADEMIC POLICIES

PRACTICAL NURSING PROGRAM GRADING POLICY
**GRADING** - Based on Total Performance (Theory and Clinical)

Grades for all nursing classes are as follows:
A – 91.5-100
B – 84.5-91.4
C – 79.5-84.4
D – 69.5-79.4
F - Any grade below 69.5

* Course grade will be based on total cumulative points earned and clinical performance.

* Course grade may be computed at any given time by dividing total possible points into total earned points.

* Final percentage grade for each course will be stated as above. No rounding will be applied. For example: A 79.49 will not round to a “C”.

* Students must earn a “C” or better in each nursing course, science course, and PSYH 100--Life Span Growth and Development to remain in normal progression.

* A grade below "C" in class theory OR a clinical failure will constitute a failing grade for that nursing course. A student can continue to attend theory class but will not be allowed to take quizzes or exams. The theory and clinical must be repeated in the event of failure of either component.

* A calculation quiz is given in PRNU 153, PRNU 159, PRNU 160, and PRNU 131. **A STUDENT MAY TAKE THE EXAM FOR A TOTAL OF TWO (2) TIMES TO ACHIEVE A 90% GRADE.** The grade on the first quiz will be averaged into the classroom theory grade. Failure on both quizzes will result in a clinical failure and necessitate withdrawal from the course. A simple calculator may be used when taking both quizzes.
  * A student may not take more than one quiz in a twenty-four hour period.
  * The second calculation quiz must be completed by the deadline established by the instructor.

* All assigned written work is due on the designated date. For each school day a paper is late, two (2) points will be deducted from the total cumulative points. A school day is defined as any week day when the college is in session.
  * A paper due date extension may be granted by the instructor, but the above applies to the extended due date.
  * In the case of extenuating circumstances, the student is responsible for contacting the instructor to determine when his/her paper is due.

**ATTENDANCE**
A student shall attend 80% of all Nursing theory classes or the final course grade will be lowered by one letter grade. The final exam day does not count as a theory class day.

Individual classroom instructors will maintain attendance records and may stipulate additional attendance policy guidelines in their first day handouts for individual classes.

Students are responsible for classroom material presented on any given day of an absence.

TESTING
If a student is unable to write a scheduled exam, he/she must notify the instructor prior to the test time. The student is responsible for contacting the instructor regarding arrangements for, make-up exam within 24 hours of the scheduled test. IF ARRANGEMENTS FOR A MAKE-UP EXAM ARE NOT MADE WITHIN 24 HOURS, THE INSTRUCTOR MAY ASSIGN A ZERO FOR THE TEST. MAKE-UP TESTS MAY BE ESSAY. MAKE UP QUIZZES WILL BE AT THE DISCRETION OF THE INSTRUCTOR.

All students will comply with the Nursing Program Testing Policy (see appendix).

STANDARDIZED TESTING
Proctored and/or practice standardized testing may be conducted at the end of each nursing class. There will be content exams based on the material covered in the course. For practice exams, the student may be required to take and submit proof to instructor of completion with a minimum score requirement prior to taking the final exam. Remediation of Standardized Tests will be required for students to sit for the Comprehensive Exit Standardized Test. This information will be included in first day handouts of each course.

A final NCLEX review and pre-NCLEX exam will be given following completion of PRN 161. Applications for NCLEX-PN will not be processed until the student passes the standardized exam at the program’s required pass point.

CHEATING AND/OR PLAGIARISM WILL NOT BE TOLERATED IN THE PRACTICAL NURSING PROGRAM (See College Student Handbook). Kaskaskia College and the LPN Program operate most effectively when the members accept and maintain established behavior norms. In the classroom, integrity is a critical behavior norm. Students uphold academic integrity by doing their own work, by refusing to assist others in deception and by being honest with themselves and others. Academic dishonesty violates the academic integrity expected of all students. According to the Kaskaskia College Student Handbook, acts of academic dishonesty include but are not limited to:

- Plagiarism – representing the words or ideas of another as one’s own work;
- Cheating – by any method or means. This includes using or attempting to use unauthorized materials or information in any way including copying from another person’s work or preparing work for another person that is to be presented as the other person’s own work;
- Knowingly furnishing false information to a College Official relative to academic matters;
• Solicitation, aiding, abetting, concealing or attempting conduct in violation of this code or helping another to violate this code.

Nursing faculty shall have the authority to identify academic dishonesty. Imposed sanctions could include failure on the assignment, failure in the course, or other disciplinary sanctions as outlined in the Kaskaskia College Student Handbook. Students will be required to meet with the Associate Dean of Nursing and Allied Health prior to attending any further classes or clinical sessions. Students will read and sign the academic honesty code at the beginning of the Practical Nursing Program.

PROGRESSION

• All nursing and science/humanities courses as designated must be successfully completed in sequence.

  • Students must successfully complete Fundamentals I (PRNU 151) before entering Fundamentals II (PRNU 153).
  • Students must successfully complete Fundamentals I (PRNU 151), Fundamentals II (PRNU 153), Structure and Function (PRNU 141), Community Health Nursing (PRNU 162), Mental Health Nursing (PRNU 166), and Drug Calculations (PRNU 154) before entering Medical-Surgical Nursing I (PRNU 159).
  • Students must successfully complete Medical-Surgical Nursing I (PRNU 159) before entering Medical-Surgical Nursing II (PRNU 160).
  • Students must successfully complete Medical-Surgical Nursing I and II (PRNU 159 and 160) and Medications (PRNU 158) prior to entry into the third and final semester of the program.
  • Dosage Calculations (PRNU 154) and (NURS 107) may be considered equal. Medication (PRNU 158) and Pharmacology (PRNU 109) may be considered equal.

• Failure or withdrawal from any nursing course or science course will cause the student to be out of normal progression and means that enrollment in those classes will be on a space available basis.

• Students who maintain normal progression have higher priority for space during registration.

• Failure is defined as any grade below a ‘C’ grade. The student who earns a grade below a ‘C’ or withdraws from a course shall be permitted to re-enroll in the course on a space-available basis. Failure or withdrawal from PRNU 150 requires the student to re-apply to the program.

OUT OF PROGRESSION
• Students enrolled in the nursing program that fail or withdraw from any science or nursing course will be out of normal progression.

• Students who have successfully completed nursing courses and have elected to request a leave of absence for personal reasons will be out of progression. Students requesting a leave of absence (where the student withdraws in good standing in the nursing program) will write a letter of intent to take a leave of absence from the program to the Associate Dean of Nursing and Allied Health and Health Sciences stating their intent and reason for withdrawal and timeframe for return.

• Students who have been out of the program for more than one year must successfully complete evaluation exams prior to being granted reentry. The student will be required to show academic and clinical proficiency prior to being readmitted into the program. After two years of absence from the program the student will be required to reapply for entrance into the beginning of the program. Space will not be held pending completion of the evaluation process.

• Students who are out of progression will complete an out of progression form each semester. Forms can be obtained from the LPN coordinator, completed by the students and returned to the LPN coordinator. It is the student’s responsibility to return the out of progression form prior to the end of final exam week. Faculty will make all class and clinical assignments for out of progression students. Once assignments have been made, it is the student’s responsibility to retrieve their registration form from the LPN coordinator and submit it to admissions.

• ADN students seeking admission into the LPN program must meet with the LPN program coordinator. The LPN coordinator will consult with the Associate Dean and ADN faculty regarding student performance prior to granting approval for transfer to the LPN program. Transfers from the ADN program and placement into to the LPN program will be considered on an individual basis. ADN students who have successfully completed the first two (2) semesters of the ADN program may be eligible for some course substitutions. ADN students will be considered out of progression for the LPN program and will receive consideration after all current In Progression and Out of Progression LPN students.

**DISMISSAL**

A student will be dismissed from the LPN Program:

• For unsafe clinical practice;

• Upon recommendation of the Progression Committee based upon student’s physical or psychological impairment that would constitute unsafe clinical practice.

• Upon recommendation of the Progression Committee based upon evidence of student’s abuse of drugs and/or alcohol.
• For two failures/withdrawals from the same nursing course.

• For a total of two clinical failures or withdrawal from 2 courses related to unsatisfactory clinical performance.

• For a total of three failures/withdrawals from any practical nursing courses. (Except PRNU 154)

NOTE: Any student who has been dismissed from the Kaskaskia College LPN program may NOT reapply.

The student has one opportunity to present his/her side of any issue to a Grievance Committee. The grievance procedure is outlined in the Student Handbook and College Catalog.

GRIEVANCE PROCESS - Progression Appeals Committee

A Progression Appeals Committee is convened when a student with extenuating circumstances files a written appeal regarding progression or dismissal from the program. Extenuating circumstances are those events that are unexpected and unplanned that impacted the students ability to succeed in a class. These would include (but are not limited to): death of an immediate family member, accident or illness requiring hospitalization, illness of immediate family member that required care giving duties on the student’s part. The student will identify the extenuating circumstances and plan for his/her success in the letter of request for a Progression Appeals Committee hearing. This letter must be submitted to the Associate Dean of Nursing and Allied Health within 30 days after dismissal. **A student may only appeal one course one time.**

The Associate Dean of Nursing and Allied Health is a non-voting member of the committee in charge of procedures and executions.

The committee shall be assembled by the Associate Dean of Nursing and Allied Health and shall consist of at least the following members in addition to the Associate Dean of Nursing and Allied Health:
   - One administrator
   - One non-nursing faculty member
   - One classified staff member
   - One student trustee or member of student congress
   - Admissions Officer

None of these committee members shall be biased toward the student or instructor involved nor should they have any other interest in the appeal.

The committee will meet within reasonable time after the appeal has been filed. The Associate Dean of Nursing and Allied Health will notify everyone on the committee of the date, place, and time.

When the hearing is convened, the student and instructor will each have an opportunity to present his/her position and documentation that pertains to the appeal. The committee members will then be given an opportunity to ask questions of the student and the instructor. When all information has been presented, the student and the instructor will be asked to leave the hearing. The committee members
will then discuss the appeal and make a decision.

The Associate Dean of Nursing and Allied Health and Health Sciences will be responsible for recording the results of the hearing and including the report in the student’s nursing office file.

If the Progression Appeals committee grants the student’s request to attempt a course for the third time, the student will be required to register for the lead instructor’s clinical group for the repeated course. The Progression Appeals committee may also assign other conditions to their approval (such as a requirement for participation in tutoring).

The Associate Dean of Nursing and Allied Health and Health Sciences will notify the student and the instructor of the decision.

An appeal of the Progression Appeals Committee’s decision can be made to the Vice President of Instructional Services.

**COLLEGE GRIEVANCE PROCEDURES AND STUDENT COMPLAINTS**

The Kaskaskia College Student Handbook outlines processes for students to follow if they have complaints. Kaskaskia College is committed to ensuring that student complaints regarding grade appeal, claims of harassment and other issues are addressed. Processes have been established within the college and are documented in the KC Student handbook for students to follow.

**GRADE APPEALS PROCEDURE**

1. A Grade Appeals Committee is convened when a student files a written appeal of a final grade. This appeal should be addressed to the Manager of Records and Registration within 30 days of the issuance of the grade.

2. The Manager of Records and Registration is a non-voting member of the committee in charge of procedures and executions.

3. The committee shall be assembled by the Manager of Records and Registration and shall consist of the following members in addition to the Manager of Records and Registration:
   a. One administrator from Instruction
   b. One faculty member
   c. One classified staff member
   d. One student
   e. Dean of Enrollment Services

4. None of these committee members shall be biased toward the student or instructor involved nor should they have any other interest in the appeal.

5. The committee will meet within 30 days after the appeal has been filed, whenever practical. Everyone on the committee will be notified of the date, place and time by the Manager of Records and Registration.
6. When the hearing is convened, the student and instructor will each have an opportunity to present his/her position and documentation. When all information has been presented, the student and the instructor will be asked to leave the hearing. The committee members will then discuss the appeal and make a decision.

7. The Manager of Records and Registration will be responsible for recording the results of the hearing and making a report to the Appropriate Dean.

8. The student and instructor shall both be notified of the decision by the Manager of Records and Registration.

9. An appeal of the Grades Appeals Committee’s decision can be made to the Appropriate Dean.

**GRADUATION**

A. All requirements for graduation must be met as outlined in the college catalog and approved by Registrar prior to applying for NCLEX-PN Exam.

B. Payment of all fees due to the College must be completed and approved by the Cashier prior to applying for NCLEX-PN Exam.

C. Each student must successfully complete required standardized exams throughout the program, a standardized exit examination and evaluation tools as designated by the program. Exams may be given on a day other than a scheduled class/clinical day. Students will not be allowed to sit for the Standardized Exit exam until all remediation has been completed and submitted. **Applications for NCLEX-PN will not be processed until the student passes the standardized exam at the program’s required pass point.**

1. If the student does not pass the standardized exam at the programs required pass point they may retake the exam no sooner than 48 hours of original exam. Scheduling of a retake exam is done at the discretion of the instruction. The student is required to complete remediation prior to the retake.

2. If the student is unsuccessful the student shall work with faculty to establish a remediation plan prior to exam retake. The study plan will be completed in no less than 2 weeks. The student will be responsible for the price of third exam.

3. If the student is not successful on the third attempt the student will take a nationally recognized course which includes an evaluation component and submit proof to the instructor. The application for NCLEX will be submitted once the student completes the preparation course with score that is at or equal to the probability of passing the NCLEX at the program’s required pass point.

**PINNING CEREMONY**

Nursing students will be allowed to participate in pinning ceremonies only after completing all the requirements for graduation.
PROVISION 1: The nurse, in all professional relationships, practices with compassion and respect for the inherent dignity, worth, and uniqueness of every individual, unrestricted by consideration of social or economic status, personal attributes or the nature of health problems.

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

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

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

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

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

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

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

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

Accepted by the ANA House of Delegates, June 2001
The NSNA Student Bill of Rights and Responsibilities was initially adopted in 1975. The document was updated by the NSNA House of Delegates in San Antonio, Texas (1991); and item #4 was revised by the NSNA House of Delegates in Baltimore, Maryland (2006).

1. Students should be encouraged to develop the capacity for critical judgment and engage in a sustained and independent search for truth.

2. The freedom to teach and the freedom to learn are inseparable facets of academic freedom: students should exercise their freedom in a responsible manner.

3. Each institution has a duty to develop policies and procedures which provide and safeguard the students' freedom to learn.

4. Under no circumstances should a student be barred from admission to a particular institution on the basis of race, color, creed, national origin, ethnicity, age, gender, marital status, lifestyle, disability, or economic status.

5. Students should be free to take reasoned exception to the data or views offered in any course of study and to reserve judgment about matters of opinion, but they are responsible for learning the content of any course of study for which they are enrolled.

6. Students should have protection through orderly procedures against prejudiced or capricious academic evaluation, but they are responsible for maintaining standards of academic performance established for each course in which they are enrolled.

7. Information about student views, beliefs, political ideation, or sexual orientation which instructors acquire in the course of their work or otherwise, should be considered confidential and not released without the knowledge or consent of the student, and should not be used as a basis of evaluation.

8. The student should have the right to have a responsible voice in the determination of his/her curriculum.

9. Institutions should have a carefully considered policy as to the information which should be a part of a student's permanent educational record and as to the conditions of this disclosure.

10. Students and student organizations should be free to examine and discuss all questions of interest to them, and to express opinions publicly and privately.

11. Students should be allowed to invite and to hear any person of their own choosing within the institution's acceptable realm, thereby taking the responsibility of furthering their education.

12. The student body should have clearly defined means to participate in the formulation and application of institutional policy affecting academic and student affairs, e.g., through a faculty-student council, student membership or representation on faculty committees.
13. The institution has an obligation to clarify those standards of behavior which it considers essential to its educational mission, its community life, or its objectives and philosophy.

14. Disciplinary proceedings should be instituted only for violations of standards of conduct formulated with significant student participation and published in advance through such means as a student handbook or a generally available set of institutional regulations. It is the responsibility of the student to know these regulations. Grievance procedures should be available for every student.

15. As citizens and members of an academic community, students are subject to the obligations which accrue to them by virtue of this membership and should enjoy the same freedoms of citizenship.

16. Students have the right to belong or refuse to belong to any organization of their choice.

17. Students have the right to personal privacy in their living space to the extent that the welfare and property of others are respected.

18. Adequate safety precautions should be provided by nursing programs, for example, adequate street lighting, locks, and other safety measures deemed necessary by the environment.

19. Dress code, if present in school, should be established with student input in conjunction with the school director and faculty, so the highest professional standards are maintained, but also taking into consideration points of comfort and practicality for the student.

20. Grading systems should be carefully reviewed periodically with students and faculty for clarification and better student-faculty understanding.

21. Students should have a clear mechanism for input into the evaluation of nursing faculty.

ACADEMIC HONESTY

Kaskaskia College and the Practical Nursing Program operate most effectively when the members accept and maintain the KC Core Values. In the classroom and clinical, honesty is a critical behavior norm.
Students uphold academic honesty by doing their own work, by refusing to assist others in deception and by being honest with themselves and others. Academic dishonesty violates the academic integrity expected of all students. According to the Kaskaskia College Student handbook, acts of academic dishonesty include but are not limited to:

Plagarism- Representing the words or ideas of another as one’s own work

Cheating – By any method or means. This includes using or attempting to use unauthorized materials (tests) or information in any way including copying from another person’s work or preparing work for another person that is to be presented as the other person’s work;

Solicitation, aiding, abetting, concealing, or attempting to conduct in violation of this code or helping another to violate this code

Nursing faculty shall have the authority to identify academic dishonesty. Imposed sanctions could include failure on the assignment, failure in the course, or other disciplinary sanctions as outlined in the Kaskaskia College Student Handbook.

Students will be required to meet with the Associate Dean of Nursing and Allied Health prior to attending any further classes or clinical sessions.
BLOGGING AND SOCIAL NETWORKING POLICY

Professional Behavior is outlined in the Nursing Program Student Handbook. Students should avoid all discussion of personalities, etc. involving college faculty, clinical instructors, other students, doctors, hospital personnel, and patients. Students should refrain from discussion of problems, issues, or negative experiences encountered either on campus or in the Nursing Department or other hospital departments on any social network.

The following are guidelines that should be followed when creating blogs, commenting on a blog, creating a LinkedIn profile, using Facebook or MySpace, and/or engaging in any other social networking, including contributing to or through any of the other online media.

PERSONAL EXPRESSION

Personal Blogs and social networking contain the views of a particular student, not the views of the college and/or clinical education setting (hospital). However, readers may not immediately appreciate this concept. Students shall not discuss clinical experiences while using social networking sites.

PROTECT CONFIDENTIAL/TRADE SECRET INFORMATION

When posting blogs and/or contributing to or through any social networking site, students must refrain from disclosing confidential, proprietary, sensitive and/or trade secret information of the clinical and third parties.

BE RESPECTFUL AND EXERCISE COMMON SENSE

All blogs and social networking contributions must comply with the Nursing Programs policies, including but not limited to Kaskaskia College’s Code of Student Conduct policies and procedures. When posting to your blog and/or contributing to or through any social networking site, be respectful of others. Assume faculty, other students, co-workers, hospital personnel, patients, and future employers are reading your blogs and contributions.

The Nursing Program will determine, in its sole discretion, whether a particular blog or social networking use violates the programs policies. As with all other policies, violation of this policy may result in discipline, up to and including dismissal from the program.
The student must be free of any condition, disease or illness that could alter his/her ability to perform clinical duties, or has required medical treatment and/or hospitalization. The student will not be allowed to attend clinical without the physician’s written release to perform full clinical duties and responsibilities without restrictions.”

Clinical Duties shall include but are not limited to the following:

The student is able to:
___1. Perform up to twelve hours in a clinical/laboratory setting
___2. Work in a standing position for extended periods of time
___3. Walk frequently, often carrying equipment or supplies
___4. Lift and carry up to 25 pounds (transfer client)
___5. Support 25 pounds (ambulate client)
___6. Push and pull 25 pounds (position client)
___7. Frequently lift or move heavy objects and or equipment
___8. Apply up to 10 pounds of pressure to bleeding sites
___9. Sustain repetitive movements (CPR)
__10. Stoop, bend and maneuver in tight places
__11. Move quickly in response to an emergency
__12. Hear sufficiently to detect speaking levels, faint body sounds and equipment alarms
__13. Have vision to see objects 20 feet away, use depth perception,
__14. Tactile abilities to distinguish pulses, temperature and vein palpation
__15. Able to tolerate and distinguish various odors
__16. Perform professionally and effectively in a stressful environment
__17. Ability to concentrate and make decisions without interference from prescription medications

I certify that ___________________________________has met all of the above criteria and is able to return to clinical duties with no restrictions.

Date_____________________

Physicians Signature_______________________________


CONSENT FOR CRIMINAL BACKGROUND CHECK AND DRUG SCREEN

My signature below indicates that I have read the Drug Testing and Criminal Background Screening
policy of Kaskaskia College, and have been provided with a copy of the same. I understand that the results of the criminal background check and drug screening are to be used for the purposes of determining my eligibility for a clinical education experience in my educational program. By signing below, I provide my voluntary and irrevocable consent for a criminal background check and drug screen to be conducted and for the results of such to be released to Kaskaskia College, who in turn may share said information with the healthcare clinical agency with whom I am being assigned for a clinical experience.

__________________________________  ________________  
Signature  Date

__________________________________
Printed Name
The following criteria will be used to evaluate the lab/clinical progress of students. Students and faculty will use the criteria to identify learning needs and to assess lab/clinical performance. To be satisfactory in lab/clinical performance, a student must:

- Have performance rating of 2.0 or above on each criterion on the final evaluation.
- Demonstrate knowledge of all previously met objectives and skills.
- Complete a self evaluation on each clinical day.

Unsatisfactory – Score of 1
1. Unable to consistently apply theory to practice.
2. Inconsistent performance despite directions from instructor.
3. Potential for errors.
4. Lack of organization and ability to work efficiently.
5. Lacks initiative in seeking learning experiences.
6. Absence of professional appearance and behavior.

Expected Behavior – Score of 2
1. Can apply theory to clinical with direction.
2. Consistent performance with direction of instructor.
3. Recognizes situations where errors could occur with guidance of instructor.
4. Demonstrates beginning organizational skills and shows progress in completing nursing care in a timely fashion.
5. Shows initiative in seeking learning experiences.
6. Attempts to demonstrate professional appearance and behavior.

Beyond Expectation – Score of 3
1. Consistently applies theory in clinical decision making.
2. Consistent performance with direction of instructor.
3. Independently recognizes situations where errors could occur.
4. Able to prioritize care based on individual needs of 2 -3 patients.
5. Demonstrates consistent organizational skills and completion of skills in a timely fashion.
6. Demonstrates professional appearance and behavior.

ANY SITUATION THAT SIGNIFICANTLY COMPROMISES PATIENT SAFETY OR ANY EXCESSIVE BREACH OF PROFESSIONALISM MAY RESULT IN IMMEDIATE CLINICAL FAILURE.

I have read and understand the clinical evaluation performance criteria.

Student Signature: ________________________________ Date: __________________________

KASKASKIA COLLEGE
PRACTICAL NURSING PROGRAM
CLINICAL EVALUATION TOOL- SECOND SEMESTER
The following criteria will be used to evaluate the lab/clinical progress of students. Students and faculty will use the criteria to identify learning needs and to assess lab/clinical performance. To be satisfactory in lab/clinical performance, a student must:

- Have performance rating of 2.0 or above on each criterion on the final evaluation.
- Demonstrate knowledge of all previously met objectives and skills.
- Complete a self evaluation on each clinical day.

 Unsatisfactory – Score of 1
  1. Unable to consistently apply theory to practice.
  2. Inconsistent performance despite directions from instructor.
  3. Potential for errors.
  4. Lack of organization and ability to work efficiently.
  5. Lacks initiative in seeking learning experiences.
  6. Absence of professional appearance and behavior.

 Expected Behavior – Score of 2
  1. Can apply theory to clinical with practice.
  2. Consistent performance with minimal direction.
  3. Recognizes situations where errors could occur.
  4. Demonstrates organizational skills and completes nursing care in a timely fashion for 1-2 patients.
  5. Shows initiative in seeking learning experiences, and shows preparation for assignments.
  6. Demonstrates professional appearance and behavior.

 Beyond Expectation – Score of 3
  1. Accurately and consistently applies theory in clinical decision making.
  2. Independently can perform after verifying with the instructor.
  3. Independently recognizes situations where errors could occur and intervenes to prevent error.
  4. Able to prioritize care based on individual needs of 2-3 patients.
  5. Recognizes areas of inexperience, and seeks learning experiences to enhance knowledge.
  6. Exemplifies qualities of the professional nurse.

 **ANY SITUATION THAT SIGNIFICANTLY COMPROMISES PATIENT SAFETY OR ANY EXCESSIVE BREACH OF PROFESSIONALISM MAY RESULT IN IMMEDIATE CLINICAL FAILURE.**

 I have read and understand the clinical evaluation performance criteria.

 Student Signature: ___________________________ Date: ____________________
The following criteria will be used to evaluate the lab/clinical progress of students. Students and faculty will use the criteria to identify learning needs and to assess lab/clinical performance. To be satisfactory in lab/clinical performance, a student must:

- Have performance rating of 2.0 or above on each criterion on the final evaluation.
- Demonstrate knowledge of all previously met objectives and skills.
- Complete a self evaluation on each clinical day.

Unsatisfactory – Score of 1
1. Unable to consistently apply theory to practice.
2. Inconsistent independent performance.
3. Potential for errors.
4. Lack of organization and ability to work efficiently.
5. Avoids learning experiences.
6. Absence of professional appearance and behavior.

Expected Behavior – Score of 2
1. Consistently applies past and current theory to clinical practice areas.
2. Consistent performance with minimal direction.
3. Independently recognizes situations where errors could occur.
4. Demonstrates organizational skill and completes care of 1-3 patients in timely fashion.
5. Shows initiative in seeking learning experiences, shows preparation prior to patient care.
6. Demonstrates professional appearance and behavior.

Beyond Expectation – Score of 3
1. Accurately and consistently utilizes past and current theory in clinical decision making.
2. Independently can perform after verifying with instructor.
3. Independently recognizes situations where errors could occur and intervenes to prevent error.
4. Able to prioritize care based on individual needs of 3 or more patients
5. Delegates tasks to team members as required.
6. Recognizes areas of inexperience and seeks learning experiences to enhance knowledge.
7. Exemplifies qualities of the professional nurse.

ANY SITUATION THAT SIGNIFICANTLY COMPROMISES PATIENT SAFETY OR ANY EXCESSIVE BREACH OF PROFESSIONALISM MAY RESULT IN IMMEDIATE CLINICAL FAILURE.

I have read and understand the clinical evaluation performance criteria.

Student Signature: ____________________________ Date: ______________________
KASKASKIA COLLEGE
DEPARTMENT OF NURSING
INCIDENT REPORT

Date _______________  Student ___________________

Course _______________  Student ID number ____________

HOSPITAL INCIDENT REPORT FILED  Yes ☐  No ☐

Patient Involved ______________________________________________________________

Last Name  First Name  Middle Name

Male ☐  Female ☐  Age ____________

Hospital _______________ Division _______________ Room No. # ____________

Diagnosis ________________________________ Dr. ________________________________

Patient’s Condition: Normal ☐  Disoriented ☐  Sedated ☐  Other ☐

Witness to Incident _________________________________________________ __________

Describe incident in detail (to be completed by student):

Location _____________________________________________________________________

Incident:

How could this have been prevented?

Date _______________  Student’s Signature _________________________________

Necessary people notified, and by whom? _________________________________

______________________________

Statement of Instructor:

Date ___________________ Student’s Signature _____________________________

Date Received ______________

Associate Dean of Nursing and Allied Health ________________________________
STUDENT PROFESSIONAL PORTFOLIO

Purpose:
- To be used as a means of performance assessment and serves as a focus of discussion between the student and faculty member.
- To empower the student through analysis and critique of his or her own work.
- To enhance the student’s self-esteem by focusing on accomplishments.
- To showcase credentials not available on a resume during an interview for future employment

General directions:
- Keep the portfolio in a notebook (½-1 inch wide)
- Begin the portfolio the first semester in the program
- Follow the guidelines for each section to be included in the notebook
- All contents should be college quality presentation
- Maintenance of this portfolio is the responsibility of the student
- Faculty may periodically request review of the portfolio

Contents:
- Self-evaluation
- HESI assessment evaluations
- Clinical experiences
  - Description of rotations
  - Selected evaluations, papers, and projects
  - Clinical skills performed
- Professional and community organizations
- Honors and awards
- Health records
  - Immunization records
  - CPR card
- Diplomas, transcripts and certificates
- Letters of recommendation

The portfolio will be reviewed by each theory instructor throughout the program.

In the event of an appeal, students will be required to present their portfolio to the progression appeals committee.
KASKASKIA COLLEGE
PRACTICAL NURSING PROGRAM
TESTING POLICY

The following policies apply for each and every test given in the nursing program. These examination policies mimic the testing situation that graduates will face when taking the NCLEX-RN examination. Test takers are not permitted to have any personal items in the classroom at the student's desk. Pencils and plain paper may be supplied by the instructor. The pencil and paper must be returned to the instructor when the exam is submitted.

1. All testing will be completed during the first portion of class (i.e., no lecture will occur prior to testing in that class session)

2. Students may not enter the testing room until an instructor is present and remains in the room.

3. The following are NOT permitted in the classroom at the student's desk:
   - Drinks are not allowed during testing.
     - Students may leave beverages in their cars or at a place provided in the front of the room
   - Bookbags/purses are not allowed during testing.
     - Students may leave these in their cars or placed along the walls of the room or space provided by the instructor.
   - Cell phones and other electronic devices are not allowed during testing.
     - Students may leave these in their cars or placed along the walls of the room or space provided by the instructor.
     - Students are encouraged to give the nursing office number to their families so they can be reached in case of an emergency.
   - Coats, jackets, and hats are not allowed during testing.
     - Students may leave these in their cars or placed along the walls of the room or space provided by the instructor.
TUBERCULOSIS GUIDELINES FOR HEALTH OCCUPATIONS PROGRAMS

1. Students applying for a program must have an initial 2-step TB skin test OR a Quantiferon-TB Gold (IGRA) blood test.

2. Students with negative initial testing must have annual TB skin test OR IGRA

3. Entering students who have a history of positive TB testing must
   • submit evidence of a negative chest x-ray within 6 months of applying for the program OR
   • submit evidence of medical clearance by a qualified health care provider based on three negative sputum smears
   • Students with history of positive TB testing must submit an annual TB Health Questionnaire and seek follow-up medical care if needed. The TB Health Questionnaire will be kept on file during the student’s time in the program.

4. Any student who develops a positive TB test after matriculation at Kaskaskia College must seek care from a qualified health care provider.
   • If the student is asymptomatic, evidence of a negative chest x-ray must be submitted
   • If the student is asymptomatic and the chest x-ray is positive, medical clearance by a qualified health care provider based on three negative sputum smears must be submitted