ASSOCIATE DEGREE NURSING STUDENT HANDBOOK

An Equal Opportunity/Access Educator/Employer
Revised November 2020

WELCOME

Welcome to the Associate Degree Nursing program at Gateway Technical College. The faculty wishes you success as you undertake this exciting and demanding step in your education as a professional nurse.

This handbook is designed to supplement the Gateway Technical College Student Handbook and provide you with information specific to the Associate Degree Nursing program. It is important to read the entire handbook, familiarizing yourself with the content.

If you have further questions or need additional information, please contact your ADN Faculty Advisor.

Additional information about Gateway and the ADN program may be found on Gateway's Web page at **www.gtc.edu/nursing.** All ADN course materials can be found on our nursing web site at **www.gtc.edu** then select "current students" and log into Blackboard.

ACCREDITATION

The Associate Degree Nursing program is fully approved by the following:

Wisconsin Board of Nursing
PO Box 8935
Madison, WI 53708-8935
web@drl.state.wi.us ▪ **Wisconsin Board of Nursing**

Accreditation Commission for Education in Nursing, Inc.
3343 Peachtree Road NE Suite 850
Atlanta, GA 30326
www.acenursing.org

The North Central Association Higher Learning Commission
30 N LaSalle Street, Suite 2400
Chicago, IL 60602-2504
(800) 621-7440; (312) 263-0456; Fax: (312) 263-7462

WELCOME

Victoria Hulback, DNP, RN, CHSE

Dean, School of Health

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I
Gateway Technical College

ESSENTIAL CAREER COMPETENCIES

Communication Competence

- Communicate using clear, respectful, and professional terminology
- Use non-verbal signals to facilitate effective communication
- Apply empathy and perception checking
- Listen critically
- Resolve interpersonal conflicts through communication
- Provide and receive feedback

Professionalism and Career Management

- Demonstrate personal accountability, effective work habits, and behavior appropriate to the work environment
- Identify opportunities for professional growth
- Act with integrity, honesty, and transparency
- Navigate career opportunities
- Articulate personal strengths

Cultural Competence

- Examine the impact of power, privilege, and bias on behavior and relationships (personal and group)
- Analyze the key components of self-awareness, which include personality characteristics, personality values, habits, needs, and motivations as a diverse being
- Communicate in a manner that is respectful and inclusive of diverse audiences
- Demonstrate respect for the complex range of cultural norms and experiences among diverse people
- Work collaboratively and respectfully as members and leaders of diverse groups

Critical Thinking and Problem Solving

- Identify issues
- Analyze issues
- Evaluate information
- Use evidence and data
- Use structured thought processes to make well-reasoned decisions

Teamwork and Collaboration

- Assume appropriate roles (leader, follower, contributor)
- Respect others' viewpoints
- Contribute to team efforts
- Build collaborative relationships
- Resolve conflicts constructively

Technology Competence

- Adapt to evolving technologies
- Identify innovative applications for technology
- Use technology ethically and responsibly
- Align technology to job at hand
- Balance use of technology with other communication channels

POLICY H-110 EQUAL OPPORTUNITY CIVIL RIGHTS AND SEXUAL HARASSMENT

Policy Statement

To provide equal employment, advancement, and learning opportunities to all individuals, employment and student admission decisions at Gateway will be based on merit, qualifications, and abilities. Gateway will not discriminate against any employee, applicant for employment, student or applicant for admission on the basis of race, color, national origin, ancestry, sex, sexual orientation, creed, religion, political affiliation, marital status, parental status, pregnancy, disability, age, membership in any reserve component of the armed forces, union affiliation, or any other protected category under applicable local, state or federal law, including protections for those opposing discrimination or participating in any resolution process on campus or within the Equal Employment Opportunity Commission or other human rights agencies.

As a recipient of federal financial assistance for education activities, Gateway is required by Title IX of the Education Amendments of 1972 to ensure that all of its education programs and activities do not discriminate on the basis of sex/gender. Sex includes sex, sex stereotypes, gender identity, gender expression, sexual orientation, and pregnancy or parenting status. Gateway also prohibits retaliation against any person opposing discrimination or participating in any discrimination investigation or complaint process internal or external to the institution.

Sexual harassment, sexual assault, dating and domestic violence, and stalking are forms of sex discrimination, which are prohibited under Title IX and by Gateway policy. Any member of the campus community, guest, or visitor who acts to deny, deprive, or limit the educational, employment, residential, or social access, opportunities and/or benefits of any member of the Gateway community on the basis of sex or any other protected class listed above is in violation of Gateway's policy on Equal Opportunity, Civil Rights, and Sexual Harassment. Any person may report sex discrimination (whether or not the person reporting is the person alleged to have experienced the conduct), in person, by mail, by telephone, by video, or by email, using the contact information listed for the Title IX Coordinator (below). A report may be made at any time (including during non-business hours) by filing a report at gtc.edu/safety or sending an email.

Josh Vollendorf, MSE, PHR
Director of Compliance/Title IX Coordinator
Kenosha Campus, Administration Center
3520 30th Ave, Kenosha, WI 53144
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November 2020

II
Associate Degree Nursing Program

WISCONSIN TECHNICAL COLLEGE SYSTEM NURSING CURRICULUM PHILOSOPHY

This philosophy incorporates Wisconsin Technical College System (WTCS) faculty beliefs regarding nursing education as shaped by the WTCS nursing mission statement.

Nursing is the dynamic interpersonal goal-directed process that seeks to promote optimal health within the context of individuals, family, community, and society. The concepts of caring and integrity are central to nursing and communicated through both attitude and action. Nursing uses the nursing process, a problem-solving approach to provide holistic, patient centered care to individuals, families, and groups. Nurses assess health and make clinical decisions to manage and provide safe and effective nursing care according to standards of practice within the legal, ethical, and regulatory frameworks. Nursing is based on knowledge and science and is demonstrated by evidence-based practice. Through collaboration with other healthcare professionals, nursing is responsive to the needs of the community across the health- illness and lifespan continuum.

Individuals, families, and groups are diverse, complex living beings, in which physical, psychological, cultural and spiritual health processes are in constant interaction. This constant interaction provides the capacity for change. Individuals have inherent worth, dignity, and autonomy in healthcare decisions.

Nursing education facilitates the development of knowledge, attitudes, and skills appropriate to the learner's level of nursing practice. Nursing education integrates concepts from nursing and other disciplines and takes place in institutions of higher learning. As a practice discipline, nursing education requires the use of performance based instruction with measurable competencies. Faculty and learners create a safe, cooperative environment which stimulates the spirit of inquiry, clinical reasoning, and self- directed lifelong learning. Excellence in nursing education is achieved by providing students with a rigorous and dynamic curriculum using technology, partnerships, and resources. Graduates are prepared to meet community specific healthcare needs as entry level practitioners.

System-wide Curriculum. The WTCS nursing programs provide a seamless curriculum, which is flexible and accessible for learners on a statewide basis. Prior learning, experience, and career mobility are valued and efforts are aimed at facilitating articulation between levels of nursing. Information gathering within the community network that includes advisory committees, employers, and healthcare consumers enhances curriculum review and revision.

Mission Statement:

The nursing programs within the Wisconsin Technical College System (WTCS) are committed to educational excellence. We prepare nurses with the knowledge, skills, and attitude to enhance and restore the well-being of individuals, families, and the community by using the nursing process.

Vision Statement:

The Wisconsin Technical College nursing programs provide a quality, dynamic learning environment, which prepares a diverse workforce of nurses to meet community needs.

We Value:

1. Diversity
2. Evidence-based practice
3. Holistic, patient-centered care
4. Honesty, integrity, and fairness
5. Lifelong learning
6. Safe and cooperative work environments
7. Partnerships with students, businesses, government, educational systems, and communities
8. Wise use of technology and resources entrusted to us

Revised 4/23/2019

CONCEPTUAL FRAMEWORK

The conceptual framework of the Associate Degree State Nursing Curriculum is derived from the mission and philosophy of the nursing program. This conceptual model is a visualization of the interrelationships between the nursing students, the values of the program, and main concepts that are threaded throughout the program outcomes and competencies.

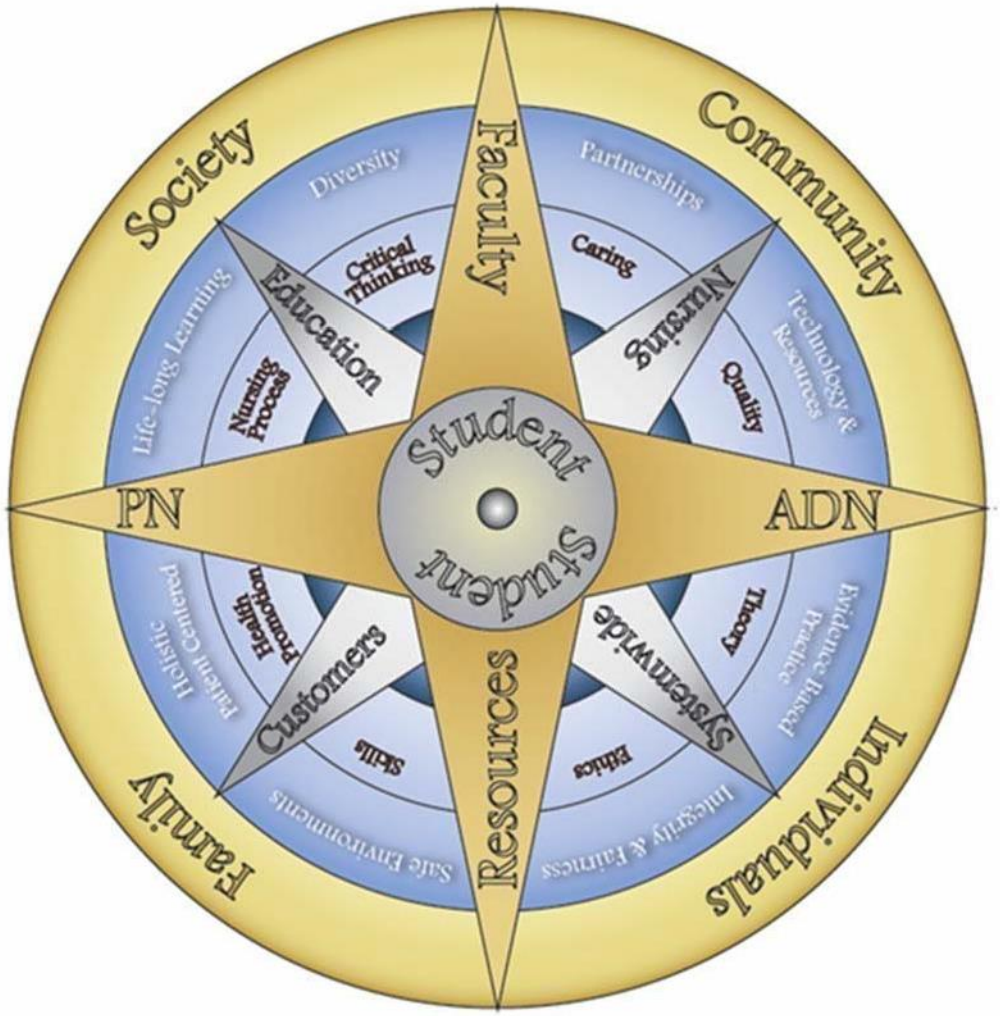
The compass symbolizes the direction of the student's growth throughout the program as well as their future endeavors. The star focuses on the program itself, the customers and student resources. Eight core values defined in the mission are noted in the inner circle. The middle circle describes the threads of the nursing program, necessary for growth and direction for the student. The threads add structure to the content and attainment of program outcomes. The outer circle depicts the environment where nursing care is provided and student learning develops

Three major concepts are integrated into this conceptual framework. The first concept is the tradition of nursing care in a holistic, patient-centered environment. The second concept is the Nursing Process and the integration of the process into every nursing course. The third concept is the outcomes that are woven throughout the program, which help to organize the course content. The program outcomes are also the framework for evaluation of student progress, direction, and performance. All of the concepts utilize evidence-based practice and information from the sciences, technology, and humanities.

GATEWAY TECHNICAL COLLEGE

Associate Degree Nursing Program

Conceptual Framework



ADN AND PN PROGRAM OUTCOMES

Listed below are the final Associate Degree Nursing and Practical Nursing program outcomes for the WTCS Aligned Nursing Programs.

PN1: Implement one's role as a nurse in ways that reflect integrity, responsibility, ethical practices, and an evolving identity as a nurse committed to caring, advocacy, and quality care while adhering to evidence-based practice	**ADN1: Implement one's role as a nurse in ways that reflect integrity, responsibility, ethical practices, and an evolving professional identity as a nurse committed to evidence based practice, caring, advocacy, and quality care.**
1. Exhibit caring behaviors in collaboration with the healthcare team through advocacy on behalf of patients, families and caregivers 2. Practice within the PN legal and ethical frameworks for nursing 3. Demonstrate responsibility and accountability for learning, actions, and patient care 4. Provide quality care within the PN scope of practice complying with evidence-based standards	1. Exhibit caring behaviors trough advocacy on behalf of patients, families and caregivers. 2. Practice within the RN legal and ethical frameworks for nursing. 3. Demonstrate responsibility and accountability for learning, actions, and management of the patient care team. 4. Provide and evaluate quality care within the RN scope of practice utilizing evidence-based research
PN2: Demonstrate appropriate written, verbal, and nonverbal communication in a variety of clinical contexts	**ADN2: Demonstrate appropriate written, verbal, and nonverbal communication in a variety of clinical contexts**
1. Utilize appropriate communication strategies based on patient need 2. Reinforce accurate, complete and pertinent information to patients, families, and the healthcare team 3. Evaluate and modify communication strategies on an ongoing basic	1. Utilize appropriate communication strategies based on patient need 2. Provide accurate, complete, and pertinent information to patients, families and the healthcare team 3. Evaluate and modify communication strategies on an ongoing basis

PN3: Integrate knowledge of social, mathematical, and physical sciences, pharmacology, and disease processes while participating in clinical decision making	ADN3: Integrate social, mathematical, and physical sciences, pharmacology, and pathophysiology in clinical decision making
1. Maintain a questioning and open mind to consider new approaches, ideas and best practices 2. Apply theoretical knowledge and skills to assist in the care of patients 3. Provide rationale for judgments and decisions used in the provision of safe, quality care	1. Maintain a questioning and open mind to consider new approaches, ideas and best practices 2. Incorporate theoretical and evidence based knowledge and skills to analyze relevant data to support clinical decision making 3. Make judgments substantiated with evidence that integrate nursing science in the provision of safe, quality care, that promotes the health of patients in the family and community context
PN4: Provide patient centered care under supervision by participating in the nursing process across diverse populations and healthcare settings	**ADN4: Provide patient centered care by utilizing the nursing process across diverse populations and healthcare settings**
1. Assist with the application of the nursing process (assessment, diagnosis, planning, implementation and evaluation) 2. Demonstrate unbiased respect for diversity through holistic and patient centered care 3. Provide nursing are to promote health, safety and wellbeing, and self-care management 4. Contribute to a positive patient and family experience	1. Demonstrate application of the nursing process (assessment, diagnosis, planning, implementation and evaluation) 2. Demonstrate unbiased respect for diversity through holistic and patient centered care 3. Provide and direct nursing care to promote health, safety and well-being, and self-care management 4. Contribute to a positive patient and family experience

PN5: Minimize risk of harm to patients, members of the healthcare team, and self through safe individual performance and participation in system effectiveness	ADN5: Minimize risk of harm to patients, members of the healthcare team and self through safe individual performance and participation in system effectiveness
1. Implement and monitor practices for infection prevention 2. Utilize national patient safety resources, initiatives and regulations 3. Report errors and participate in system improvements	1. Implement and evaluate infection prevention practices 2. Analyze the utilization of national patient safety resources, initiatives and regulations 3. Participate in analyzing errors and designing system improvements
PN6: Collaborate as an active member of the multidisciplinary healthcare team to provide effective patient care throughout the lifespan	**ADN6: Lead the multidisciplinary healthcare team to provide effective patient care throughout the lifespan**
1. Function within the PN scope of practice as a member of the healthcare team 2. Adapt communication to the team and situation to share information or solicit input 3. Implement the recommendations of others in helping the patient and/or family achieve health goals	1. Function within the RN scope of practice as a member of the healthcare team 2. Adapt communication to the team and situation to share information or solicit input 3. Coordinate the contribution of others who play a role helping the patient and/or family achieve health goals
PN7: Use information and technology to communicate, manage data, mitigate error, and assist with decision-making	**ADN7: Use information and technology to communicate, manage data, mitigate error, and support decision-making**
1. Access data from a variety of sources 2. Document patient care in an electronic health record according to established standards 3. Apply technology and information management tools to support safe processes of care 4. Gather data to support quality improvement activities 5. Adhere to security measures to protect the confidentiality of all forms of health information	1. Access data from a variety of sources 2. Plan and document patient care in an electronic health record 3. Apply technology and information management tools to support safe processes of care 4. Analyze data from a quality system to improve practice 5. Adhere to security measures to protect the confidentiality of all forms of health information

III
Nursing Program Information

NURSING INFORMATION

There is a growing need for healthcare services, and you can make a difference by preparing for a career that changes lives and helps others in need. Registered nurses (RNs) record patients' medical histories and symptoms as well as help perform diagnostic tests and analyze results. They also operate medical machinery, administer treatment and medications, and help with patient follow-up and rehabilitation.

Some nurses may work to promote general health by educating the public on warning signs and symptoms of disease. RNs may also run general health screenings or immunization clinics, blood drives, and public seminars on various conditions.

Gateway Technical College's Nursing Associate Degree Program is accredited by the **Accreditation Commission for Education in Nursing, INC.** (ACEN) The program includes classroom instruction and supervised clinical experiences in local hospitals and other healthcare facilities The degree program is offered at the Kenosha Campus and the Burlington Center but students can also take classes online.

Courses include anatomy, physiology, microbiology, chemistry, nutrition, psychology, and other behavioral sciences.

Gateway graduates can find nursing careers in a wide variety of places. These include hospitals, schools, home health settings, clinics, cancer centers, hospices, nursing homes, and correctional facilities. Job responsibilities can include patient care, patient education, explaining post-treatment home care needs, diet, nutrition, and exercise programs, self-administration of medication, and physical therapy.

Nursing students begin their clinical practicum in the first semester in the program and continue until the last semester. Supervised clinical experiences are provided in hospital departments such as pediatrics, psychiatry, maternity and surgery, but can also occur in long term care facilities, public health departments, home health agencies and ambulatory clinics.

Students also receive hands-on training using the Human Patient Simulator, which helps students practice technical skills by simulating real life emergencies in a controlled lab setting. The simulators look and act like an actual real-life patient providing students with the opportunity to demonstrate their knowledge, technical ability and critical thinking skills. Community health fairs and other service learning efforts help students gain further real world experience and put the skills students have learned in the classroom into practice.

Nursing students also have the opportunity to learn as part of Gateway's study abroad program. In the past they have traveled to other countries to provide healthcare services to communities in need.

Gateway's Student Nursing Association is one organization students can join. These groups provide students with opportunities for networking and professional development. Students are also encouraged to join one of the several organizations available for career advancement and professional development. These organizations and career resources include:

1. **American Nursing Association, A.N.A**
2. **Nursing Career Resources**
3. **Department of Safety and Professional Services** (access to the Wisconsin Board of Nursing Licensure Applications)
4. **National Association of Black Nurses**
5. **National Association of Hispanic Nurses**
6. **Nurse Practice Act**
7. **National Student Nurse Association**
8. **Wisconsin Nurses Association**

JOB AND SALARY OUTLOOK

According to the Bureau of Labor Statistics, employment of registered nurses is projected to grow 12 percent from 2018 to 2028, much faster than the average for all occupations. Growth will occur for a number of reasons, including an increased emphasis on preventive care; increasing rates of chronic conditions, such as diabetes and obesity; and demand for healthcare services from the baby-boom population, as this group leads longer and more active lives.

The median annual wage for registered nurses was $73,300 in May 2019. Salary is dependent on the area of employment, qualifications of the nurse and area of specialty. Certification and Licensing.

Gateway Technical College's Nursing program prepares students for the **National Council Licensure Examination (NCLEX)**. This exam is used by the National Board of Nursing to test entry-level candidates on their competency of nursing skills and practices for licensure as registered nurses.

ASSOCIATE DEGREE NURSING PROGRAM CRIMINAL BACKGROUND REVIEWS

Our healthcare facilities require that schools of nursing have health occupation students complete a Background Information Disclosure (BID) document and a Criminal Background Check (CBC) to determine if a student is eligible to enroll or continue in the nursing program. Information regarding accessing the necessary documents and web links are found on the Gateway Technical College web page for the Nursing Program at **www.gtc.edu/requirements**, then select Nursing.

A BID and a CBC must be completed as part of both the admission and petition process. The BID and CBC data expires every two years. Students need to renew the documents after having started the program. It is the student's responsibility to complete and maintain currency on all necessary documents. Students who do not have a current BID or CBC will not be allowed to remain in a nursing course that includes direct patient contact, such as a course held in clinical settings. Students' background check and BID must be current throughout the clinical section for which they wish to register in order to be able to register. Should a students' information need to be updated prior to registering for the clinical section, students should allow a minimum of **two weeks** as the background check and BID must be completed and processed prior to students being able to register.

A BID or CBC that reveals the student has been charged and/or convicted of some crimes may bar the student from attending the clinical course. Gateway must provide the clinical facility with documents of students who have a positive CBC. Personnel at the clinical facility will review the BID and CBC. If the student has not claimed charges or convictions on the BID, they are immediately rejected by the clinical facility for dishonesty. This includes charges that have been expunged. It is important for the student to be completely honest on the BID. The clinical facility may also reject a student for certain crimes. In those cases, the Dean of the School of Health or the Program Chair will inform the student that they will be removed the clinical course.

ASSOCIATE DEGREE NURSING PROGRAM CRIMINAL BACKGROUND CHECKS

Gateway Technical College utilizes an online Criminal Background Check (CBC)/Screening service. Nursing Applicants and nursing students are required to complete a Background Information Disclosure (BID) form and request their CBC through CastleBranch (formerly known as Certified Background/ Certified Profile/Certified).

Background Information Disclosure forms are available for download through the student's myCB (formerly known as Certified Profile) account. The BID form gives applicants an opportunity to disclose any charges that might be on their records. The BID form and CBC **must both be** completed through CastleBranch in order to be processed by Gateway Technical College. Failure to complete the BID form could result in delays in processing.

07/01/2016

CRIMINAL BACKGROUND CHECKS AND NURSING STUDENTS

This document is to provide early guidance for nursing students who have convictions on their criminal background checks. These guidelines reflect Wisconsin state law and regulatory expectations, and had the involvement of both schools of nursing and healthcare systems.

The single most important recommendation is complete disclosure by students to both the school and the healthcare setting, even for crimes that have been expunged. Failure to fully disclose and accept accountability may result in losing opportunities.

The following criminal background check issues <u>will likely be approved</u> for clinical placements:

- Dismissed crimes
- One DUI or underage drinking, in any timeframe, if disclosed.
- Misdemeanor or less, single event, 10 years ago with no further issue.

The following criminal background check issues will <u>likely prevent</u> assignment to a clinical experience: (Review of each individual circumstance is necessary.)

- Lack of full disclosure of convictions, with honest description and accountability. A pattern of more than three convictions.
- A pattern of convictions within the past 10 years.
- Conviction for a violent crime, including conviction of a reduced charge resulting from a violent crime.
- Convictions for drug related offenses, including theft, sale, and possession. Convictions for falsification of records.
- Convictions of theft related crime including shoplifting.
- Convictions of any serious crime within the past three years.

All other convictions (including expunged crimes) identified on a criminal background check will require a more detailed, individualized review. January 2015

HEALTH REQUIREMENTS

All forms must be submitted to your myCB account and are available for download in your account once you place your order for the Medical Document Manager. If you have had any of the requirements completed recently, you can take the Gateway forms to your healthcare provider and have them transcribe the information onto a Gateway form, then submit your forms to your myCB account.

For website links and information, click here.

Official documentation by a qualified healthcare provider is required! To be considered a qualified healthcare provider, an individual must be licensed in and by the State of Wisconsin to provide services as a Medical Doctor (MD), Doctor of Osteopathic Medicine (DO), Nurse Practitioner (APNP), Physician's Assistant (PA), or Registered Nurse (RN).

INITIAL PHYSICAL

Must be done within 6 months of entry into the clinical portion of the program.

Note: It often takes up to 2 months to get a doctor's appointment so plan accordingly. Schedule an appointment enough in advance to have it completed prior to the deadline set for your class. If you do not have a physician, there are a number of clinics that will see you for a school physical. Be sure to mention that you are a Gateway student and that you simply need a school physical. Once an initial physical has been submitted, you will be required to submit a completed Physical Renewal – Communicable Diseases form to your myCB account annually.

IMMUNIZATIONS

Mantoux TB Test or QuantiFERON (Lab Results)

- The TB skin test must be read in 48-72 hours by a qualified healthcare provider. The person interpreting the test must indicate results as positive or negative and sign their name and professional title in the space provided.
- If you are in the program longer than 1 year, you must have the Mantoux test repeated annually.
- Do not have this test done on a Thursday unless you are sure you can have It read on a Saturday.
- If you are having this done at the health department, try to have the results prior to seeing your physician for a physical.
- A baseline x-ray OR negative quantiFERON is required if the Mantoux test is positive.

- If you have had a previous positive skin test, an x-ray or negative quantiFERON done within the 12 months prior to clinical start date will be accepted.
- Once an x-ray that is negative for active disease is submitted, it is not required annually as long as you are without symptoms.
- The lack of symptoms must be documented by a qualified healthcare provider annually on the TB Assessment form and submitted to your myCB account.

Measles, Mumps and Rubella (MMR)

- Documentation of 2 doses of the MMR vaccine, after the 1st birthday is required. If you need to have the two shots prior to clinical, start at least two months before they are due. There must be at least one month between administrations of the vaccinations.
- MMRs should not be given to a woman who is known to be pregnant or is considering becoming pregnant within three months. If you are unable to have the immunizations, you will be required to have them after the birth of your child.
- Submission of an Immunization Registry is acceptable.

Associate Degree Nursing students must have Rubella and Rubeola titers drawn to determine immunity. **Both of these titers must be done.** Allow one week for the results to be returned after the blood has been drawn. **Results given to the health records screener should denote immunity, not just a numerical result.** If your titer results are negative or equivocal (meaning they do not have immunity), you will need to receive the MMR vaccination to provide them with the necessary immunity. You could start clinical (with permission from the clinical site) after one dose of MMR with the 2nd dose scheduled one month later, if time does to permit both does to be given prior to the clinical start date.

- Documentation of the influenza vaccination is required for all students and staff annually.
- If you are unable to receive the vaccination due to health reasons or religious convictions, you will be required to fill out the Immunization Declination Waiver Form and have your healthcare provider or clergy complete the appropriate sections. Certain clinical agencies may refuse to accept this waiver and you may be required to select a different clinical section.

Varicella Vaccine

- Documentation of 2 does of the Varicella vaccination **or** titer to determine if immunity exists is required.
- Submission of an Immunization Registry is acceptable.

Tetanus

- Vaccination must be within 10 years. If it has been 8-9 years, renewal is recommended.
- Submission of an Immunization Registry is acceptable.

Hepatitis B

- Documentation of 3 doses of the Hep B vaccination **or** titer to determine if immunity exists.
- This is not required at this time, but **highly** recommended for students who have patient contact and/or work with bodily fluids.
- It is required that you read the **information provided about HBV.**
- Submission of an Immunization Registry is acceptable.

UA DRUG SCREEN

All Associate Degree Nursing students must undergo a 10 panel urine drug screen prior to clinical start. This test is to be ordered through CastleBranch and the test must be performed at either Quest Diagnostics in Kenosha or Aurora Lakeland Medical Center in Elkhorn. Results will be submitted directly to your myCB account and provided to Gateway Technical College. Allow approximately 5-7 business days for processing. Please be sure to respond to any requests from CastleBranch immediately to prevent further delays.

CPR

- A copy of your current CPR certification for the **Basic Life Support MUST** be submitted along with the health records to your myCB account.
- CPR Certification **MUST** be from American Heart Association. The physical cards are being replaced with eCards which do not require signatures.
- CPR Certification expires every two years and must remain current to remain in clinical courses.

HIPAA TRAINING HIPAA/OSHA

Gateway Technical College will be partnering with CastleBranch's eLearning training for HIPAA and OSHA training which will include Blood borne Pathogens. **You will be required to complete and upload your completion certificates yearly to receive clinical clearance beginning with the 2019 fall semester.**

You will be required to purchase the eLearning Training package via our portal – **gtc.castlebranch.com** – select your program, and then select the eLearning Training package option.

Upon successful completion of your training modules, you will receive a course completion certificate which you will need to upload to the corresponding requirement in your eLearning to-do list within your myCB account. Each certification will have a specific identifier which will match the requirements listed in your to-do list. Please note that once your information has been uploaded, it can take a **minimum of 3-5 business days** to be processed so you will want to plan accordingly to avoid missing clinical time. All training certificates need to be uploaded to their corresponding requirement and the requirement marked complete to receive clinical clearance!

All training certificates need to be uploaded to their corresponding requirement and the requirement marked *complete* to receive clinical clearance!

Questions regarding placing your order should be directed to **bbptraining@gtc.edu**. Any questions pertaining to the uploading of your certificates, please reach out directly to CastleBranch at 888-723-4263, option 1. If you need assistance with the uploading process, please stop into Student Services on the Kenosha, Racine, or Elkhorn campus.

July 2020

BLOOD BORNE PATHOGENS TRAINING

I-102 Blood Borne Pathogen Exposure Control Student Policy

Policy:

The purpose of this policy is to minimize/eliminate occupational exposures and to outline procedures for situations involving a student's exposure to blood or other potentially infectious materials and contaminated sharps.

Procedure:

All employees and students in Health Occupations will comply with the following requirements:

A. Complete annual training

1. Annual Blood borne pathogen training must be completed annually by all students within the School of Health.
2. Students will complete annual BBP and HIPPA training utilizing CastleBranch.
3. Failure to comply with annual training could result in the following consequences:
    i. suspension from clinical and lab courses.

ii. decreased credit load.

B. Utilize established engineering controls, work practice controls, and Personal Protective Equipment (PPE)

1. Engineering Controls are implemented whenever possible to eliminate the hazard and protect the employee from an exposure. Engineering controls appropriately placed in Health Occupations labs and classrooms include:
    i. Sharps Containers
    ii. Specimen Containers
2. Work Practice Controls reduce the likelihood of exposure by controlling the manner of a performed task. Work Practice Controls at GTC are:
    i. Universal Precautions incorporates the use of gloves or other protection to prevent contact with blood or other potentially infectious materials. All body fluids are considered potentially infectious materials and Universal Precautions should be followed.
    ii. Handwashing facilities
    iii. Housekeeping/environmental services/decontamination practices (spill kit/MSDS reference OSHA)
3. PPE is used in addition to engineering controls and work practice controls to minimize the potential for occupational exposure to blood or other potentially infectious materials. Students are required to use PPE, which is provided to them at no cost.

C. Follow established procedures in the event of an exposure incident

1. Wash the affected area immediately with soap and water for at least 30 seconds.
2. Report exposure incident to person in charge (i.e. Instructor, Manager, Director, Dean).
3. Depending on the condition of the skin, immediate medical evaluation may be arranged. The person(s) exposed may be evaluated at the medical care facility of their choice. Student exposures/injuries occurring on campus or during college sponsored activities (i.e. health fairs) are covered under the Student Accident Insurance as long as the student is enrolled in at least one post-secondary grounded course.
4. Complete the Gateway Technical College Incident & CARE Team Report Form via the Maxient System.
5. If the exposure/incident occurs at the clinical education site or during a service learning experience:
    i. Procedures established by the affiliate site will be followed.

ii. The affiliate's completed Incident & CARE Team report form will be completed and maintained at that site.
iii. Medical care and follow up is covered for students by the Wisconsin Work Study Coverage Endorsement.

MEDICAL RESTRICTIONS

If you have any type of medical restrictions during the course of your clinical experience, you **MUST** obtain a waiver/release form from your healthcare provider and return it to the health records department prior to entry into the clinical area.

Please keep copies of everything submitted to CastleBranch/Gateway Technical College!

If you have questions regarding your health records, please contact:

CastleBranch @ 888-723-4263 extension 7194 or
servicedesk.cu@castlebranch.com

Representatives are available:

M-F 7am-7pm CST & Sunday 9am-5:30pm CST

For further questions or information please contact:

Gateway Technical College – Admissions Office @ 262-741-8100 or
admissionsgroup@gtc.edu

EXPOSURE TO COMMUNICABLE DISEASES

Healthcare providers who sustain an exposure to body fluid of a patient have a small risk of contracting infectious diseases. This information has been prepared to help you understand the risks and the protocol we have developed to minimize the risks. Please read all the information and discuss any questions you may have with your Faculty Advisor.

I. Hepatitis

Hepatitis B virus (HBV) can be transmitted by an infected person's blood through a wound. Vaccination (a series of three injections) imparts active immunity and is highly successful in preventing this disease. These vaccinations are highly recommended for all healthcare workers, including students. Hepatitis B Immune Globulin (HBIG) is an injection of serum containing large numbers of antibodies specific to Hepatitis B and imparts an immediate and temporary passive immunity. It is usually used in cases of exposure to the blood or semen of a known carrier of Hepatitis B. The communicable Disease Center (CDC) has identified recommendations for Hepatitis B prophylaxis. For Gateway Technical College students in cases of possible exposure a Maxient report will be completed.

There are types of viral hepatitis which are not addressed by this protocol. One is Type C, formerly called nonA, non-B. An injection of Immune Globulin (IG) may prevent this. The other is Type A, which is now known to be transmitted percutaneously.

II. Human Immunodeficiency Virus

The chance of getting HIV from exposure is low, estimated to be about 1 in 300 exposures to HIV positive patients Anyone who has sustained a significant exposure to blood or body fluid should take personal precautions to avoid potential HIV transmission until all testing is complete and HIV infection has been ruled out. These precautions include: 1) use condoms (and spermicide) during sexual intercourse, 2) delay pregnancy, 3) do not share razors or other objects that may be contaminated with blood, 4) do not donate blood, plasma, body organs, other tissue, or sperm, 5) notify dental and medical providers of the possible exposure.

Zidovudine, commonly called AZT, is an antiviral drug which is currently FDA-approved fortreatment of persons with HIV after they become immune-suppressed. It is being widely used for this purpose in the U.S. and other countries. Studies have shown that it arrests the reproduction of the virus and prolongs life in these patients.

Some medical centers are offering AZT as prophylaxis, or preventive therapy, in cases of possible occupational exposure to HIV. This is an experimental therapy, and it is not FDA-approved for this purpose. No controlled studies in humans have been done to prove or disprove the efficacy of AZT as preventive therapy. Some animal studies have indicated possible success; but it has reportedly failed twice in humans. Anemia, granulocytopenia (decreased white blood cell count), severe headache, nausea, insomnia, and myalgia occurred more frequently in patients on AZT than in those on placebo. A complete list of reported reactions is available in the PDR.

Those who elect to take AZT must agree to be monitored for toxicity at intervals. The drug should be started within a few hours of exposure to increase any possible chance of effectiveness. It is given five times per day for four weeks. If you elect to take the drug, contact your physician immediately.

III. Covid – 19

A newly identified coronavirus, SARS-CoV-2, has caused a worldwide pandemic of respiratory illness, called COVID-19. Transmission of Coronavirus (COVID-19) from an infected person occurs through respiratory droplets from coughing, sneezing, or talking. Spread can also occur by touching a surface or an object that has the virus on it, and then touching your mouth, nose, or eyes. COVID-19 is diagnosed with a laboratory test.

Currently there is no vaccine to protect against COVID-19 available. Avoiding exposure to the virus is the best protection against it. This can be done through mask wearing and maintaining social/physical distancing of 6ft apart at all times, frequent handwashing, coughing into the bend of your elbow, and staying home when you are sick.

COVID-19 symptoms can range from being asymptomatic, mild to severe illness. Fever, chills, cough, shortness of breath or difficulty breathing, fatigue, muscle or body aches, headache, new loss of taste or smell, sore throat, congestion or runny nose, nausea or vomiting, diarrhea may be present.

For Gateway Technical College students in cases of possible exposure a Maxient report will be completed.

As of now, there is no specific treatment for the virus. People who become sick from COVID-19 are treated with supportive measures that relieve symptoms. For severe cases, there may be additional options for treatment.

People who have been exposed to the new coronavirus and who are at risk for coming down with COVID-19 should practice self-quarantine. Health experts recommend that self-quarantine lasts 14 days. For people who are confirmed to have COVID-19, isolation is appropriate.

References

John Hopkins Medicine **hopkinsmedicine.org/health/conditions-and-diseases/coronavirus**

CDC **cdc.gov/coronavirus/2019-nCoV/hcp/index.html**

GATEWAY TECHNICAL COLLEGE POST BLOOD BORNE PATHOGEN EXPOSURE PROTOCOL

First Aid:

Needle stick/cut

- Allow bleeding but do not squeeze
- Wash thoroughly with soap/warm water at least 1 full minute
- Initiate first aid and seek treatment if indicated

Mouth

- Rinse with water or mouthwash for 5-10 minutes

Eyes

- Flush with water/normal saline or eye for at least 10 minutes!

Open area of skin

- Wash thoroughly with soap and warm water, including under nails and in the creases. Use plenty of friction!

- Inform instructor.
- Identify Source individual, if possible.
- Instructor should contact clinical agency for their review of sour risk category.
- Clinical agency rep. should contact source individual for consent to test for HIV/Hepatitis B/Hepatitis C.
    1. Blood tested – results given to student and student's healthcare provider.
    2. Source not tested/unknown – treated as if positive with consideration of risk status.
- Student should seek medical evaluation A.S.A.P. preferably within two (2) hours for a high risk exposure.
- Complete clinical agency's incident form (to be done by students with assistance from instructor).
- Complete Gateway's website: **Incident & CARE Team Report**
    1. Gateway Incident & Care Team Report
    2. Determination of Exposure to Blood/Body Fluids – May need instructor's assistance with this form.
    3. Post exposure recommendations
    4. Review with students before having students sign

GATEWAY TECHNICAL COLLEGE NURSING PROGRAM

TECHNICAL STANDARDS

Upon entering the program. Students enrolled in the Nursing Program should be able to meet the established technical standards identified below with or without reasonable accommodation. The technical standards for the Nursing Program are representative of those found in the nursing profession.

Physical	Standard	Examples (not inclusive)
Skills	The student should demonstrate: • fine motor ability for data collection/assessment and to promote a safe care environment • gross motor ability for data collection/assessment and to promote a safe care environment • stamina sufficient to maintain physical activity for a period of a typical clinical shift • ability to tolerate working in confined areas	Examples include the ability to grasp, twist, squeeze, pinch, and manipulate equipment (e.g., operate fire extinguishers, use a manual blood pressure cuff, word process on a keyboard o examples include the ability to move in confined spaces; maintain balance in standing position; move body from one side to the other; reach below the waist and to the front or the side of the body to the level of the top of head (e.g., adjust overhead lights, plug electrical appliance into wall outlet); and ability to push, pull, stabilize, and freely move arms to allow movement of an object or transfer of a client from one place to another additional examples include the ability to squat or execute a modified squat (one knee on the floor); move quickly in case of emergency situations; climb and descend a flight of stairs; and walk independently without the assistance of a cane, walker, crutches, wheelchair or the assistance of another person
Sensory Skills	The Student should demonstrate: • tactile, auditory, visual, and olfactory ability for data collection/assessment and to	• Tactile examples include ability to distinguish subtle vibrations through the skin (e.g., assess a pulse), identify the subtle difference in surface characteristics (e.g., feel a raised rash),

	promote a safe care environment • ability to tolerate heat and humidity • ability to tolerate exposure to odors and common allergens	and detect temperature (e.g. Skin, liquids, environment). • factory examples include the ability to detect differences in body and environmental odors • auditory examples include the ability to hear and understand voices spoken at a normal speaking volume at a distance of a typical length of a room and the ability to hear faint noises such as whispers when side by side with another individual • identify dangerous objects and client situations within the client room (e.g. shower and spa rooms) • placement in a latex or allergen free environment cannot be guaranteed
Communication Skills	The student should demonstrate: • effective communication with clients, client families, and other members of the health care team • ability to understand text • ability to understand charts, graphs and worksheets • ability to read and understand digital and computer displays, as well as enter data in a computerized client record • emotional stability • interpersonal skills	• ability to interact and support clients during times of stress and emotional upset o ability to cope with strong emotions and physical outbursts of clients while remaining in a reasonable state of calm • ability to focus attention on client needs despite interruptions and multiple demands o ability to apply knowledge gained in the classroom to establish appropriate relationships with clients, families and co- worker's • ability to interact as a member of the healthcare team • ability to show respect for diversity in culture, religion, sexual orientation, marital status, socioeconomic status and abilities/disabilities.

Safety Skills	The student must: • Apply knowledge, skills and experience to provide a safe work environment	• work in an environment with potentially infectious materials • demonstrate adherence to safety guidelines and regulations • recognize potentially hazardous conditions and take appropriate actions • maintain immunization and health care requirements • utilize personal protective equipment (gloves, masks, eyewear, gown) • operate equipment, adhering to safety standards • identify and resolve unsafe situations • be familiar with and follow emergency procedures
Critical Thinking Skills	The student should demonstrate: • ability to count and understand the meaning of numbers • problem solve and make decisions • apply knowledge, skills and experience	• Addition, subtraction, multiplication, and division with or without the use of a calculator • measure length by reading a tape measure or ruler, and the ability to tell time on a clock. o recognizes the need to consult with healthcare professionals • prioritizes patient care duties o problem solve complex situations while maintaining a professional demeanor

Professionalism	The student should demonstrate: • ability to accept constructive feedback • accept responsibility for own actions • ability to adapt to changing situations and emergency conditions while maintaining emotional control	• exhibit positive interpersonal skills • maintains confidentiality • demonstrate ability to work as a team member • adhere to attendance, dress code, and personal hygiene policies • respond to challenging situations while maintaining composure and professionalism

Please note that you are provided with the opportunity to individually discuss these technical standards with a college representative. Accommodations are available for students with documented disabilities through the Learning Success Centers at each campus.

Elkhorn Campus
North Building, Room N208
(262) 564-2683

Kenosha Campus
Academic Building, Room A111
(262) 564-2006

Racine Campus
Lake Building, Room L100A
(262) 564-2103

For more information, related to the accommodations process, please visit **Disability Support Services**

FC April 23, 2019

IV
Academic Policies and Procedures

ASSOCIATE DEGREE NURSING REGISTRATION GUIDELINES

Nursing students must follow all of the Gateway guidelines for registration and must follow our program specific guidelines to register for nursing courses.

Gateway Guidelines:

Below is a list of references to assist you in registering for courses at Gateway

The Gateway web page at **www.gtc.edu**

Gateway Master Class Schedule which can be found on WebAdvisor at **www.gtc.edu** Academic Advisors in Student Services

ADN Faculty Advisors

Associate Degree Nursing Guidelines:

Below are additional guidelines and protocols you must consider when registering for nursing courses (543XXX):

Students should check their academic progress by logging into MyGateway, click on Academics, then Program Evaluation/MyProgress. If they see any outstanding courses not completed or have any questions regarding their program, they should meet with their faculty advisor.

Contact your Faculty Advisor to assist with course planning.

Course offerings are listed on WebAdvisor. The locations for clinical courses will be listed under the notes section. To view available: **Predictive Schedules**

ADN Protocols:

The following protocols **MUST** be followed in registering for nursing courses. If you do not follow these protocols, you may be dropped from your nursing courses. This could impact your final course selections and may jeopardize enrollment in the course sections you desire.

1. You must register for nursing courses that occur in the same semester. For example, you may **NOT** register for a second semester course and a third semester course at the same time. Either you would register for second semester courses or for third semester courses, but you may **NOT** mix semesters. You must successfully complete all classes required within a semester before progressing to the next semester.

2. Students may drop-add a clinical selection **up to 6 weeks <u>before</u>** the start of the semester. There will be no allowed changes in clinical schedules 6 weeks prior to the start of the semester. Our healthcare partners, such as hospitals and long-term care facilities, who provide clinical learning opportunities, require us to send your documents to them 4 weeks before the semester begins. They request that we do not change student rosters after that point in time. Consequently, you will not be allowed to register for clinical after those documents have been sent.

   Students who withdraw from a course during the semester must wait until the date the course would have ended and final grades are posted in WebAdvisor before they are allowed to re-register for the same course. This allows ongoing students to have first priority for nursing courses.
3. Students must successfully complete all fourth semester courses at GTC in order to graduate from GTC.

Nursing Courses at Other Technical Colleges

Students who want to register for nursing courses at other Wisconsin Technical College System colleges must follow the protocols listed below

1. Students must complete 25% of total program credits **and** 25% of core nursing course credits at Gateway to be eligible to graduate from the Gateway ADN Program.
2. Students must complete a "Request for Course Transfer" form and submit to the Program Chair. The student must indicate the course title, course number, the name of the college the student desires to attend, and the Dean of the nursing program. Transfer of credits will be accepted **ONLY** from the college the student requested to attend to take the identified credits. The request **MUST** be made before registration for the course. The Chair will send a letter to the Dean of the nursing program at the technical college stating the student is in good standing. The student will provide the chair of the ADN program with evidence of course registration once the registration has occurred. Upon completion of the course, the student will submit an unofficial transcript or similar evidence of course completion to the Chair of the nursing program. An official transcript will be requested by the student and sent to GTC Student Services for processing. **A GRADE OF C OR HIGHER IS REQUIRED**. It may take up to 3-4 weeks for the grade to be transferred. The grade will appear on WebAdvisor as a TR grade. If the student decides to change the technical college where they would like to take a nursing course, a new Request for Course Transfer form must be submitted before the course begins. The ADN Program Chair must grant approval prior to the start of the course.

3. Any nursing courses taken at another college will be considered an attempt and may impact progression through the nursing program.
4. Questions related to financial aid benefits should be directed to a Student Finance Specialist.
5. Students must successfully complete all fourth semester courses at GTC in order to graduate from GTC

FACULTY ADVISING

Faculty Advisors – Are intended to be mentors and advise students throughout their studies.

Student Responsibility – Contact Faculty Advisor

- Once each semester for educational/course planning
- To request approval to register for nursing courses
- In cases of academic/course failure and/or withdrawals
- As a resource for questions regarding the nursing program
- For guidance and direction in the profession of nursing

Your Faculty Advisor will be listed in MyGateway account by clicking Academics and then "my profile" link or contact the department associate.

July, 2020

A-100

BLOCK SCHEDULE

Policy:

School of Health shall have a block schedule procedure that enables the program students to have predictable and efficient registration. The program reserves the right to consolidate/cancel section offerings to make efficient use of human, physical, and financial resources.

Procedure:

1. **Block Selection**
    a. Students will pick from the following schedule blocks: Full-time Day, Full-time (includes summer term), Part-time Day, Part-time (includes summer term), Part-time Evening.
    b. A block schedule contract will be signed.

c. This will be the student's block cohort throughout the program.
d. Schedules may need to be changed based on enrollment and changes made by clinical organizations.

2. **Block Schedule Changes**
   a. Students may request to change schedule to another block selection
   b. A Block Schedule Change Request Form must be completed and submitted at least six weeks prior to the start of the semester.
   c. A block schedule request form can be accessed at the following link: **Block Schedule Request Change Form**
   d. Every attempt will be made to place students in requested cohort, but this will be based on availability and is not a guarantee.
3. **Second Course Attempts**
   a. All retakes first semester through fourth will be processed through **predictivescheduling@gtc.edu**
   b. To repeat a second through fourth semester nursing course, in order to register the student must contact their faculty advisor.
   c. Registration for repeated course attempts will be based on available course sections, not based on block schedules.
   d. After successful completion of a repeated course, students must request a new block schedule using the **Block Schedule Request Change Form**
   e. Every attempt will be made to place students in requested cohort, but this will be based on availability and is not a guarantee.

COURSE GRADING SCALE

Nursing faculty believes that test scores and course performance are highly correlated to success on the NCLEX-RN. With this belief, students may not enroll in a nursing course more than twice. Also, any scores below an 80% indicate below minimum level knowledge of course competencies.

The grading scale in the Associate Degree Nursing Program:

A = 100 – 93%

B = 92 – 86%

C = 85 – 80%

F = Below 80%

NOTE: No grade will be rounded up

In addition, students must attain a minimum test score average of 80% in every theory course. If the student does not achieve the 80% test score average, they will fail the course regardless of the other course work.

Students must meet all clinical competencies in clinical courses. If the student does not achieve 80% for the Clinical Evaluation Tool (CET) the student will fail, the clinical course regardless of any other course work.

FC October 19, 2018

ASSESSMENT CONSTRUCTION, ADMINISTRATION, GRADING, AND REVIEW E-100

Policy:

The purpose of this policy is to outline the required steps for set up, delivery and review of assessments administered in all courses within the Gateway Technical College School of Health. Outlined within this policy are student roles and responsibilities in the testing process including standards for student behavior in test review and appeals.

Procedure:

1. **Construction of Assessments**
    a. Modify tests every semester based on test item analysis and evidence based practice.
    b. The time limit for each exam should range between 30-seconds - 1.5 minutes per question. The decision should be based on the complexity of test questions, number of exam questions, and overall class time availability, and agreed upon by all faculty teaching a section of the same course.
    c. In the event of school closings, a non-proctored test may be given.

i. Non-proctored exams will be taken using the monitoring feature of Respondus Lockdown Browser.
ii. Respondus Monitor recordings will be viewed at the discretion of the faculty and when any discrepancies in performance are noted.
iii. The set timer and auto-submit features will be used.

d. Do not repeat questions from formative assessments (quizzes) on summative assessments (cumulative tests).

1. Administration & Set up of Assessments

a. All tests in the traditional nursing courses (exceptions are first semester of Paramedic to RN and Medic to PN) must be proctored by either Nursing Faculty, Testing Center, or DSS Staff.
b. All assessments are to be administered online using Blackboard (Bb) Learning System and Respondus LockDown Browser or Examsoft/Examsoft Monitor
   i. Passwords will be used and changed every semester.
   ii. Answer Choices should be randomized when appropriate.
   iii. Time limit for each exam should range between 30 seconds. -1.5 min per question. This decision should be based upon: complexity of test questions, number of exam questions, overall class time availability. In the event of school closings, a non-proctored test may be given.
   iv. Under the section "Show Test Results" and "Feedback to Students" section located under "Test Options" for the test, all boxes should be unchecked. Feedback provided is only the score on the exam. (**See Appendix A**).
   v. Force Completion is used to prevent student re-accessing the assessment.
   vi. The Bb timer feature is optional where the time is visible for the students.
   vii. In Examsoft highlighter, strikethrough, missed question reminder, and five minute timer warning features will be used.

c. A test that is started must be completed (Force completion setting in Bb). Students will submit the test before leaving the classroom. Students do not leave the room until confirming with faculty/proctor that the exam has been submitted/uploaded.
d. Content based questions will not be answered prior to or during an assessment. Answers related to technology including submission errors and question formatting are allowed. This includes those students testing in Disability Services Students (DSS).
e. If Bb or the internet are having technical difficulties, preventing a student from completing the test, then the test may be scheduled for completion at the next earliest proctoring time period and

according to the course syllabus.

f. If a student is absent from a test, then the course syllabus for test make up will be followed.
g. Disability service students (DSS) will follow the individual student learning/testing plan

Grading of Assessments

A. Students must maintain at least an 80% average in course tests. Failure to maintain at least an 80% average in course tests will result in failure of the course, independent of scores on other course assignments (papers, presentations, concept maps, etc.). No extra credit will be provided for students to raise their test grade.
B. No partial credit is awarded for partial answer of select all that apply questions. The student will select all the correct options to receive credit.
C. If a student skips a question or does not save an answer properly, the student will not receive credit for that question.
D. All students earning less than 80% on an exam should be encouraged to make an appointment with the Instructor for an individual review of the test.

Review of Completed Assessments

1. Faculty may not discuss the content of an exam until all students have taken the exam.
2. Per instructor discretion: all course tests may be reviewed with the class as a group. Individual reviews will be at the request of the faculty or student. It is recommended to only review test questions the student answered incorrectly.
3. Prohibit materials and electronic devices in congruent with student possessions during an assessment. Laptops must be closed.
4. The test review can be shown on the screen. Students read the questions to themselves. No reading questions “out loud”.
5. Only test questions that the majority of the class answered incorrectly should be reviewed. To protect the integrity of the test, it is not recommended the entire test be reviewed.
6. Specific exam questions should not be reviewed remotely (i.e. screen sharing a test for test review with a student remotely). Instead, concepts related to questions may be reviewed.
7. Challenging comments are not allowed. All students have a right to appeal utilizing the Test Item Appeal Process **(see Appendix B).** If a student is confrontational, then the review should end immediately.

Student Responsibilities and Behaviors During an Assessment

A. Student possessions during an assessment:
   a. cell-phones, smart watches, and wireless earbuds are not permitted. These items must be turned off in a backpack or left at the front of the room.
   b. White boards, pencil/pen, and blank scrap paper (ideally this is handed out by the instructor), calculator, plug-in headphones, and something to drink are permitted.
   c. White board/scrap paper is turned in with students' names on it at the end of the assessment.

B. If the test is given:
   a. *at the beginning of class*, upon completion of the test students will close their laptop and quietly exit the room. Possessions/personal items will remain in backpack or at the front of the room, until all students are done testing.
   b. *at the end of class*, upon completion of the test student will close their laptop and quietly gather possessions/personal items and exit the room.

C. Students are not to discuss the exam with anyone, especially other students who have not yet taken the exam.

D. Students who arrive late for a test will be allowed to take the course exam. No additional time will be allotted.

E. If students suspect other students of cheating during the exam, students must report this by completing a Maxient Report (which can be anonymous) and notifying course instructor.

F. If a student is absent for any course test, it will be the responsibility of the student to contact the faculty member who is administering the exam.

G. Make up tests, if allowed per course syllabus, will be scheduled through HealthFlex or DSS (when appropriate). Students will follow the guidelines of the HealthFlex testing center in addition to SCON policy.

H. Students must follow the HESI testing policy for HESI exams

I. All students will have a signed copy of the Honor Code Testing Agreement placed in their electronic ADN file. **(see Appendix C)**

POLICY FOR STUDENT APPEAL FOR 3RD ATTEMPT AT COURSE REQUEST

The Gateway ADN program has established a protocol that allows nursing students to request a 3rd course attempt in the ADN program if they have not been successful in a core nursing course (543) after two attempts. The process is consistent with the core values of Gateway Technical College and learning outcomes of the nursing program. On occasion a student may experience a unique or unusual event that may impact the ability to be successful. This is considered an extenuating circumstance. In this case, a student may appeal to take the course a third time.

The guidelines are as follows:

1. The appeal request form must be submitted within 21 days after unsuccessful completion of the nursing course for the 2nd time. Late submissions will not be accepted.
2. The appeals request form must be completed in a comprehensive manner including appropriate supporting documentation.
3. All pertinent areas of the appeal request form must be completed.
4. The appeal requests must be submitted to **adnappeals@gtc.edu** Process of the request, once submitted:
5. The dean will review all submitted appeal requests.
6. The dean will then submit the appeal request to the Nursing Faculty Appeals and Recommendation Committee.
7. The committee will then review all ADN appeals requests per the rubric guidelines (note when the review process occurs).
8. A recommendation will be provided to the dean on whether the student will be allowed a 3rd course attempt in the ADN program.
9. The dean will make the final decision regarding the recommendation and notify the student via email and certified mail.

Considerations for students:

1. The committee meets twice a year; the week before the spring and fall semesters. The committee will deny a request if information is missing (see the rubric).
2. The committee may recommend a 3rd attempt of a course if the student takes supportive courses in order to be successful on the third attempt.

3. If support courses are recommended, the student will have two semesters to complete the course(s) and can take the course only once. The student must obtain a final grade of at least a B in the course. Once the course is completed, the student will present transcripts to the Dean, of the School of Health and will be allowed to register for the unsuccessful nursing course.

Developed August 31, 2017

RUBRIC FOR STUDENT THIRD COURSE ATTEMPT

One or more of the criteria may result in approval or denial of the appeal.

Consideration of Approval of Request	Denial of Request
Reason stated shows extenuating circumstances with appropriate documentation. Can include physician letter with date of diagnosis, date of medication adjustment, date of new medication, etc.	Extenuating circumstance not identified and/or supported documentation is not submitted.
Documentation supportive of student rationale for a 3rd course attempt.	Documentation is inconclusive regarding rationale for 3rd course attempt.
Review of transcripts demonstrate timely progression through the ADN program.	Review of transcripts demonstrate that there are at least two core nursing courses that have been repeated at least twice.
Review of Instructor comments suggest student behavior is consistent with core values and learning outcomes.	Review of Instructor comments suggest student behavior is not consistent with core values and learning outcomes
Student met with faculty advisor to develop a plan for success.	Student has not met with the faculty advisor.
Student has defined a plan for success that is reasonable and appropriate.	Student has not defined a plan for success or the plan is not reasonable and appropriate.

If student has developed a plan for success to be implemented while waiting for the committee to meet, plan has been implemented as stated.	If student has developed a plan for success to be implemented while waiting for the committee to meet, plan has not been implemented as stated.

Developed August 31, 2017

GATEWAY TECHNICAL COLLEGE ASSOCIATE DEGREE NURSING STUDENT APPEAL FOR A THIRD ATTEMPT AT A COURSE

If you have been unsuccessful in a core nursing course twice, and wish to appeal for re-entry into the nursing program to attempt the course a third time, this form must be filled out completely with supporting documentation and submitted to the Dean, of the School of Health. Please refer to the policy in the ADN Student Handbook.

Please complete the form below and submit to the Dean, of the School of Health.

Student Name: _____ Date: _____

Student ID Number: _____ E-Mail: _____

Street Address: _____

City: _____ State: _____ Zip Code: _____

Course requesting to repeat: _____

Dates you have taken the course: Attempt 1: _____ Attempt 2: _____

Name of Faculty Advisor: _____

Dates you met/spoke with Faculty Advisor: _____

State other support resources used: _____

_____

Rationale for request:

_____ Death in the family. Submit obituary, prayer card, other evidence to validate.
Relationship: _____ Date of Loss: _____

_____ Personal Illness.
Submit letter from health care provider stating that your illness impacted your ability to be successful in your course. Letter must state date when illness was diagnosed. **NO PERSONAL HEALTH INFORMATION** to respect HIPAA regulations.

_____ New or change in medication that impacted ability to be successful in a course.
Submit letter from health care provider stating that your illness impacted your ability to be successful in your course. Letter must state date when illness was diagnosed. **NO PERSONAL HEALTH INFORMATION** to respect HIPAA regulations.

_____ Illness of immediate family member. Relationship: _____
Date: _____ Submit letter from health care provider stating that the illness impacted your ability to be successful in your course. Date illness was diagnosed: _____

_____ Other. Describe situation in detail and attached to this form.

Develop and submit a completed plan that will improve your ability to be successful if you are given approval to take this course for a third time. The plan should be developed with your faculty advisor.

Revised August 31, 2017

RESOURCES FOR STUDENT ACCESS

Nursing faculty and administration desire to assist nursing students achieve their goal to become a Registered Nurse. Assistance to be successful will be provided whenever possible. Students who are finding it difficult to learn required competencies in the course or who are not performing satisfactorily on nursing tests or quizzes should seek assistance immediately. Do not delay as this may impact the final outcome of your course grade and progress in the program.

If you are not satisfied with personal learning or grades, you should consider the following:

A. Make an appointment to meet with your instructor if you:
    a. *Are unsure of how to prepare for class or for quizzes*
    b. *Do not understand the content from class*
    c. *Did not perform satisfactorily on a quiz or test*
    d. *Do not understand the syllabus or what is required for you to be successful in the class*
B. Make an appointment to meet with your faculty advisor
C. Make an appointment to meet with the Disability Support Services if you
    a. *Believe that a learning disability is impacting your ability to read or study*
    b. *Believe that a learning disability is impacting your ability to learn in class*
    c. *Believe that a learning disability is impacting your ability to perform satisfactorily on a quiz or exam*
D. Make an appointment to meet with Learning Success Center if you:
    a. *Need to improve test taking skills*
    b. *Would like to improve study skills*
    c. *Have testing anxiety*
    d. *Have time management concerns*
E. Meet with a nursing tutor (see instructor for tutor schedule) to review or improve knowledge in:
    a. *Drug Calculations*
    b. *Nursing Process*
    c. *Nursing theory, particularly related to Nursing Pharmacology, Complex Health Alterations I or Complex -Health Alterations II*
F. Review HESI, case studies, test taking tutorials to improve your knowledge
G. Join or participate in student study groups
H. Take a nursing elective course, such as the following:
    a. *510-803 Test Taking Strategies for Nursing*
    b. *Nursing Care for Endocrine and Electrolyte Disorders*
    c. *Nursing: Applied Pediatric Concepts*
    d. *Pharmacology Applications*
    e. *Pathology for Health Professionals -543-199 Clinical Reasoning*
I. Go to the Health Technology Learning Center (HTLC) to review theory associated with nursing skills, nursing assessment and/or review audio-visual materials. There are also materials on reserve in the Library

A-102

STUDENT RE-ENTRY AFTER DISMISSAL POLICY

Policy

The purpose of this policy is to outline the required steps for re-entry into the School of Health following dismissal from two failed attempts of the same course.

Procedure

This policy is effective starting in Fall of 2018. A student who fails a course for the first time is immediately eligible to register for that course again the following semester. A student who fails one course a second time will be dismissed from the ADN program. A student can apply for re-entry into the program according to the following steps:

1. Demonstrate a *previous level of competence*. *Previous level of competence* refers to the last successfully completed theory course prior to the letter of dismissal. To ensure *previous level of competence* the student will
    a. Have completed their last successful course within a two-year limit from the date of the re- entry application. A student who has not been successful in an ADN program course in over 2 years is not eligible to apply for re-entry
    b. Will contact the School of Health, Nursing Program Chair for facilitation of the appropriate HESI testing.
    c. Obtain a benchmark score of $\geq$ 850 within two attempts.
2. Submit a general letter requesting re-entry highlighting factors contributing to unsuccessful completion of the course including but not limited to the following:
    a. Factors contributing to the unsuccessful completion Plan for addressing those factors and rationale.
    b. Documents relevant to the situation (i.e. MD notes, obituary notices, etc.) and benchmark HESI scores (see above 1c above).
    c. Pathway to Success showing progression and follow through, completed by the student with assistance as needed from the Faculty Advisor.
    d. Current transcript.
    e. Submit all forms via email to **adnappeals@gtc.edu**
3. After completion of procedure steps 1 & 2, the student will attend a School of Health, nursing reentry committee meeting. A decision regarding re-entry will be made by committee and will consist of:
    a. Two School of Health, Nursing Faculty who have not had the student in a previous class/clinical (assigned by Dean in a rotating manner).

b. One GTC faculty outside of the School of Health. School of Health Dean.
c. Student from a health program.

4. The Dean of Nursing will notify the student of the results of the re-entry decision within 14 business days from committee meeting date.
5. If the re-entry is approved, the student will re-enter the ADN program without retaking previously successfully completed courses. The Nursing Re-Entry Committee will meet with the student to review the documents and develop a re-entry plan to include.
    a. Completion of the 510-804 Nursing: Assessment Skills Review prior to re-entering. Meeting with student Faculty Advisor each semester
    b. Obtain Program Chair or Dean approval to register for classes.
    c. Part-time or full-time course work based available sections, individual student needs, and with consideration of what may be necessary for learning success.
    d. Failure in a subsequent course to result in dismissal from the program with no option to re- enter.
    e. A student may only re-enter the program once.
6. A student who has been denied re-entry to the program may re-apply to the School of Health, nursing program with no credit awarded for previous program courses.
    a. If the student disputes the re-entry denial, then they may appeal the decision by moving to step 3 of GTC Policy J-290 found in the **Gateway Student Handbook.**
    b. A student who has not been successful in an ADN program course in over 2 years must re- apply to the School of Health, nursing program with no credit awarded for previously completed ADN courses.

References:

- Dismissal Re-entry Process Recommendation made to the faculty council, approved 02/16/2018
- Gateway Technical College Administrative Procedures and College Practices Manual, Policy J-290
- Stegers-Jager, K. M., Cohen-Schotanus, J., Splinter, T. A., & Themmen, A. P. (2011). Academic dismissal policy for medical students: effect on study progress and help-seeking behaviour. Medical Education,45(10), 987-994. doi:10.1111/j.1365-2923.2011.04004.x
- Westrick, S. (2007). Legal Challenges to Academic Decisions. Journal of nursing law,11(2).

Assumptions to guide student decisions:

- Students self-assess to see what level of need they are at
- Each student is expected to collaborate with an instructor to develop a plan for success
- The higher the level, the great risk of being unsuccessful

Pathway to Success Algorithm

At-Risk Criteria for Students

Level 1

Physical & Emotional Behavior Preparation Issues:

- Situational Challenges
- Social and Academic Challenges

Consider These Solution Interventions

- Recommend Academic Support for Assessment & Assistance
- Recommend assessment to special needs
- Recommend to discuss financial issue with counselor
- Recommend displaced homemaker resource
- Provide tutoring schedule
- Consider frequent meetings during office hours
- Encourage participation or develop study group within cohort
- Recommend testing strategies course
- Recommend taking practice ATI test frequently
- Make arrangement for remedial work in HPS lab
- Recommend participation in mentoring program
- Provide Student with available time management/computer class
- Establish meeting times to assess progress
- Include advisor in communication loop
- Recommend Critical Thinking Boot Camp
- Complete self-assessment learning survey
- Consider career fair for identifying alternate professions

Level 2

- Adult Basic Education Student
- Weak Assessment Score
- Personal Issues

Consider These Solution Interventions

- Create student support Groups
- Encourage participation study groups
- Build stability through cohort relationships
- Encourage participation in SNA
- Build a communication process between semesters
- Encourage mentoring between graduates and student
- Provide child care resources
- Recommend testign strategies course
- Recommend academic support
- Consider early referral to special needs
- Consider computer assistance program to support students distant learning
- Assess time management decisions
- Assess preparation process
- Include adviosr in communication loop

Level 3

- Financial Issues
- Personal Issues
- Family Commitments
- Physiological Issues
- Child Care
- Environmental Disasters

Consider These Consultations To Identify Solutions

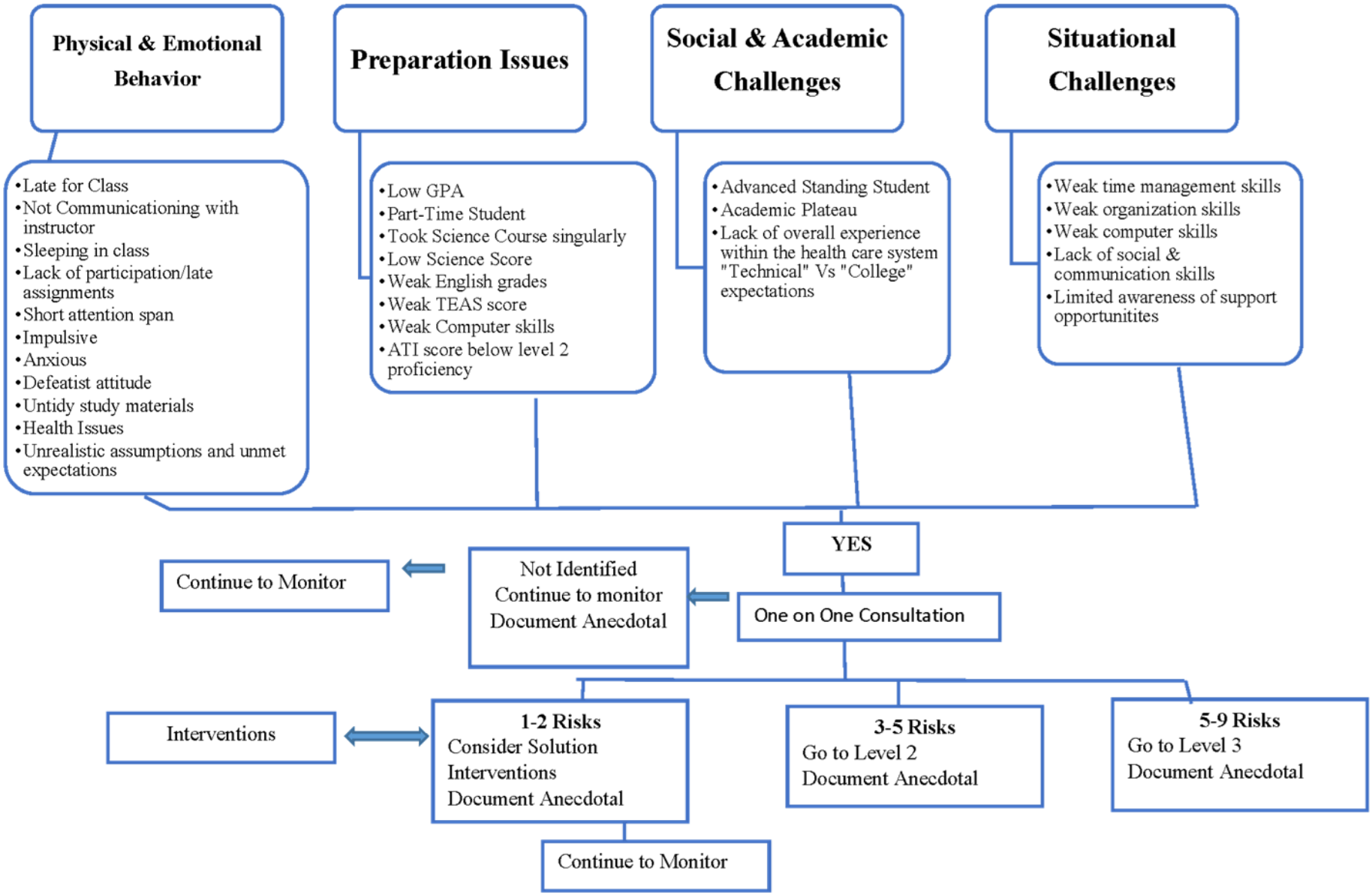
- Program Counselor
- Faculty Advisor
- Special Needs
- Academic Advising
- Student Educational Plan
- Gateway Foundation Financial Support
- Community Programs

Exhibit 30 – 30
Pathways to Success Algorithm

Pathways to Success Algorithm Level # 1 – At Risk Criteria for Students

Assumptions to guide instructor's decisions

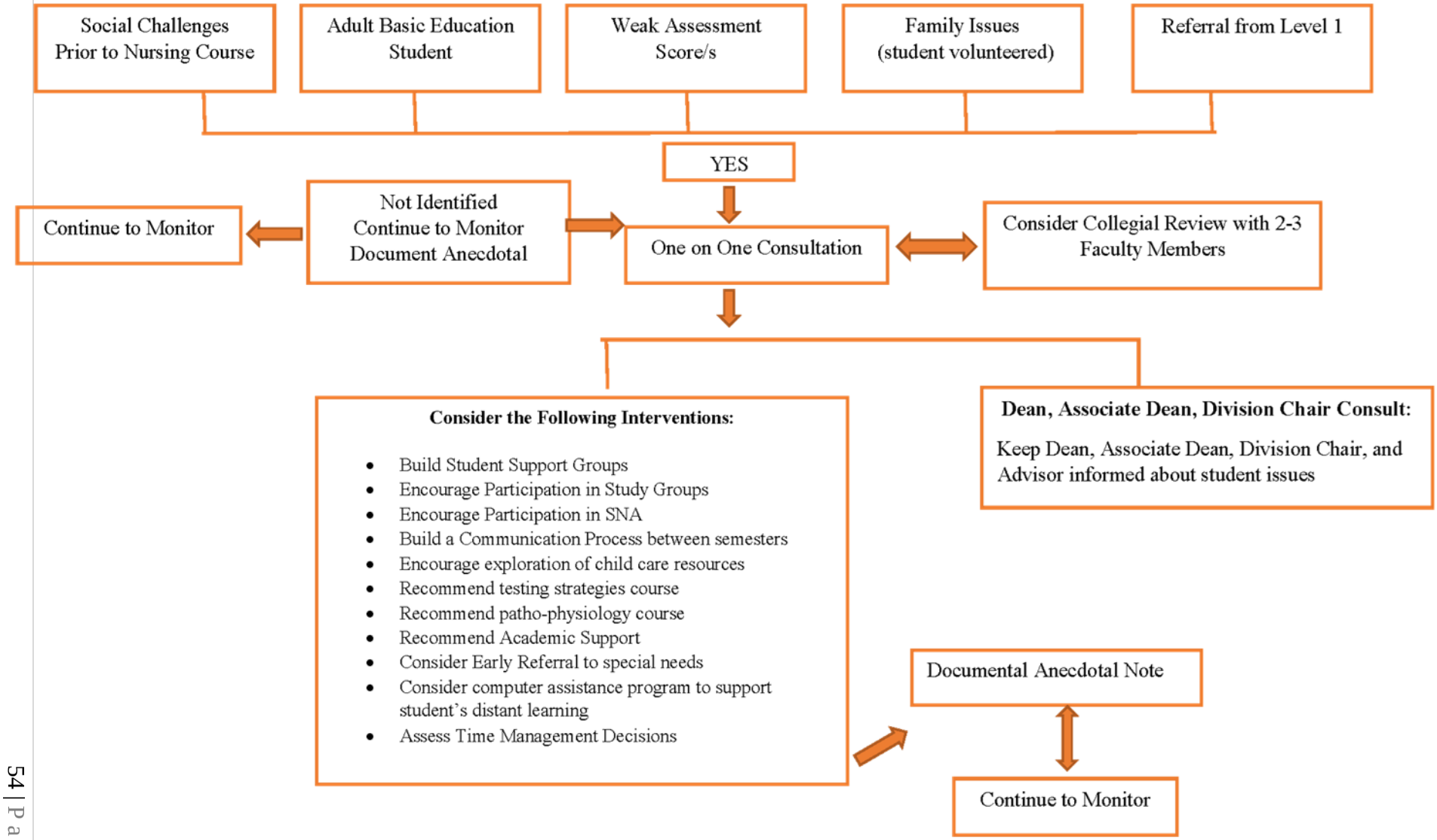
- Students that exhibit 3-5 at-risk criteria should consider interventions in **level two** of retention algorithm
- Students that exhibit 5-9 at-risk criteria should consider interventions in **level three** of retention algorithm
- Student & instructor connection is the cornerstone to promote student success
- Plan for success should be defined and documented in an anecdotal note



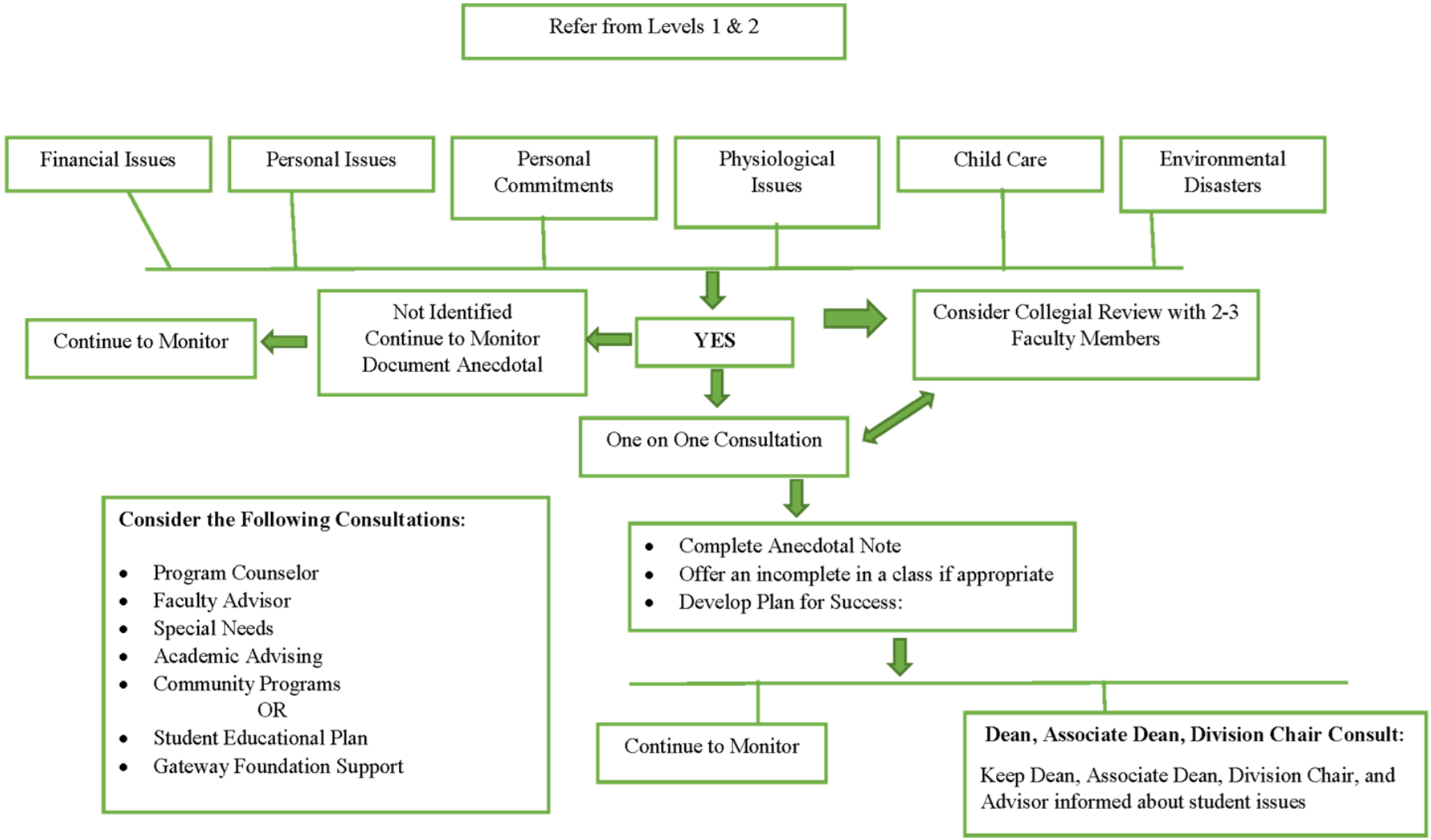
Pathways to Success Algorithm Level # 2 – At Risk Criteria for Students
(For Students who present 3-5 at-risk Criteria)

Assumptions to guide instructor's decisions

- Students that exhibit 5-9 at-risk criteria should consider interventions in **level three** of retention algorithm
- Develop or add to student plan for success



Pathways to Success Algorithm Level # 3 – At Risk Criteria for Students
(For Students who present 5-9 at-risk Criteria)



ACADEMIC DISMISSAL

1. Any student who attempts a single Associate Degree Nursing (ADN) course, (543-XXX) twice and receives a grade of "F" or "W" in both attempts will be removed from the ADN Program The student may not register for any ADN Program course (-XXX). If there are extenuating circumstances, the "student appeal for a third attempt at a course process", as outlined in the Gateway Student Handbook may be used. Nursing courses that are dropped before the starting date of the course or between the starting date of the course through twenty percent of the course will not be considered an attempt. (Effective Fall 2009)
2. An LPN to ADN Bridge student will only be able to apply to enter as a bridge student one time. If the student has two unsuccessful attempts (identified as grades of "F" or "W") in any one course, the student will be dismissed from the Nursing Program. The student will not be allowed to return as an LPN Bridge student. (Effective January 2012)
3. Students who will not continue in the ADN Program are encouraged to contact an Academic Advisor to discuss options available.

   If you drop a class after 20% of class meetings have elapsed, you will receive a "W" (Withdrawal) grade. This is considered an attempt. Questions regarding withdrawals should be referred to Student Services. **Add-Drop Policies**

   To drop a course, go to the 'Register and Drop' sections of WebAdvisor and fill out the appropriate paperwork.

POTENTIAL REASONS FOR DISMISSAL

The student may be dismissed from assigned experiences, the course, or the program for the incidences listed below. This is not all inclusive and there may be other situations that warrant the student's dismissal. Any hours missed from classroom, clinical, or other assigned activities will be considered absent hours.

a. Any student with any behaviors that threaten the health or safety of clients, client's family, members of the healthcare team, nursing students, and/or nursing faculty are subject to disciplinary action that may include immediate removal from the nursing program. Some actions may result in permanent expulsion from the nursing program.
b. Students may be dismissed if, in the judgement of the faculty, the actions of the student may be detrimental to the program or the profession.

c. Students may be dismissed from the clinical if they are perceived to be emitting any strong odor including perspiration, perfume, aftershave, tobacco, or alcohol.
d. Students will be dismissed if they are under the influence of alcohol or drugs.
e. Students will be dismissed from clinical experiences if inadequate preparation is evident. Hours missed are counted as absence hours.
f. Students may be dismissed from the course or the program in situations of plagiarism, cheating, theft, or any other dishonest behaviors.
g. Students may be dismissed from the course or program if confidentiality is violated. (See appendix for Confidentiality Statement)

TRANSFER CREDIT EVALUATION

Awarding Transfer Credit:

1. Official transcripts required from each institution We must have an official transcript from the institution where the credit was earned in order to grant transfer credit. We cannot grant credit for courses listed on a third party transcript.
2. Credit accepted from regionally accredited institutions Gateway Technical College accepts transfer credit from regionally accredited institutions. See attachment for list of regionally accrediting organizations.
    a. The Council for Higher Education Accreditation (CHEA) website and the US Department of Education (USDE) Office of Postsecondary Education (OPE) websites facilitate finding institutional accreditation information.
    b. The direct links to these search resources are: **CHEA** or **OPE**
    c. Type the institution name and click “Search”. Institutions with that name or similar names will be returned. Select the one you are working with, and the location and accreditation information will be returned.
3. Transfer credit Within 7-10 business days of your acceptance in an associate's degree or technical diploma program your transfer credits will be evaluated. Upon completion, students will receive an email alert to their Gateway email address, inviting them to view their unofficial transcript transfer credits on WebAdvisor. Transfer courses are denoted with a "TR". A grade of C or higher is required for courses to transfer into Gateway.
4. Credit for prior learning Gateway recognizes that students come to us with knowledge and skills gained through a variety of previous educational, life and work experiences. Whether the knowledge and skills were gained while attending high school or college or while in the military or at work, Gateway assesses the learning experience. Credit for Prior Learning provides students an avenue to receive credit for these past experiences and accelerate the completion of educational goals. For more information, please contact **cfpl@gtc.edu.**

MATH COMPETENCY

Core Ability of Gateway Technical College includes: "Demonstrate Essential Mathematical Skills."

In addition, the Associate Degree Program Outcomes includes:

"Integrate social, mathematical, and physical sciences, pharmacology, and pathophysiology in clinical decision making."

To support these skills, the nursing faculty believes that nursing students need to be proficient in math calculation skills. An expectation of GTC is to ensure that each nursing student is competent with math skills used within the professional environment. Therefore, each nursing student within the nursing curriculum will be assessed accordingly, per the instructor's choice, using a simple to coabsencemplex math assessment process. The student's performance on each math assessment is documented in either the medication and/or professionalism portion of at least but not limited to, two comprehensive clinical evaluation tools (CET). A score of 90% on each assessment is expected. Expectations and evaluation methods are included in each course specific syllabus.

ASSOCIATE DEGREE NURSING PROGRAM DRUG CALCULATION POLICY - INTEGRATION PLAN FOR LEARNING & ASSESSMENT

	Pre-Program	First Semester	Second Semester	Third Semester	Fourth Semester
Expected Competency Upon Entry	Essential math skills: • Math Portion of the TEAS: minimum allowed score 50%.	Numerical ability: • Relative Value, Addition, Subtraction, Multiplication, Division, using Decimals and Solving Common Fraction Equations	Basic Drug Calculation knowledge and ability: • Drug Measures • Medication Labels, Syringe calibrations, Dosage Calculations, • Conversions, Body Surface Area, Basic Intravenous flow rate • Calculations (mL/hr., drops/min) and infusion completion times.	Competent and confident in all Basic Drug Dose Calculation ability from first year	Competent in all Drug Dose Calculation ability through third semester including: • IV Push Calculations • Medication titrations
Teaching/ Learning Plan	Welcome Letter and Orientation Handout to communicate • expected math skill requirement before students arrive for First Semester • Refresher Math opportunities	**103: Pharmacology (Ch. 5-9)** • Introduction to Drug Measures • Reading Medication Labels **102: Basic Skills (Ch. 1-4, 10, 12, 13, 14 & 15)** • Syringe • Calibrations ● Dosage Calculations w/DA • Tube Feeding Pump rate calculations • Basic Intravenous Calculations w/DA (mL/hr., drops/min) **101: Fundamentals (Ch. 11)** • Dosage • Calculation from Body Weight and Body Surface Area w/DA or fluid volume excess and/or deficit Drug Calculation skill taught in course with correlating competency.	**106: Health Promotion (Ch. 18)** • Infant & Pediatric dosages based on body weight and body surface area	**112: Advanced Skills (Ch. for review 4, 9, 10, 12, 13 & 18) (Ch. 16 & 17)** • IV Push Calculations • Medication Titrations • IV Rates • Completion Rates • Pediatric Review	

	Pre-Program	First Semester	Second Semester	Third Semester	Fourth Semester
Learning Assessment		**101 & 103** • Drug calculation skills to be assessed in exam questions according to content taught **102** • Drug calculation skills to be assessed in quiz questions according to content taught • Drug Calculation Exam grade at least 90% to pass course (3 attempts) **104** • 2 drug calculation exams with minimum score of 90% • Exams questions must correlate with skills taught in 101-103 & be consistent among clinical sections	**105 & 106** • Drug calculation skills to be assessed in exam questions according to content taught **107 & 108** Pre-assessment on expected Competency Upon Entry • 2-drug calculation exams with minimum score of 90%	**109** • Drug calculation skills to be assessed in quiz questions according to content taught **112** • Drug calculation skills to be assessed in exam questions according to content taught. • Drug Calculation Exam grade at least 90% to pass course (3 attempts) **110 & 111** Pre-assessment on expected Competency Upon Entry • 2 drug calculation exams with minimum score of 90% • Exam questions must include drug calculation skills taught in 112 & be consistent among clinical sections	**113** • Drug calculation skills to be assessed in exam questions according to content taught **115** Pre- assessment on expected Competency Upon Entry • 2 drug calculation • exams with minimum score of 90% on each

Dimensional Analysis: Calculating Dosages Safely (Horntvedt, 2019). Chapters:

1. Whole Numbers
2. Fractions
3. Decimals and Percent
4. Dimensional Analysis
5. Measures and Equivalents
6. Conversions
7. Safety Considerations in Medication Administration
8. Prescriptions and Medication Orders
9. Reading Medication Labels and Syringes
10. Reconstituting Parenteral Medications from a Powder
11. Calculating Using Weight and Body Surface Area
12. Intravenous Delivery Systems and Equipment
13. Intravenous Calculations
14. Enteral Tube Feedings
15. Insulin Administration
16. Heparin Administration
17. Critical Care Dosage Calculations
18. Lifespan Considerations in Dosage Calculations

LPN entry students 510-XXX Bridge Course

1. Review and reinforce all Basic Drug Calculation from first year
2. Encourage use of Health and Technology Learning Center and/or tutoring for Math for Meds review through Academic Support Centers.
3. Drug Calculation Quiz/exam grade at least 90% to pass course (3 attempts)

Recommendations - Leveling Plan Highlights

1. All clinical courses administer a Drug calculation pre-assessment of 10 questions within the first 1 to 2 weeks to determine need for tutoring.
2. Requirement of 90% grade on Drug Dosage Calculation quizzes/exams in clinical is reflected in clinical competency 1 and 3 performance criteria: Calculates medications accurately
3. Maximum of 3 Drug Dosage Calculation quizzes/exams in Skills Courses (20 questions) to achieve a 90% grade required in order to progress in the ADN program.
4. The same Drug Calculation quizzes/exams will be administered in the same course sections with different versions created for each term.

Voted FC May 2011
Policy updated 04/2019

C-101

CLINICAL ABSENCE POLICY

POLICY

The purpose of this policy is to outline faculty procedures for managing student clinical absences

PROCEDURE

Student Absence Policy: The ADN Student Absence Policy is consistent with the Gateway Technical College Mission and core abilities, which state that the student will act responsibly. Although this policy specifically addresses clinical absence, attendance in classroom activities is expected, and the student is responsible for content missed from such an absence.

Definitions:

Clinical absence: Course work hours designated for clinical correlation of theory, including clinical orientation, HPS, observational activities, health fairs, service-learning experiences, and clinical hours.

Clinical tardiness: Any portion of clinical time missed, including late arrivals and early departures. Clinical tardiness can be regarded as clinical absence at the discretion of the instructor.

Students must follow the guidelines as written and, in the order, listed below. Failure to follow these guidelines will result in an incomplete.

Guidelines:

The length of the clinical varies by course and section. Clinical absence make-up will be based upon the number of clinical hours the student is absent. The intention of the make-up work is to provide the student with an alternative learning assignment for the time missed. Clinical time is essential in demonstrating competency in a clinical work.

Up to 3 hours: The student will write a 3-page scholarly paper using APA format on a topic of clinical reasoning and critical thinking. The paper must use at least two recent (within three years) nursing journal articles demonstrating evidence-based practice.

3 hours or more: The student will be assigned a simulation(s)/case study(ies) using the human patient simulator for a ratio of 1:3, simulation hours: clinical hours. The student will actively participate in the simulation and submit the preparation work for review. The student must be prepared to perform the necessary skills that may be

included in the scenario/case study. A student may have to schedule more than one simulation/case study experience if the greater than 6 hours.

Clinical absence is beyond 6 hours (2-hour HPS experience). Example: if a student misses 12 hours of clinical time, the student needs to schedule 4 hours of simulation. If the student is not prepared or does not satisfactorily complete the HPS scenario, it is considered another absence and a repeat scenario needs to be scheduled and the unsatisfactory will be reflected in the student's CET.

Any student who cancels the scheduled clinical make-up or does not show up for the scheduled time will be considered absent and this will be considered another absence for the student. This will be reflected in the student's CET. If this occurs, the student will need to make up the hours for the first and second absence.

It is the students' responsibility to schedule the clinical make-up with the HPS staff on either the Kenosha or Burlington Campus. Students must be flexible in location when scheduling. The makeup hours must be completed within 2 weeks of the missed clinical day.

If unable to schedule hours before the end of the clinical rotation, the instructor may give the student an incomplete and a specific time to complete the make-up. Students must give at least 24- hour notice if canceling the clinical make-up due to the time needed for faculty to set-up and prep for the scenario. Even with notice, this will be considered another clinical absence, in addition to the previous absence. HPS facilitator will give general feedback which will be incorporated into CET grade by instructor. Upon successful completion of the makeup, the CET will reflect a 5% deduction of original CET grade due to the clinical absence.

For example: if the original CET grade was 90%.

90% x 0.05 = 4.5%. 90 – 4.5 = 85.5%.

Clinical hours missed: 4 to 9 hours – 1 HPS and 1 case study and 1 concept map

Clinical hours missed: 10 to 12 hours – 2 HPS

Before attending HPS Clinical Makeup, the student is required to meet with their clinical instructor and determine 3 objectives for their simulation experience. The objectives should be reflective of the course objectives and any specific areas for improvement. The student must bring the written objectives to the HPS makeup experience and share with simulation facilitator. After the HPS Makeup experience, the student will write a self-reflection on how they met these outcomes and share it with their clinical instructor.

** Failing to bring the objectives established by the clinical instructor and the student to the simulation makeup experience may result in the student being sent home for being unprepared. If the student is sent home, this counts as another clinical absence.*

To attend HPS Clinical Makeup, students will be required to agree to this statement (located in the HPS Clinical Makeup Google Form).

> I agree that I will show up on time to my scheduled clinical makeup date. I will complete the preparatory work that is assigned to me and meet with my clinical instructor and determine 3 objectives. I will bring the objectives and preparation work with me to the clinical makeup experience. I will come dressed in my clinical uniform (including but not limited to name badge, watch, and stethoscope). I understand that if I should need to cancel for any reason that I must do so in writing (email) to my clinical instructor and appropriate HTLC staff no later than 24 hours prior to my clinical makeup time. If I should fail to cancel 24 hours in advance of the makeup date or if I do not show up for the clinical makeup date, I understand that this will count as a clinical absence. If I have any questions or concerns, I will address it first with my clinical instructor and then with HTLC Staff.

Any clinical absence hours exceeding 12 hours of clinical time will result in a 1% grade reduction for every hour of absence exceeding 12 hours. This reduction will be taken from the final course grade.

FC April 2015

Clinical Illness: Healthcare organizations have an expectation that nursing students are free of diseases and/or infections. At the instructor's discretion, students who arrive to clinical ill/contagious and/or infectious, will be dismissed from the clinical site and this will count as a clinical absence, possibly requiring HPS make-up depending upon the number of hours missed.

FC April 15, 2016

How to Decide if you are Too Sick to Attend Clinical:

- Fever > 100.4
- Conjunctivitis (Pink Eye)
- Diarrhea - lasting more than 12 hours
- Group A Strep-culture confirmed or physician diagnosed
- Jaundice - yellowing of the skin which might suggest viral hepatitis

- Cold sores (herpes) if in Obstetric site
- Active measles, mumps, pertussis, rubella or chicken pox
- Upper respiratory infection (cold)
- Tuberculosis and/or positive TB skin test
- Shingles (chicken pox) or any rash of unknown origin
- Head lice
- Scabies (mites that burrow under the skin causing a rash)
- Any draining wound such as an abscess or boil
- Impetigo (type of skin infection)
- Mononucleosis
- Influenza
- COVID-19

As passed on December 13, 2019 at GTC FC

STUDENT UNIFORM DRESS CODE POLICY

1. Students will be clean, odor free, and modest. Uniforms will be loose enough to allow students to engage in full activities and movement (including bending and reaching) while still maintaining modesty.
    a. No uniforms that are too tight, form fitting, or restrict movement.
    b. No uniforms that are excessively loose or exposed cleavage, midsection, underwear or posterior.
2. Uniform tops will be solid maroon, clean, and modest. Uniform style must be cotton or polyester blend. Sleeves will be long enough to accommodate the Gateway Technical College Nursing Patch.
    a. No uniforms that are thermal, denim or transparent. No ornamentation.
    b. No discoloration, stains, odors, rips, or frays.
    c. No cap sleeves or sleeveless tops.
3. Undergarments will be clean white cotton. Sleeves may be long or short, but if short, they must be covered by the uniform top. Undergarments must be tucked into pants. The collar may be collarless, mock turtleneck, or turtleneck.
    a. No lab coat may exceed ¾ length.
    b. White lab coat is optional.
    c. No sweaters, sweatshirts, coats or hats may be worn over the uniform except for arriving to, or leaving the clinical site.
4. Solid maroon pants and skirts will be clean and modest. Uniform style must be cotton or polyester blend. They should be loose fitting and cover the body modestly without binding or gaping with all activities.

5. Pants hemline should be no longer than toe length. Skirt hemlines should fall below the knee, but no longer than mid-calf.
    a. No hemline should touch the ground, no fraying of hem.
6. Socks and nylons must be clean, white, and completely cover the ankle. Nylons may also be skin toned.
    a. No holes in socks.
    b. No runs/snags in nylons.
7. Shoes must be clean white nursing shoes, athletic shoes, or closed crocs with a heel strap. Footwear should be leather or vinyl. Shoes may have a simple athletic design or a color that does not dominate the shoe's white color.
    a. No cloth, denim, high tops, clogs, or sandals allowed.
    b. No loose fitting shoes.
8. Gateway Technical College Nursing School patch must be neatly affixed on the left sleeve of all uniforms and lab coats.
    a. May not be affixed with pins.
    b. Should not be "curling" on the sleeve.
9. Hair is clean, neat, natural color, and off the collar and face of the student. Long hair must be held up and away from the face and contained with elastic bands are clips that are plain, black, navy, tortoise shell, or white. Beard and facial hair must be neat and well groomed.
    a. Hair must not fall forward when leaning over.
    b. Hair should not be touched during clinical, this is an infection control issue.
    c. Hair clips and bands are only used for containing hair, it is not to be used as personal style adornment.
10. Deodorants are to be used. Cosmetics and perfumes should be minimal and non-offensive. Fingernails are clean, neatly trimmed, and less than1/4 inch beyond the fingertip. Clear nail polish, if worn, must be intact.
    a. No offensive odor: body odor, tobacco, heavy perfumes/aftershaves, or strong lotions.
    b. No artificial nails, enhancements or acrylic overlay of any length.
    c. Fingernails should not be sharp and polish may not be chipped.
11. Body jewelry limited to watch, plain wedding band, and up to two pairs of plain post earrings or small hoop earrings.
    a. No hoop earrings in pediatrics or when caring for confused clients.
    b. No other visible body piercings. No tongue piercings, Clinical agencies have varying policies related to body piercings.
    c. No necklaces or bracelets.
12. All visible tattoos are covered for men and women
    a. Any exceptions will need to be dealt with on a case-by-case basis prior to the start of clinical according to the policy of the clinical agency.
13. Name tags should be worn and visible at all times on the outer uniform top, over the left clavicle area.

14. Required accessories are a watch with a plain, non-decorative band and sweep second hand, stethoscope, (no adornments), bandage scissors, penlight, small notebook, pencil, black pen, and hemostat. A white waist pack may be worn if appropriate for the facility.
15. Green student tag must be worn with student ID badge.

FC May 2012

Updated December 2019

NON-HOSPITAL CLINICAL ASSIGNMENTS

Within the course the student may be assigned to attend clinics, community settings, health expos, health fairs, field trips, or other related sites. The student may be allowed to wear non-uniform personal attire. The student is reminded that they continue to represent Gateway and the nursing profession and should dress in a professional manner. Guidelines for this are below. But are not all inclusive.

1. Clothes should be clean and neatly pressed.
2. Denim, jeans, shorts, and athletic shoes are not acceptable. Skirts or dresses should be below the knee.
3. Cosmetics should be minimal and hair clean and neat.
4. Clothing worn should be appropriate to the setting the student is assigned to attend

CAMPUS

1. On campus the student continues to be a representative of the nursing program and the nursing profession. Students are encouraged to dress accordingly.
2. Uniforms may be worn on campus if clean and neat. Soiled uniforms may harbor pathogens and are not appropriate on campus as well as clinical.

PROFESSIONALISM

1. The student is expected to adhere to the American Nurses Association Nursing Code of Ethics. Students must maintain health requirements and current CPR certification.
2. Students, faculty, health professional, patients, and administrators have the right to respect and safety. Aggressive, disrespectful, dishonest, and unsafe attitudes, verbalizations, and/or actions will not be tolerated.
3. All assignments are to be completed on time.

4. Confidentiality is required of all students. Any patient information that is learned through direct data collection or patient interaction, as well as anything that is learned by written words, professional, or personal discussion, fellow student discussion, instructor input or any other means is strictly confidential. The student may use this information for discussions of learning on private or secured environments including hospital or campus classroom settings.
5. The information must not be discussed in public places including hallways, elevators, lobbies, hospital or campus cafeterias, or any other setting or environment that is not specifically designed for patient care or academic learning. Any breaches in confidentiality may cause the student to be dismissed from the course or the program.
6. HIPPA training will be done annually through Castlebranch. See instructions under Nursing Program Information.

TRANSPORTATION TO CLINICAL SITES

The Nursing Program uses a variety of clinical facilities for student learning experiences. The facilities are located in various areas of the community and require students to provide transportation to and from the facility.

1. Students are responsible for their transportation to and from healthcare agencies for clinical experiences.
2. Under no circumstances are students allowed to transport patients/clients in their private vehicles

SOCIAL MEDIA POLICY

Policy:

The purpose of this policy is to identify responsibilities and consequences related to student individual social media accounts. According to the American Nurses Association (ANA) nursing students have the obligation to understand the nature, benefits, and consequences of participating in social networking of all types. Online content and behavior has the potential to enhance or undermine not only the individual's nurse's career but also the nursing profession.

Procedure:

1. School of Health, Nursing Students will be held to the American Nurses Association principles for Social Networking: **ANA's Principles for Social Networking**

a. Nurses must not transmit or place online individually identifiable patient information. Nurses must observe ethically prescribed professional patient — nurse boundaries.
b. Nurses should understand that patients, colleagues, institutions, and employers may view postings.
c. Nurses should take advantage of privacy settings and seek to separate personal and professional information online.
d. Nurses should bring content that could harm a patient's privacy, rights, or welfare to the attention of appropriate authorities.
e. Nurses should participate in developing institutional policies governing online conduct.

2. The following must be avoided in individual social media accounts
    a. Do not take, share or post information or photos gained through nursing student educational experiences including but not limited to: patient nurse relationship, simulation, classroom participation, community events.
    b. Do not post or allow content posted by others to remain posted that is obscene, threatening, slanderous, intimidating, defamatory, libelous, illegal, discriminatory or in violation of privacy laws. This pertains to classmates, program faculty and staff, clinical sites, and Gateway Technical College.
3. An offense that violates any of the above will result in:
    a. Immediate notification to the School of Health Dean.
    b. Suspension from all nursing courses pending investigation.
    c. Potential program dismissal.
4. This policy is in addition to the Computer, Networking, and Information Resources - Policy H-190 found in the **Gateway Student Handbook.**

References:

- American Nurses Association. (2011, September). Principles for social networking and the nurse. Silver Spring, MD: Author.
- Gateway Technical College Administrative Procedures and College Practices Manual, Policy H-185 National Council of State Boards of Nursing. (2011, August). White Paper: A nurse's guide to the use of social media. Chicago, IL: Author

FC January 18, 2019

V
Health Technology Learning Center (HTLC)

HEALTH TECHNOLOGY LEARNING CENTER

Mission Statement

- Provide a state of the art learning, teaching, and research environment for students and faculty.
- Collaborate with faculty and staff to integrate patient simulation into the curriculum, and be an available resource center for students, faculty, and internal and external associates within the Gateway Tri-County community.
- Contribute to improving the quality of patient care by using patient simulation to enhance mastery of clinical reasoning, professional communication, and patient care skills.
- Promote and provide resources to support the acquisition of basic and advanced clinical skills and behaviors that are essential for students to master.
- Provide an ideal learning environment through supervised practice, during the students' academic endeavors.
- Collaborate with healthcare professionals to offer opportunities to use the HTLC to develop or improve patient care skills and outcomes.

GATEWAY TECHNICAL COLLEGE HEALTH & TECHNOLOGY LEARNING CENTER (HTLC) POLICY

Everyone must help to make the HTLC a learning practice center. When in the lab, please respect lab personnel, equipment, materials, and other students by practicing consideration and professional conduct. Please read and heed the following courtesies.

Lab assistants **DO NOT** demonstrate, teach, or evaluate the skills you are to perform. They are available to help you practice and they facilitate what is taught by your skills instructor.

- You are expected to come prepared with appropriate supplies, to know the theory and principles underlying each skill, and to have a degree of technical expertise when performing the skills in the lab. The application of the instructor's teaching, ATI resources, and video resources are available to assist in your preparation.
- Do not disturb students, lab staff, or instructors during a demonstration. If you have questions, ask either before or after the performance of the skill.
- All areas of the lab are to be as close to a clinical setting as possible. When finished practicing or performing a skill, the units, manikins, and equipment are to be CLEANED UP and left like you would leave the hospital room… better than you found it. Lab assistants will be available to assist you but they are not there to clean up after you.

- Report any difficulties with equipment to the lab assistants.
- FOOD OR DRINK will be allowed at lecture tables, per instructor's discretion
- Gateway is a SMOKE FREE college
- No children under the age of 18 are to be in the HTLC at any time. Equipment and supplies that could be dangerous to them are plentiful and we cannot be responsible for them.
- Used sharps (needles, IV start catheters, etc.) will be placed in red sharps box.
- Dress Code: Professional attire is required within the HTLC. These are the options for dress code in the labs:
- Business casual with a lab coat
- Clean scrubs (Please do NOT come from work in the scrubs you wore there, if you must, carry a clean set of scrubs with you or keep a set in a locker at school)
- Your clinical uniform (white uniform top, maroon bottoms)
- No jeans, shorts, pajama pants, sweatpants, open-toed shoes or flip-flops.
- Please self-enroll into the Associate Degree Nursing Student Blackboard page. Here you will be able to access the current lab hours, chart forms you will need, find video resources, etc. To enroll please follow these directions:
    - Log onto Blackboard
    - Click on "Community Tab"
    - Type in: "Student Pages" into the organization search box (You must type in the underscores)
    - Click "Enroll" (small box under title of page that has arrows on it).

Revised April 2019

VI
Gateway Information

STUDENT SERVICES

Whether you are thinking about going back to school or you are ready to graduate from Gateway, the Student Success team is here to help you navigate your educational journey. With our enhanced services, you will find an expert to answer any questions you may have. We are excited to become a partner in creating your future.

BOOKSTORE

A Follett's bookstore is located on the Elkhorn, Kenosha, and Racine Campuses year round. Students can rent and purchase new, used, and digital textbooks, as well as purchase their required course supplies at these locations. While it is not mandatory to do so, students may find it advantageous and convenient to purchase necessary materials from the Follett campus bookstores. Students may also purchase course materials online through the Gateway Bookstore website.

Gateway Technical College selected Follett to provide students with course materials, general reading books and references, supplies, computer products, and spirit apparel and accessories. Follett works to bring the best selection at fair prices to the college and you.

LIBRARY

Using the Gateway Library:

The Gateway libraries have a broad selection of clinical and professional resources to support the training and education of nursing students. This includes print and electronic books, study guides, professional journals, evidence-based medical databases, citation software, and reference librarians to instruct and assist with student research assignments.

Nursing Resources is a specialized online guide created by the Gateway librarians that recommends, describes, links, and includes point- of use directions for library resources available to the students and instructors.

You may access library resources from home, clinical sites, nursing skills labs, libraries – anywhere that you have Internet access. When off-campus, some library resources will ask you to login to verify that you are a Gateway student. Your username and password are the same as for WebAdvisor and Blackboard.

We encourage students to contact Library staff by email or phone for assistance. Research appointments are also recommended

ACADEMIC SUPPORT CENTERS - TUTORING

Tutoring Services, located within Gateway's Learning Success Centers, provides tutoring and small group work for any student enrolled in Gateway Technical College courses. The LSC Instructors also provide instructional tips and strategies on successful study skills. Tutoring Services for currently enrolled students is included in the cost of tuition.

SUPPORT SERVICES

Gateway offers a variety of support services to help students succeed in their program of study including tutoring, supplemental instruction, and disability services.

A variety of specific support programs are also offered. These support programs are designed to support and assist students in a variety of different ways from providing workshops to one on-one assistance:

- **Step Up Program**
- **Multicultural Program**
- **Non-Traditional Occupations**
- **Veteran Support Services**
- **Learning Success Coaches**
- **TRiO Achievers Group**

STUDENT SUPPORT COUNSELING

At Gateway Technical College, we provide private and confidential counseling for students free of charge at Elkhorn, Kenosha, and Racine Campuses. Our Student Support Counselors have a Master's degree in Counseling, Licensed Professional Counselors by the State of Wisconsin, and are members of the American Counseling Association and the American College Counseling Association.

- Student Support Counselors can help you address:
  - Personal or Relationship Issues
  - Transition and Change
  - Stress Management
  - Communication Skills
  - Grief and Loss
  - Community Referrals

- Cultural/Diversity Concerns
- Self-Awareness/Advocacy
- Coping Strategies

DISABILITY SUPPORT SERVICES

Gateway Technical College is committed to assisting the academic needs of every learner to ensure scholastic excellence is achieved and maintained.

We invite you to contact faculty members to learn more about their program area and how they prepare students for a career or help a working professional continually build on the skills they already have to continue to succeed.

Gateway offers accommodations within every Disability Support Services office at every campus. Disability Support Services provides a full range of support services/reasonable accommodations at the request of learners with documented disabilities to give them equal access to learning opportunities at Gateway in order to reach their educational goals.

Once you have decided on your program and career goal, Gateway is there to ensure you have the tools and opportunities possible to succeed.

Mission Statement

Disability Support Services provides a full range of support services/reasonable accommodations at the request of learners with documented disabilities to give them equal access to learning opportunities at Gateway in order to reach their educational goals.

In accordance with Section 504 of the Vocational Rehabilitation Act, Gateway provides a wide range of services that assist special needs students in developing independence and self-reliance within the Gateway campus community. Reasonable accommodations will be made for students with documented disabilities. Gateway's intent is to provide equal access to programs and facilities.

STUDENT SUPPORT SERVICES PHONE NUMBERS

Tammi Summer, PhD	Vice President, Office of Diversity, Equity and Inclusion	262-564-2538
Racine LSC Welcome Desk	Lake Building, Room L100 Mon - Thurs: 8:30 a.m. - 8:30 p.m. Fri - Sat: 9:00 a.m. - 2:00 p.m.	262-564-2103
Kenosha LSC Welcome Desk	Academic Building, Room A111 Mon: 8:30 a.m. - 7:30 p.m. Tues - Thurs: 8:30 a.m. - 8:30 p.m. Fri: 8:30 a.m. - 2:00 p.m.	262-564-2006
Elkhorn LSC Welcome Desk	North Building, Room N208 262-564-2683 Mon: 8:30 a.m. - 7:30 p.m. Tues, Thurs & Fri: 8:30 a.m. - 5:00 p.m. Wed: 8:30 a.m. - 8:30 p.m.	262-564-2683
Disability Support Services		
Sue Stokes-Nelson	Disability Support Instructor Elkhorn Campus & Burlington Center	262-564-2771 **stokes-nelsons@gtc.edu**
Patty Nesheim	Disability Support Instructor Elkhorn Campus & Burlington Center	(262) 564-2082 **nesheimp@gtc.edu**
Robin Reif	Disability Support Instructor Elkhorn Campus & Burlington Center	(262) 564-2773 **reifr@gtc.edu**
Dawn Kaiser	Disability Support Instructor Kenosha Campus & Horizon Center	(262) 564-2570 **kaiserd@gtc.edu**
Elizabeth Gridley	Disability Support Instructor Kenosha Campus & Horizon Center	(262) 564-2448 **gridlleye@gtc.edu**
Pam Herr	Disability Support Instructor Racine Campus & SC Johnson iMET Center	(262)564-2474 **herrp@gtc.edu**
Elizabeth Mulhollon	Disability Support Instructor Racine Campus & SC Johnson iMET Center	(262) 564-2452 **mulhollone@gtc.edu**
Deaf & Hard of Hearing Specialist		
Lisa Sadowski	Deaf/Hard of Hearing Specialist Districtwide	(262) 564-2564 **sadowskil@gtc.edu**

		Wisconsin Relay System: 711
TRIO Program		
Stacey Malacara	TRiO (TAG) Program Coordinator, AG-Transfer/Vocational Coach	262-564-2593 **malacaras@gtc.edu**
Theresa Barry-Watson	Program Specialist, Racine Campus	262-564-2318
Deborah Hilker	Program Specialist, Kenosha Campus	262-619-6680 **hilkerd@gtc.edu**
Michael A. Kegel	TAG Student Support Counselor	262-564- 2327 **kegelm@gtc.edu**
Support Services Program		
Jomarie Coloriano	Racine and Elkhorn campuses/Burlington Center	262-564-2424 **colorianoj@gtc.edu**
Desmar McDuffie	Kenosha & Elkhorn Campuses/Burlington Center	262-564-2456 **mcduffied@gtc.edu**
Student Support Counselors		
Nicole Gustafson	Kenosha Campus	**gustafsonn@gtc.edu**
Katie Lohre	Racine Campus	**lohrek@gtc.edu**
Vicki Wahler	Burlington Campus	**wahlerv@gtc.edu**

Revised 08/30/2020

VII
Study Hints

STUDY HINTS FROM A STUDENT SUCCESS COACH

The following hints are designed to help students in the nursing program develop sound study habits for classroom and clinical settings. Success in a health career requires self-discipline and sensible work and study procedures. Your major goal or concern as a student cannot be just to achieve a good grade point average, but must be to provide quality care as a competent healthcare provider. Your ability to safely apply material learned in actual patient care situations is the real test of your ability, as is your performance on the licensure exam following graduation.

The hints are suggestions for you to utilize. You may need to modify them for your study habits and daily living patterns. If you need assistance in developing good study habits, ask for assistance from instructors, student support services, and fellow classmates. Remember, health occupations programs are often very difficult and frustrating, but can also be very rewarding.

HOW TO STUDY

Set Up a Study Schedule

Create a schedule for one week. Record your normal activities for an average week. Include school, home, and work demands. Then review the schedule to determine study times.

1. Block out regular hours each day for review of class notes.
2. Block out short but regular periods for a cumulative review of all material.
3. Schedule time to prepare for the next class period (reading, written work, etc.).
4. Schedule enough free time so unexpected events or exam studying will not upset your total schedule.
5. Expect to spend a minimum of 2-3 hours per credit per week for study time.

Stick to this for one week. At the end of the week, assess how much time you actually spent studying versus how much time you had scheduled. Revise your schedule as needed.

Studying Class Notes

Begin to study as soon as possible after the lesson Look for the following:

1. The whole lecture. What was it about? Try to summarize it in three sentences.
2. Do you have all the details presented? Go back and fill in the missing parts. (Check with a friend or the instructor). Highlight key points as you review your notes.

3. Try to identify the information related to the care of the patient. Use the problem solving process as a framework.
    a. What is special about assessment?
    b. What are common needs or problems?
    c. What actions should be planned and implemented in the care of the patient?
    d. What is the rationale for selected actions?
    e. How could the effectiveness of your care be evaluated?
4. Read your notes slowly.
5. Turn the main points into questions and state or write your response. Check notes or text to see if you are correct.

Preparing for Class

Before studying, determine the type of assignment as identified in your syllabus.

1. SCAN. Make a quick survey of the material to recognize general topics. Review broad competencies to help organize content, Look at bold faced headings, pictures, and charts in text.
2. READ each section before class. After class go back and read throughout each major section.
3. STUDY. Work with the assigned material so you learn the facts and principles presented. You should be able to discuss them in class and apply them in clinical without referring to the text.
4. REVIEW. Reread and recite facts and principles from materials previously assigned. You may need to refer to other course materials to enhance your understanding (A&P, Micro, etc.).

Preparing for Clinical Assignments

Before starting determine the type and purpose of the assignment.

Consider:

1. Clinical objectives that need to be completed. Class content completed prior to clinical.
2. Skills required to care for the patient.
3. After patient assignment is known:

1. Scan the chart, a quick survey of the doctor's orders, physician progress notes, nurse's notes, lab results, medication sheets, recognizing key points.

2. Take notes in an organized manner. If you have to do a care plan, begin filling in assessment data under each of the basic needs. It may take a few minutes longer, but can increase understanding and save you time later.
3. Review the patient plan of care for special care.
4. Ask the staff if there are any special concerns for your patient. Review your class notes or text about the patient's diagnosis.
5. Write out medication cards and any other assigned preparation cards. (Consider relevant info re: A & P, Pathophysiology, Surgical, etc.).
6. Outline care plans (on paper or mentally).
7. If following the same patient on more than one day at the clinical site, scan and review chart for any changes since your last preparation occurred, prior to starting your clinical day.
8. Meet with the patient. Introduce yourself as a student. Explain your objectives. Ask the patient about any special concerns.

Updated 04/2019 ML

VII
Student Organizations and Activities

STUDENT NURSE ASSOCIATION (SNA)

The Gateway Technical College SNA organization provides students with an active voice in professional nursing and acquaints the student nurse with a future role as a member of a professional discipline and/or organization. The purpose of the group is to aid the development of the individual student and to encourage students to be aware of and contribute to improving the healthcare of all people.

Each semester will elect SNA representatives to promote SNA activities in their level and fourth semester students will be the official SNA officers. Meetings will be held once per month.

There is a minimal fee to join the organization. Students are welcome to join before they begin their clinical nursing courses.

Functions of the SNA include:

- To promote and encourage participation in community affairs and activities towards improved healthcare and the resolution of related social issues.
- To promote community and incoming student understanding of the technical nursing program
- To speak for nursing students to the public, institutions, organizations, governmental bodies and legislation.
- To promote and encourage students' participation in interdisciplinary activities.
- To influence the development of relevant approaches to nursing education.
- To intensify recruitment efforts and to promote educational opportunities regardless of the person's race, creed, sex, national origin, or economic status.
- To promote collaboration relationships with WSNA and SNA.
- To promote collaboration relationships with the American Nurses' Association, the National League for Nursing, the International Council of Nurses, the Wisconsin Nurses' Association, the Wisconsin League for Nursing, as well as other nursing organizations.
- To promote collaborative relationships among related public health organizations.
- To achieve approval of the NSNA and WSNA, GTC SNA's bylaws must be updated and/or revised annually.
- SNA is active on both Kenosha and Burlington campuses.

Updated 07/21/2010

IX
Graduation Requirements and Licensure

GATEWAY TECHNICAL COLLEGE NURSING PROGRAM APPLICATION FOR LICENSURE EXAMS

How Do I Apply for Graduation Online?

1. Login to MyGateway.
2. Go to WebAdivsor/Self Service Section
3. Click on Academics Tab
4. Under MyProfile click on Apply for Graduation
5. After you click submit, a confirmation email will be sent to your mail.gtc.edu email address.
6. This means that your application has been accepted for processing.
7. Any questions about the application for graduation can be directed to the Registrar's Office.

LICENSURE TO BECOME A LICENSED PRACTICAL NURSE OR REGISTERED NURSE IN WISCONSIN

You will apply for your license and the NCLEX exam by accessing the Wisconsin Department of Safety and Professional Services (DSPS) online application process (OLAS). To apply for licensure, you will need to:

1. Apply for licensure.
2. Apply to take the exam.
   To apply for your license and for the NCLEX exam, you will need to have access to a computer, personal information, social security number, and a method to pay for your applications online.
3. Go to the Online Application System (OLAS) at the Wisconsin Department of Safety and Professional Services at the web link. You can go directly through this web link: **https://olas.wi.gov/.**
4. You will need to create an account. See tab.
5. Complete the Application Process. Be certain that you are applying for the correct license.
6. Do **NOT** print or submit any "paper" forms or copies to DSPS or to Program Dean. Application process **MUST** be all on-line.
7. Graduates are to use specific program codes with the on-line application forms. The program codes for the GTC graduates are to be included with the application form online:
   a. Registered Nurse NCLEX – RN/ADN US50407800
   b. Practical Nurse NCLEX-PN US50105900

When you have successfully completed the application process, the Dean of Nursing will have access to your application. When verification of program completion has been confirmed, the Dean of Nursing will submit your

application to the DSPS. You will receive an email confirmation within 24 - 48 hours that the application process has been completed and you are eligible to sit for your exam.

If you are seeking licensure outside of the State of Wisconsin, you will need to contact that state's department of licensure to secure application materials directly from them. Web pages and licensure information for each state can be located by going to the National Council of State Boards of Nursing: **http://www.ncsbn.org**. Gateway faculty and/or the Dean of the School of Health may assist you in individual

**** DO NOT COMPLETE A PAPER COPY OF APPLICATION. ENTIRE APPLICATION TO BE COMPLETED ELECTRONICALLY ****

ARREST OR CONVICTION RECORD:

Eligibility for admission to the National Council Licensure Examination requires specific information from the applicants. The application form does ask "Have you ever been convicted of a crime (misdemeanor or felony) or are you subject to a pending criminal charge?" If you have been accused and/or convicted of a municipal ordinance violation or have been accused and/or convicted of a felony crime it may prevent you from being eligible to obtain a nursing license under Wisconsin State Statutes 111.321, 111.322, and 111.335. It does not necessarily mean you will be excluded from taking the National Council Licensure Exam, but you must follow specific guidelines. Your court records will be reviewed by the legal counsel of the Board of Nursing. This information is given to prospective nursing students before starting the nursing program so that the requirements by the state will be known to the student prior to admission.

Revised Jan 2015

CAREER AND EMPLOYMENT SERVICES

Career and Employment Services is committed to empowering students and alumni to develop sound career decisions through the career counseling process, and create career and employment plans. These plans support students' educational, personal, and professional development in the world of work. Through our ongoing Career Exploration and Job Seeking Skills workshops, and Career Development events, we educate students in the areas of career planning, employment trends, job searching, networking, and connect students with employment opportunities and employers. **https://www.gtc.edu/career-employment-services**

GRADUATION

As a candidate for the Associate Degree Nursing- Associate in Applied Science Degree (A.A.S.) from Gateway Technical College, you will be an important participant in the Gateway graduation ceremony. This ceremony is a special recognition of your scholastic achievements at Gateway. It is a formal cap and gown ceremony and graduates are encouraged to take part. The commencement ceremony is held during the last week of school. August and December graduates will be a part of the May graduation ceremony. You will be notified when to purchase your cap and gown and of the other ceremony details during April. It is necessary to fill out a graduation card in order to be considered a candidate for graduation and receive notifications.

PINNING

Traditionally, nursing program graduates have implemented an additional ceremony giving special recognition to their new status as graduate nurses. This ceremony has been titled "Pinning" and is organized and implemented by the graduation candidates and faculty. The “Pinning” ceremony is a time-honored nursing school tradition, dating back before the turn of the twentieth century. Nursing students have conducted an Honors or Pinning Ceremony to mark the passage of student nurse role to the practice role. It is an event that you will want to share with your family and friends.

In the Nursing Associate Degree program at Gateway, the graduate students receive their nursing pins after meeting the necessary requirements for completion of the nursing program. Dates, sites, and ceremonial information are given during the semester. Pinning ceremonies are held in May, August and December. Information can be found under the community tab in Blackboard, Associate Degree Nursing Student pages. All graduating students are encouraged to be part of the pinning ceremony. Student volunteers are welcomed to help plan the event.

UNIVERSITY TRANSFER OPPORTUNITIES

Nursing graduates wishing to further their education can transfer to a four-year college or university to obtain a bachelor’s degree. Gateway holds program-to-program or general credit transfer agreements with over 35 colleges and universities making the transition from Gateway an easy one.

STUDENT RECOMMENDATION FORM

The student Recommendation Form is used for employment references. Students can submit the form to their instructor to be sent to the employer.

Note: It is the instructor's choice to agree/disagree to complete this form.

The student must provide the **form with their signature** and an **addressed envelope** with the **employer's name** on it, to the instructor. If the students would like to have a copy of the completed Student Recommendation form, the student should also provide a self-addressed envelope. Forms will be completed and sent directly to the employer/student. Forms will not be handed back to the student.

If the employer requests the form back immediately, the student can provide the teacher with the employer's fax number and request that the form be faxed.

The form can be obtained on the Student Employment Services page at **www.gtc.edu,** Employment, Student Employment Services. Under the Students/Graduates column you will find the link to the for the form.

SUMMARY:

1. Print out form *Student Recommendation Sheet* below and sign it.
2. Submit signed form and employer-addressed envelope to your teacher.
3. If you want a copy, include a self-addressed envelope.
4. If needed by the employer ASAP, provide a fax number or email to the faculty member.

Gateway Technical College
STUDENT RECOMMENDATION SHEET
Student Employment Services (SES)

Student Name: _____Date: _____

Program: _____

Instructor Name (Please Print): _____

Please list the class or classes you have taken with this Instructor: _____

_____

RELEASE OF INFORMATION:

I do hereby give my permission to Gateway Technical College to forward or release information about me, which may include instructor evaluations and personal student directory data. I understand this directory data will be released only to prospective employers.

Student Signature: _____ Date: _____

Instructor:

Please rate the student in terms of the following characteristics by circling the appropriate number and/or write a description narrative, which state the student's abilities below.

	Needs Improvement		Average		Excellent
PROGRESS ***Has student advanced in skill & knowledge during the past period?***	1	2	3	4	5
INITIATIVE ***Does the student exhibit creativity and problem solving capabilities?***	1	2	3	4	5
RELIABILITY ***Does the student exhibit personal integrity and a sense of responsibility?***	1	2	3	4	5
WORK ATTITUDE ***Does student have a good attitude toward work?***	1	2	3	4	5
COOPERATION ***Does student work well with others?***	1	2	3	4	5

Attendance: (Circle One) Excellent Good Fair

Comments: _____

_____

Narrative Statement: (Optional) _____

_____

Instructors Signature: _____ Date: _____

PLEASE NOTE: Student Employment Services does not maintain credential files for students.

X
Signature Forms

TEST QUESTION STUDENT APPEAL FORM

The following requirements apply to all test question appeals:

- Submit by email or place into instructor's Nursing office mailbox within 48 hours of exam. In the case of a final exam, submit within 24 hours.
- One question description per appeal (if exam review is needed, contact individual course instructor).
- Written in a positive tone, using correct spelling and grammar.
- Provides citation/ reference for rationale with page numbers when applicable.
- Reviewed by all faculty teaching a section of the same course.

We implement best practice guidelines to ensure fair testing practices. Faculty value student feedback given to help us make assessment improvements.

Describe the question you are appealing:

1. **Explain your selected answer with supporting evidence as to why this answer was selected**:

2. **Additional feedback for appealing (i.e. difficult wording, correct answer vs. incorrect answer):**

Course Instructors reviewing appeal: _____

This appeal has been: **Accepted** or **Denied**

Rationale for decision:

Revised 10/2018

ASSOCIATE DEGREE NURSING PRE-REGISTRATION
INCOMING 1ST SEMESTER STATEMENT OF UNDERSTANDING

Please read and initial each statement using BLACK or BLUE ink ONLY

_____ (Initial) I understand that I am responsible for any verbal and written information presented to me at this orientation.

_____ (Initial) I understand that if I am not successful in clinical, I will need to follow the re-entry guidelines set by the Nursing Department (located in the Nursing Student Handbook). I understand that the re-entry is not an automatic Guarantee and that I may have to wait to re-enter.

_____ (Initial) I understand that it is my responsibility to review the current curriculum sheet for course requirements, program GPA, and graduation criteria.

_____ (Initial) I understand that it is my responsibility to notify my clinical instructors, program counselor, and/or Office of Admissions of any changes in my program of study.

_____ (Initial) I understand that I could be subjected to immediate removal from the Nursing Program at any time if my Background Information Disclosure form is falsified or if my criminal background check does not meet the clinical facility requirements. Students who have resided out of the state/country within the last three (3) years must submit a criminal background check from that state/country.

_____ _____

Name of Student (**please print**) Student Signature

_____ _____

Student ID # Date

05/2019

CONFIDENTIALITY

Protecting the privacy of information is referred to as "confidentiality" and is an important part of how healthcare is delivered to the people in the communities we interact with. As required by the federal Health Insurance Portability and Accountability Act of 1996 ("HIPAA"), all healthcare providers, and caregivers must protect the patients' medical records and other health information. Patients can expect that steps are taken to ensure that communication about them is kept confidential.

Each healthcare facility has established policies and procedures to protect the confidentiality of protected health information (PHI) about their patients. PHI (Protected Health Information) includes any personal information that the patient provides. Some examples are:

- Name
- Date of birth
- Phone number and address
- Insurance and social security numbers
- Medical history

PHI (Protected Health Information) includes any information the healthcare facility creates. Some examples are:

- Medical Record Number
- Billing Information
- Medical information

Healthcare workers can protect privacy by following the "need to know" rule, which states, **"Use only the minimum necessary information needed to do your job."** This rule pertains to students as well. As a nursing student you will have limited access to the PHI and will be trained on the policies and procedures of each facility that you may encounter.

You will be responsible to understand and follow the policies and procedures set forth by the individual facilities.

GATEWAY TECHNICAL COLLEGE ASSOCIATE DEGREE NURSING

CONFIDENTIALITY STATEMENT

I understand and agree that as a nursing student at Gateway Technical College, I must hold all client information in the strictest confidence. Furthermore, I understand that intentional or careless violation of client confidentiality is breach of nursing ethics, a violation of state and federal law, and will result in disciplinary action up to and including dismissal from the program.

I further acknowledge that I have received and read a copy of Sections 146.81 to 146.84 of the Wisconsin Statutes (appendix) which regulate healthcare records in the State of Wisconsin.

Please complete using BLACK or BLUE ink ONLY

_____ _____

Name of Student (please print) Student Signature

_____ _____

Student ID # Date

05/2019

STUDENT HONOR CODE TESTING AGREEMENT

Student Responsibilities and Behaviors During an Assessment

A. Student possessions during an assessment:
   i. Cell phones, smart watches, and wireless earbuds are not permitted. These items must be turned off in a backpack or left at the front of the room.
   ii. Pencil/pen, blank scrap paper (ideally this is handed out by the instructor), calculator, plug-in headphones, and something to drink are permitted.
   iii. Scrap paper is turned in with student's name on it at the end of the assessment

B. If the test is given:
   i. *At the beginning of class*, upon completion of the test students will close their laptop and quietly exit the room. Possessions/personal items will remain in backpack or at the front of the room until all students are done testing.
   ii. *At the end of class*, upon completion of the test students will close their laptop and quietly gather possessions/personal items and exit the room.

C. Students are not to discuss the exam with anyone, especially other students who have not yet taken the exam.

D. Students who arrive late for a test will be allowed to take the course exam, but no additional time will be allotted.

E. If students suspect other students of cheating during the exam, students must report this either by a detailed Maxient Report (which can be anonymous) or by notifying the course instructor.

F. If a student is absent for any course test, it will be the responsibility of the student to contact the faculty member who is administering the exam.

G. Make up tests, if allowed per course syllabus, will be scheduled through HealthFlex or DSS (when appropriate). Students will follow the guidelines of the HealthFlex testing center in addition to SCON policy.

H. Students must follow the HESI testing policy for HESI exams.

I. All students will have a signed copy of the Honor Code Testing Agreement placed in their electronic ADN file.

Please complete using BLACK or BLUE ink ONLY

_____ _____

Name of Student (**please print**) Student Signature

_____ _____

Student ID # Date

05/2019

ADN STUDENT HANDBOOK ACKNOWLEDGEMENT STATEMENT

I, _____, do verify that I have received and read the
(please print name)

Associate Degree Nursing Student Handbook. I understand that I am responsible for the information contained herein.

_____

Signature

_____ _____

Student ID # Date

This form is saved electronically for the AND Program.

05/2019

HUMAN PATIENT SIMULATION CONFIDENTIALITY STATEMENT / PHOTOGRAPHY RELEASE

Gateway Technical College supports the College Honor Code. The Honor System is binding to all members of the school community. This includes the Human Patient Simulation lab (HPS Lab). Students are expected to keep all events, procedures, and information used in conjunction with the HPS Lab strictly confidential. This includes patient history information obtained prior to the actual simulation experience, as well as information obtained and used in the pre and post conferences. Students are not to share information about their simulation experiences with other students. Violation of this confidentiality statement is a violation of the College Honor Code and will lead to consequences for the student, possibly up to and including removal from the nursing program.

"I certify that I am participating in Gateway Technical College photo/video shoots and/or interviews by choice and that I was in no way forced to participate or give a testimonial as part of a college or program requirement. My statements are what I believe to be true. I give Gateway Technical College permission to utilize photographs and/or video images/pictures containing my voice, image, and/or image of my original work. I understand that the photographs/images/voice may be utilized in electronic, print, or digital production, used by the College for educational or promotional purposes through video/DVDs, website, radio broadcast, print pieces or other formats. Videos recorded are used for educational purposes/evaluation of students in the HPS and Skills laboratory settings. Video images are downloaded onto the student's instructor's shared drive for evaluation. Videos are kept within the instructor's file on the shared drive for the remainder of the course. Upon completion of course, all videos are deleted from the instructor's shared drive. I further understand that this form is saved electronically for the ADN Program and is in effect for the duration of my time as a student in the ADN Program at Gateway Technical College."

☐ **By checking this box, I have read the statement above and understand it. I agree to allow Gateway Technical College to record and/or photograph my performance in the HPS Lab for teaching purpose.**

Please complete using BLACK or BLUE ink ONLY

_____ _____

Name of Student (**please print**) Student Signature

_____ _____

Student ID # Date

05/2019

VIDEO RELEASE FORM

"I certify that I am participating in Gateway Technical College photo/video shoots and/or interviews by choice and that I was in no way forced to participate or give a testimonial as part of a college or program requirement. My statements are what I believe to be true."

"I give Gateway Technical College permission to utilize photographs and/or video images/pictures containing my voice, image, and/or image of my original work."

"I understand that the photographs/images/voice may be utilized in electronic, print, or digital production, used by the College for educational or promotional purposes through video/DVDs, website, radio broadcast, print pieces or other formats."

Videos recorded are used for educational purposes/evaluation of students in the HPS and Skills laboratory settings. Video images are downloaded onto the student's instructor's shared drive for evaluation. Videos are kept within the instructor's file on the shared drive for the remainder of the course. Upon completion of course, all videos are deleted from the instructor's shared drive.

"I further understand that this form is saved electronically for the ADN Program and is in effect for the duration of my time as a student in the ADN Program at Gateway Technical College."

This release is given pursuant to the provisions of Section 895.50 of the Wisconsin Statutes and Sections 668.71 - 668.75 of the Federal Higher Education Act.

Please complete using BLACK or BLUE ink ONLY

Name (please print)_____

Student ID#_____

Gateway student email:_____

Address:_____

City/State/Zip:_____

Phone number (home):_____

Phone number (work):_____

Signature*: _____

Date:_____

**If the individual named on this form is a minor, it is necessary for the individual's legal guardian to sign this release.*

Gateway Technical College is committed to providing access and equal opportunity for all. Reasonable accommodations are provided for all services, programs, activities, education and employment for individuals with disabilities. To request an accommodation, please contact Beth Mulhollon ten days in advance at 262-619-6478 or email mulhollone@gtc.edu.

KM 8/2018

WISCONSIN TECHNICAL COLLEGE SYSTEM
ASSOCIATE DEGREE NURSING (ADN) PROGRAM
STATEMENT OF UNDERSTANDING

The Americans with Disabilities Act of 1990 (42 U.S.C. § 12101, *et seq.*) and Section 504 of the Rehabilitation Act of 1973 (29 U.S.C. § 794) prohibits discrimination of persons because of her or his disability. In keeping with these laws, colleges of the Wisconsin Technical College System make every effort to insure a quality education for students. The purpose of this document is to ensure that students acknowledge that they have been provided information on the functional abilities required of a student in the Associate Degree Nursing program. In addition, information was given to the student on reasonable accommodations to meet the *Functional Abilities* at this time.

This form is to be completed upon admission to the ADN program and at the time of ADN Clinical Placement using BLACK or BLUE ink ONLY

_____ (Initial) I have read and I understand the *Functional Ability Categories* specific to a student in an Associate Degree Nursing program.

_____ (Initial) I am able to meet the *Functional Abilities* as presented and have been provided with information concerning accommodations or special services if needed at this time.

_____ Name of Student (**please print**)

_____ Student Signature

_____ Student ID #

_____ Date

05/2019

ADN YEARLY ACKNOWLEDGEMENT FORM

Go to www.gtc.edu/student-services/registrar/additional-program-requirements**, select Nursing, and locate the links to the ADN Handbook and Functional Abilities for the Nursing Program. Initial each statement, sign, and date the form!**

_____ I have previously submitted my Initial Physical Form and attest that my health status related to communicable diseases has *not* changed within the past 12 months. **If there has been a change, I understand that I must meet with my Program Dean prior to continuing in clinical courses.*

_____ I do verify that I have read the Associate Degree Nursing Student Handbook. I understand that I am responsible for the information contained therein.

_____ I have read the functional abilities for the Nursing program and attest I am able to meet the functional abilities as presented with or without accommodation and I understand that I may receive information concerning accommodations or special services if needed upon my request.

Please complete using BLACK or BLUE ink ONLY

_____ _____

Name of Student (please print) Student Signature

_____ _____

Student ID # Date

05/2019