ASSOCIATE DEGREE NURSING STUDENT HANDBOOK

An Equal Opportunity/Access Educator/Employer

Revised Fall 2013

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 the Health Occupations Counselor in Student Services.

Additional information about Gateway and the A.D.N. program may be found on the Gateway's Web page at www.gtc.edu. All A.D.N. course materials can be found on our nursing web site at www.gtc.edu/nursing then click on "Current Students." Other resource information is still to come.

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

Accreditation Commission for Education in Nursing, Inc.
3343 Peachtree Road NE
Suite 850
Atlanta, GA 30326
http://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

Michael O'Donnell
Dean of Health Occupations

Diane Skewes
Associate Dean of Nursing

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I.
GATEWAY TECHNICAL COLLEGE

GATEWAY TECHNICAL COLLEGE
CORE ABILITIES

ACT RESPONSIBILY

Among the skills and attitudes of acting responsibly are:

1. Exert a high level of effort and perseverance toward goal attainment.
2. Display high standards for attendance, punctuality, enthusiasm, vitality, and optimism in approaching and completing tasks.
3. Maintain self control in difficult situations.
4. Judge accurately the amount of work he/she can accomplish.
5. Take good care of tools and equipment.
6. Show up on time and ready to work.
7. Apply ethical work values such as keeping confidentiality, putting in a full day's work and following health and safety standards.
8. Assess personal values and uses them to guide actions and decisions.
9. Recognize one's responsibility to personal, social, professional, educational, and natural environments and makes informed decisions based on that responsibility.

COMMUNICATE CLEARLY AND EFFECTIVELY

Among the skills and attitudes essential to communicating clearly are:

1. Select appropriate means to convey a message.
2. Speak clearly so others can understand.
3. Write with clarity so others can understand.
4. Ask questions for clarification.
5. Participate in discussions and group presentations.
6. Interpret nonverbal communications.
7. Use active listening skills.
8. Apply standards of spelling, English, grammar, and punctuation.
9. Read for content, structural analysis and word meanings.
10. Distinguish between fact and opinion.

DEMONSTRATE ESSENTIAL COMPUTER SKILLS

Among skills and attitudes essential to demonstrating computer skills are:

1. Demonstrate Level 1 computer literacy skills as determined by District policy.
2. Demonstrate ability to send and receive electronic mail.
3. Demonstrate ability to perform research utilizing the Internet.
4. Demonstrate ability to use a word processing software program.
5. Demonstrate the ability to use occupational specific software.

DEMONSTRATE ESSENTIAL MATHEMATICAL SKILLS

Among the skills and attitudes essential to demonstrating essential mathematical skills are:

1. Perform computations using appropriate methods.
2. Demonstrate knowledge and application of measurement.
3. Demonstrate knowledge and application of formulas.
4. Apply mathematical problem solving steps.

DEVELOP THE SKILLS REQUIRED TO SUCCESSFULLY SEEK AND OBTAIN EMPLOYMENT

Among the skills and attitudes essential to successfully seek and obtain employment are:

1. Identify job possibilities.
2. Write a resume.
3. Complete an application for a job.
4. Participate in an effective interview.
5. Accept or reject a job offer.
6. Develop a record keeping system for job search.
7. Research job clusters to determine possible careers.
8. Determine career choices and alternatives using personal information and career research.
9. Set long range and short range goals.
10. Develop a plan of action to achieve goals.
11. Network with peer groups and people in one's career field.

RESPECT SELF AND OTHERS AS MEMBERS OF A DIVERSE SOCIETY

Among the skills and attitudes essential to respecting self and others as members of a diverse society are:

1. Communicate in a culturally sensitive manner.
2. Act with a sense of equity.
3. Work well with individuals and groups from diverse backgrounds.
4. Value individual and cultural differences.
5. Act consistently with a cultural context.
6. Take responsibility for own behavior.
7. Express ideas self-confidently.
8. Behave assertively.
9. Set personal goals.
10. Maintain confidentiality.

THINK CRITICALLY AND CREATIVELY

Among the skills and attitudes essential to think critically and creatively are:

1. Apply the principles and strategies of organized thinking.
2. Practice analytical, explorative, and innovative thinking.

3. Apply problem-solving steps.
4. Make decisions based on analysis.
5. Evaluate information, ideas, and problems.
6. Accept all ideas during brainstorming sessions.
7. Collect data through probing questions and research.
8. Respect the contributions of others.
9. Use techniques such as brainstorming to acquire alternative solutions.
10. Make inferences and connections.
11. Demonstrate open mindedness.
12. Demonstrate comparison skills.
13. Persist in the search for truth.
14. Present ideas for critical evaluation.

WORK COOPERATIVELY

Among the skills and attitudes essential to working cooperatively are:

1. Contribute to a group with ideas, suggestions, and effort.
2. Complete one's share of tasks necessary to complete a project.
3. Encourage team members by listening and responding appropriately to their contributions.
4. Build on an individual team members' strengths.
5. Resolve differences for the benefit of the team.
6. Challenge existing procedures, policies, or authorities responsibly.
7. Participate as a member of a team (e.g., following instruction, providing feedback, cooperating with establishing team goals).
8. Work to satisfy internal and external customer's expectations.
9. Appropriately respond to praise and criticism; accept advice.
10. Display a positive attitude.
11. Empathize with others.
12. Maintain a safe and healthy work environment for self/group.
13. Interpret nonverbal cues accurately.
14. Perform competent and effective leadership of a group.
14. Evaluate outcomes.

VALUE LEARNING

Among the skills and attitudes essential to valuing learning are:

1. Set personal learning goals.
2. Assume responsibility for life-long learning.
3. Identify own learning needs.
4. Access appropriate resources for learning.
5. Apply effective learning processes.
6. Help others to learn effectively.

AFFIRMATIVE ACTION/EQUAL OPPORTUNITY POLICY H-110

POLICY STATEMENT:

The Gateway Technical College District Board, hereinafter referred to as the Gateway District Board, will be fair and impartial in all its relations with its student, employees, and applicants for employment without regard to race, color, national origin, ancestry, creed, religion, political affiliation, marital status, parental status, pregnancy, family or medical leave, disability, age, gender, sexual orientation, arrest record or conviction record, retaliation, union or nonunion affiliation, membership in the National Guard, state defense force or any reserve component of the military forces of the U.S. or Wisconsin.

For further information and policy updates, please refer to the Gateway Technical College Student Handbook.

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 health care 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 health care 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 measureable competencies. Faculty and learners create a safe, cooperative environment which stimulates the spirit of inquiry, clinical reasoning, and self-directed life-long 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 health care 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.

We Value:

- Diversity
- Evidence-based practice
- Holistic, patient-centered care
- Honesty, integrity and fairness
- Life-long learning
- Safe and cooperative work environments
- Partnerships with students, businesses, government, educational systems, and communities
- Wise use of technology and resources entrusted to us

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.

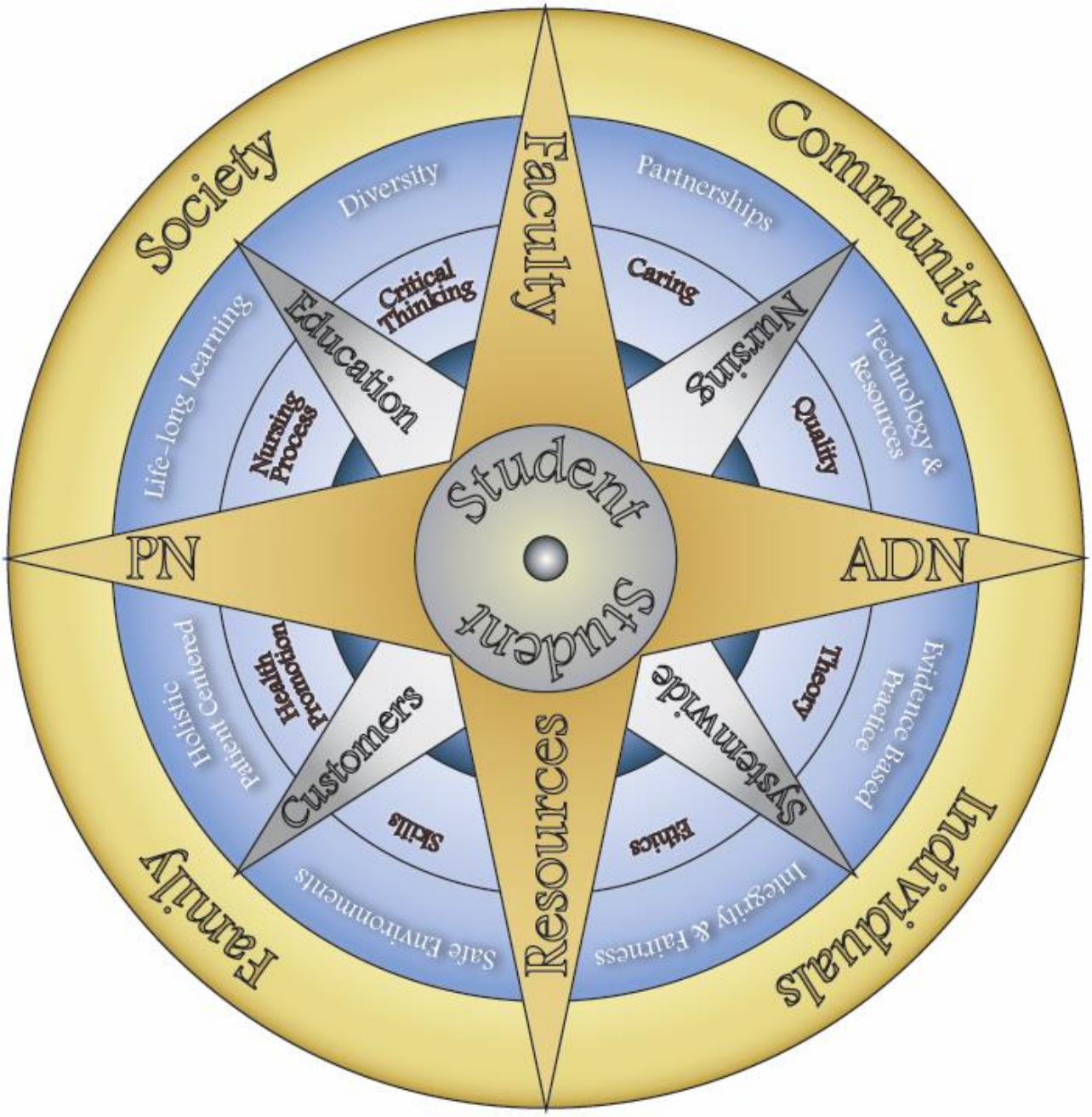
Conceptual Framework

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
ASOCCIATE DEGREE NURSING PROGRAM
CONCEPTUAL FRAMEWORK



10.

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 • Exhibit caring behaviors in collaboration with the health care team through advocacy on behalf of patients, families and caregivers • Practice within the PN legal and ethical frameworks for nursing • Demonstrate responsibility and accountability for learning, actions, and patient care • Provide quality care within the PN scope of practice complying with evidence-based standards	**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** • Exhibit caring behaviors through advocacy on behalf of patients, families and caregivers • Practice within the RN legal and ethical frameworks for nursing • Demonstrate responsibility and accountability for learning, actions, and management of the patient care team • 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 • Utilize appropriate communication strategies based on patient need • Reinforce accurate, complete and pertinent information to patients, families and the health care team • Evaluate and modify communication strategies on an ongoing basic	**ADN2: Demonstrate appropriate written, verbal, and nonverbal communication in a variety of clinical contexts** • Utilize appropriate communication strategies based on patient need • Provide accurate, complete, and pertinent information to patients, families and the health care team • 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 • Maintain a questioning and open mind to consider new approaches, ideas and best practices • Apply theoretical knowledge and skills to assist in the care of patients • Provide rationale for judgments and decisions used in the provision of safe, quality care	**ADN3: Integrate social, mathematical, and physical sciences, pharmacology, and pathophysiology in clinical decision making** • Maintain a questioning and open mind to consider new approaches, ideas and best practices • Incorporate theoretical and evidence based knowledge and skills to analyze relevant data to support clinical decision making • 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 health care settings • Assist with the application of the nursing process (assessment, diagnosis, planning, implementation and evaluation) • Demonstrate unbiased respect for diversity through holistic and patient centered care • Provide nursing are to promote health, safety and well-being, and self-care management • Contribute to a positive patient and family experience	**ADN4: Provide patient centered care by utilizing the nursing process across diverse populations and health care settings** • Demonstrate application of the nursing process (assessment, diagnosis, planning, implementation and evaluation) • Demonstrate unbiased respect for diversity through holistic and patient centered care • Provide and direct nursing care to promote health, safety and well-being, and self-care management • 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 • Implement and monitor practices for infection prevention • Utilize national patient safety resources, initiatives and regulations • Report errors and participate in system improvements	**ADN5: Minimize risk of harm to patients, members of the healthcare team and self through safe individual performance and participation in system effectiveness** • Implement and evaluate infection prevention practices • Analyze the utilization of national patient safety resources, initiatives and regulations • Participate in analyzing errors and designing system improvements
PN6: Collaborate as an active member of the multidisciplinary health care team to provide effective patient care throughout the lifespan • Function within the PN scope of practice as a member of the healthcare team • Adapt communication to the team and situation to share information or solicit input • Implement the recommendations of others in helping the patient and/or family achieve health goals	**ADN6: Lead the multidisciplinary health care team to provide effective patient care throughout the lifespan** • Function within the RN scope of practice as a member of the healthcare team • Adapt communication to the team and situation to share information or solicit input • 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 • Access data from a variety of sources • Document patient care in an electronic health record according to established standards • Apply technology and information management tools to support safe processes of care • Gather data to support quality improvement activities • Adhere to security measures to protect the confidentiality of all forms of health information	**ADN7: Use information and technology to communicate, manage data, mitigate error, and support decision-making** • Access data from a variety of sources • Plan and document patient care in an electronic health record • Apply technology and information management tools to support safe processes of care • Analyze data from a quality system to improve practice • 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 National League for Nursing Accrediting Commission. 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 hospice, 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 nursing 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 health care services to communities in need. Gateway's Student Nursing Association and Nurse's Christian Fellowship are two student organizations 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:

- American Nursing Association, A.N.A.
- Nursing Career Resources
- Department of Safety and Professional Services (access to the Wisconsin Board of Nursing Licensure Applications)

- National Association of Black Nurses
- National Association of Hispanic Nurses
- Nurse Practice Act
- National Student Nurse Association
- Wisconsin Nurses Association

Job and salary outlook

According to the Bureau of Labor Statistics, registered nurses constitute the largest national healthcare occupation, with 2.6 million jobs. Between 2010 and 2020 the nursing industry is expected to grow 26 percent. Advances in technology are treating a greater number of health problems causing a greater need for nurses.

The median annual salary of registered nurses was $64,690 in 2010; mean hourly wage of $30.90. 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 health care 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. Links at the bottom of the page will take a student to the correct pages to complete the process.

A BID and a CBC must be completed as part of the admission and petition process. The BID and CBC data expires in two years. Some students may 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 course held in clinical settings.

A BID or CBC that reveals the student to have 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 BID or CBC. Personnel at the clinical facility will review the BID and CBC. If the student has not claimed charges or convictions on the BID are immediately rejected by the clinical facility for dishonestly. 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 Health Services, the Associate Dean of Nursing, or the Program Chair will inform the student that they will be removed the 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 the American Databank. The BID form gives applicants an opportunity to disclose any charges that might be on their records.

Background Information Disclosure forms are available at www.gtc.edu/forms

After completing the BID, students are to access: www.gatewaytechnicalcompliance.com to request a background check. Approximate cost is $27 payable through the Website. The fee is slightly higher if the student/applicant has previous multiple last names or has lived in another state within the past three years.

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 health care 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.

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Gateway Technical College
Release and Background Information Disclosure Form

As part of the application process for acceptance at **Gateway Technical College** I understand that they and/or its agents may conduct an investigation of my personal information. The investigation may include, but is not limited to Criminal History Records (from state, federal and other agencies). I understand that these records may be used for the eligibility of my acceptance into the aforementioned school's educational program. I authorize without reservation the full release of these records and for American DataBank and/or its agents contracted by American DataBank to obtain information.

In addition, I release and discharge American DataBank, Gateway Technical College, and all of its agents and associates, any expenses, losses, damages, liabilities, or any other charges or complaints for the investigative process. I also authorize the full release of the information described above, without any reservation, throughout any duration of my enrollment at **Gateway Technical College**.

I understand that the information I provided within the Background Disclosure and my Criminal Background Check Screening will be shared with potential clinical and/or practicum sites.

I also certify that all information provided is correct on the above Background Disclosure Form to the best of my knowledge. Any false statements provided will be considered just cause for denial of acceptance and/or placement at clinical/practicum sites.

I understand that in consideration of being admitted into a Health or Service Occupations Program at Gateway Technical College, a governmental body organized and existing under the laws of the State of Wisconsin, and being fully informed of the Wisconsin Caregiver Background Check Law, do, for myself, my heirs, and executors, assigns and administers, remise, release, and forever discharge, Gateway Technical College, its Board members, its employees, agents, and its successors, of and from all manner of action or actions, cause or causes of actions, suits, sums of money, claims and demands whatsoever, in law or equity, which I have ever had or now have against Gateway Technical College, due to the inability to secure a clinical/practicum placement for the Health or Service Occupations program in which I am now enrolled because of the refusal of a clinical/practicum site to allow me access to their facility, whether the same be upon contract or upon tort.

Upon Request, American DataBank will supply a copy of my report and my rights under the Fair Credit Reporting Act. Requests may be directed to: American DataBank, 110 Sixteenth Street, 8th Floor, Denver, CO 80202 or by contacting us at 1-800-200-0853.

Please remember to complete your Criminal Background Screening order on-line at
www.gatewaytechnicalcompliance.com

Please Print
Applicant/Student Name: _____
First M.I. Last

Student ID: _____ Date of Birth: _____/_____/_____

By signing, I acknowledge that I have read and understand the above information.

Signature: _____ **Date:** _____/_____/_____

IMPORTANT!
CONTINUE TO THE **BACKGROUND INFORMATION DISCLOSURE (BID)** – YOU MUST COMPLETELY ANSWER ALL QUESTIONS ON THE BID. It is essential that your replies on the BID are complete and accurate to be considered for admission to and placement in your program.

BACKGROUND INFORMATION DISCLOSURE (BID)

INSTRUCTIONS

The Background Information Disclosure form (F-82064) gathers information as required by the Wisconsin Caregiver Background Check Law to help employers and governmental regulatory agencies make employment, contract, residency, and regulatory decisions. Complete and return the entire form and attach explanations as specified by employer or governmental regulatory agency.

CAREGIVER BACKGROUND CHECK LAW

In accordance with the provisions of Chapters 48685 and 50.065, Wis. Stats., for persons who have been convicted of certain acts, crimes, or offenses:

1 The Department of Health Services (DHS) may not license, certify, or register the person or entity (Note: Employers and Care Providers are referred to as "entities");
2 A county agency may not certify a child care or license a foster or treatment foster home;
3 A child placing agency may not license a foster or treatment foster home or contract with an adoptive parent applicant for a child adoption;
4 A school board may not contract with a licensed child care provider; and
5 An entity may not employ, contract with or, permit persons to reside at the entity.

A list of barred crimes and offenses requiring rehabilitation review is available from the regulatory agencies or through the Internet at http://dhswisconsin.oov/caregiverIStatutesINDEXHTM.

THE CAREGIVER LAW COVERS THE FOLLOWING EMPLOYERS / CARE PROVIDERS (Referred to as "Entities"):

Programs Regulated under Chapter 48, Wis. Stats.	Treatment Foster Care, Family Child Care Centers, Group Child Care Centers, Residential Care Centers for Children and Youth, Child Placing Agencies, Day Camps for Children, Family Foster Homes for Children, Group Homes for Children, Shelter Care Facilities for Children, and Certified Family Child Care
Programs Regulated under Chapters 50, 51, and 146, Wis. Stats	Emergency Mental Health Service Programs, Mental Health Day Treatment Services for Children, Community Mental Health, Developmental Disabilities, AODA Services, Community Support Programs, Community Based Residential Facilities, 3-4 Bed Adult Family Homes, Residential Care Apartment Complexes, Ambulance Service Providers, Hospitals, Rural Medical Centers, Hospices, Nursing Homes, Facilities for the Developmentally Disabled, and Home Health Agencies -including those that provide personal care services.
Others	Child Care Providers contracted through Local School Boards

THE CAREGIVER LAW COVERS THE FOLLOWING PERSONS:

- Anyone employed by or contracting with a covered entity who has access to the clients served, except if the access is infrequent or sporadic and service is not directly related to care of the client.
- Anyone who is a Child Care Provider who contracts with a School Board under Wisconsin Statute 120.13 (14).
- Anyone who lives on the premises of a covered entity and is 10 years old or over, but is not a client ("nonclient resident").
- Anyone who is licensed by DHS.
- Anyone who has a foster home licensed by DHS.
- Anyone certified by DHS
- Anyone who is a Child Care Provider certified by a county department.
- Anyone registered by DHS.
- Anyone who is a board member or corporate officer who has access to the clients served.

FAIR EMPLOYMENT ACT

Wisconsin's Fair Employment Law, Chapters 111.31 -111.395, Wis. Stats., prohibits discrimination because of a criminal record or pending charge; however, it is not discrimination to decline to hire or license a person based on the person's arrest or conviction record if the arrest or conviction is substantially related to the circumstances of the particular job or licensed activity.

PERSONALLY IDENTIFIABLE INFORMATION

This information is used to obtain relevant data as required by the provisions set forth by the Wisconsin Caregiver Background Check Law. Providing your social security number is voluntary; however, your social security number is one of the unique identifiers used to prevent incorrect matches. For example, the Department of Justice uses social security numbers, names, gender, race, and date of birth to prevent incorrect matches of persons with criminal convictions. The Department of Health Services' Caregiver Misconduct Registry uses social security numbers as one identifier to prevent incorrect matches of persons with findings of abuse or neglect of a client or misappropriation of a client's property.

BACKGROUND INFORMATION DISCLOSURE (BID)

Completion of this form is under the provisions of Chapters 48685 and 50.065, Wis. Stats. Failure to comply may result in a denial or revocation of your license, certification, or registration; or denial or termination of your employment or contract. Refer to the instructions (F-82064A) on 1 for additional information. Providing your social security number is voluntary; however, your social number is one of the unique used to prevent incorrect matches

PLEASE PRINT YOUR ANSWERS.
You MUST answer each question completely and truthfully.

Check the box that applies to you.

- o Employee / Contractor (including new applicant)
- o Applicant for a license or certification or registration (including continuation or renewal)
- o Household member / lives on premises but not a client
- ● Other –Specify: *Student*

NOTE: If you are an owner, operator, board member, or non client resident of a Division of Quality Assurance (DQA) regulated facility, complete the BID, F-82064, and the Appendix, F-82069, and submit both forms to the address noted in the Appendix Instructions

Name – (First and Middle)	Name – (Last)	Position Title (Complete only if you are a prospective employee or contractor, or a current employee or contractor.)		
Any Other Names By Which You have Been Known (including Maiden Name)		Birth Date	Gender (M/F)	Race
Address Street, City, State, Zip Code		Social Security Number(s)		

Business Name and Address -Employer or Care Provider (Entity)

SECTION A • ACTS, CRIMES, AND OFFENSES THAT MAY ACT AS A BAR OR RESTRICTION	YES	NO
1. Do you have any criminal charges pending against you or were you ever convicted of any crime anywhere, including in federal, state, local, military and tribal courts? » If Yes, list each crime, when it occurred or the date of the conviction, and the city and state where the court is located. You may be asked to supply additional information including a certified copy of the judgment of conviction, a copy of the criminal complaint, or any other relevant court or police documents		
2. Were you ever found to be (adjudicated) delinquent by a court of law on or after your 10th birthday for a crime or offense? (NOTE: A response to this question is only required for group and family day care centers for children and day camps for children,) » If Yes, list each crime, when and where it happened, and the location of the court (city and state). You may be asked to supply additional information including a certified copy of the delinquency petition, the delinquency adjudication, or any other relevant court or police documents		
3. Has any government or regulatory agency (other than the police) ever found that you committed child abuse or neglect? A response is required if the box below is checked ☐ (Only employers and regulatory agencies entitled to obtain this information per sec. 48981 are authorized to, and should, check this box.) » If Yes, explain, including when and where it happened.		
4. Has any government or regulatory agency (other than the police) ever found that you abused or neglected any person or client? » If Yes, explain, including when and where it happened.		

SECTION A (continued)		YES	NO
5.	Has any government or regulatory agency (other than the police) ever found that you misappropriated (improperly took or used) the property of a person or client? » If Yes, explain, including when and where it happened.		
6	Has any government or regulatory agency (other than the police) ever found that you abused an elderly person? - If » Yes, explain, including when and where it happened.		
7.	Do you have a government issued credential that is not current or is limited so as to restrict you from providing care to clients? » If Yes, explain, including credential name, limitations or restrictions, and time period		

SECTION B -OTHER REQUIRED INFORMATION		YES	NO
1.	Has any government or regulatory agency ever limited, denied, or revoked your license, certification, or registration to provide care, treatment, or educational services? » If Yes, explain, including when and where it happened.		
2.	Has any government or regulatory agency ever denied you permission or restricted your ability to live on the premises of a care providing facility? » If Yes, explain, including when and where it happened and the reason.		
3.	Have you been discharged from a branch of the US Armed Forces, including any reserve component? » If yes, indicate the year of discharge _____ Attach a copy of your DD214 if you were discharged within the last 3 years.		
4.	Have you resided outside of Wisconsin in the last 3 years? » If yes, list each state and the dates you lived there.		
5.	Have you had a caregiver background check done within the last 4 years? » If Yes, list the date of each check, and the name, address, and phone number of the person, facility, or government agency that conducted each check		
6	Have you ever requested a rehabilitation review with the Wisconsin Department of Health Services, a county department, a private child placing agency, school board, or DHS designated tribe? » If Yes, list the review date and the review result You may be asked to provide a copy of the review decision.		

A "NO" answer to all questions does not guarantee employment, residency, a contract, or regulatory approval.

I understand, under penalty of law that the information provided above is truthful and accurate to the best of my knowledge and that knowingly providing false information or omitting information may result in a forfeiture of up to $1,000.00 and other sanctions as provided in DHS 12.05 (4), Wis. Adm. Code.

Signature	Date Signed

HEALTH REQUIREMENTS

All forms must be submitted on a Gateway form! If you have had any of the requirements completed recently, you must take the Gateway forms to your health care provider and have them transcribe the information onto a Gateway form.

Official documentation by a qualified health care provider is required! To be considered a qualified health care 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). Dates written in by the student or a person who is not a qualified health care provider will not be accepted.

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 submitted, this physical will be good for three years. You will be required to fill out the Health Declarations form annually to update your health and demographic information.

IMMUNIZATIONS

Mantoux TB Test or Quantiferon Lab Results

- The TB skin test must be read in 48-72 hours by a qualified health care 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 that 1 year, you must have the Mantoux test repeated annually.
- If you are having this done at the health department, try to have the results prior to seeing your physician for a physical.
- Do not have this test done on a Thursday unless you are sure you can have it read on a Saturday.
- A baseline x-ray is required if the Mantoux test is positive.
- If you have had a previous positive skin test, an x-ray 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 health care provider annually on the TB Assessment form and submitted to Health Records.

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.

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 you 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 the 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.

Influenza

- The influenza vaccination is required for all students and staff. Documentation is needed at this time.
- If you are unable to receive the vaccination due to health reasons or religious convictions, you will be required to fill out the Waiver Form and have your health care provider or clergy complete the appropriate sections.

Varicella Vaccine

- Documentation of 2 does of the Varicella vaccination **or** titer to determine if immunity exists is required at this time.

Tetanus

- Vaccination must be within 10 years. If it has been 8-9 years, renewal is recommended.

Hepatitis B

- The dates of 3 vaccines should be reported to the health records screener with verification as they are received.
- 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 and complete the **Acknowledgement and Release Form.**

UA Drug Screen

- All Associate Degree Nursing students must undergo a 10 panel urine drug screen prior to clinical start.

CPR

- A copy of your current CPR certification for the **Health Care Provider MUST** be submitted along with the health records.
- CPR Certification MUST be from American Heart Association or American Red Cross.
- A current card will need to be submitted bi-annually throughout the length of the program as you complete your recertification courses.
- **NO** online CPR classes will be accepted!!!

MEDICAL RESTRICTIONS

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

Please keep copies of everything submitted to Gateway Technical College!
If you have any questions regarding your health records, please call or e-mail:

Health Records are submitted to Student Services for Imaging

For Kenosha/Racine/Burlington/Elkhorn Programs:
Gateway Technical College
Questions only: Health Records Natashia Hanson Elkhorn Campus
262 741-8122
Fax: 262 741-8115
E-mail: hansonn@gtc.edu

0513502

HEALTH CAREER PROGRAMS

PROGRAM: _____

STUDENT NAME: _____

ADDRESS: _____

CITY: _____ STATE: _____

PHONE: _____ DATE OF BIRTH: _____

STUDENT ID:_____

GATEWAY E-MAIL ADDRESS: _____

Were you ever in another Health Occupations Program? Yes _____ No _____

What Program _____

What Campus_____ Date in Program_____

I understand that the information provided in this Health Care Packet may be shared with Gateway Technical College's associated clinical and field sites and consent to its release. I understand that Gateway cannot guarantee allergen-free clinical or field sites and, if I have an allergy or sensitivity to a particular allergen, it is my responsibility to mitigate potential reactions through appropriate means. I further affirm that the information contained within this form is true and accurate.

STUDENT/GUARDIAN SIGNATURE: _____

Submit this form to Students Services for Imaging.

Quesions only: Health Records Natashia Hanson
262 741-8122
Fax: 262 741-8115

0513507

PHYSICAL EXAMINATION

To be completed by Healthcare Provider
(Physician, Physician Assistant or Nurse Practitioner)

STUDENT NAME: _____ STUDENT ID _____

PROGRAM: _____

Allergies	Temperature	Pulse	B/P	Height	Weight

Pertinent Physical Findings:

_____

_____

_____

Identify any health accommodations that will be necessary to function within the health care setting:

_____

Medication: _____

Physical/Emotional Limitations: _____

REMARKS AND RECOMMENDATIONS

_____

_____

On the basis of my findings, I feel that this applicant is mentally and physically fit to enter a healthcare program and is able to work with no restrictions. This applicant is free of communicable diseases and capable of full participation in the health care profession.

Health Care Provider Signature: _____ Date_____

Health Care Provider Printed Name: _____

Health Care Provider Contact Information: _____

_____

Submit this form to Students Services for Imaging.

Quesions only: Health Records Natashia Hanson
262 741-8122
Fax: 262 741-8115
E-mail: hansonn@gtc.edu

0513508

TUBERCULIN TEST

(UPDATED ANNUALLY THROUGHOUT THE PROGRAM)

STUDENT NAME: _____ STUDENT ID _____

PROGRAM: _____

MANTOUX TUBERCULIN SKIN TEST

Must be within 6 months of date of program entry.
Must with within 90 days of program entry for Nursing Assistant.

Date Given: _____ Date Read: _____

Results: _____

-OR-

QUANTIFERON (attach copy of lab results)

Date Given: _____ Lab Results: _____

CHEST X-RAY – Only if Test is Positive
Attach a copy of report.

Previously positive reactors must have x-ray within 1 year of entry into program.

Results: _____

TREATMENT

Treatment recommendations for abnormal findings: _____

_____

Health Care Provider Signature: _____ Date_____

Health Care Provider Printed Name: _____

Health Care Provider Contact Information: _____

Submit this form to Students Services for Imaging.

Quesions only: Health Records Natashia Hanson
262 741-8122
Fax: 262 741-8115
E-mail: hansonn@gtc.edu

Equal Opportunity/Access Education/Employer
Igualdad De Oportunidades

0513504

IMMUNIZATION FORM – ADN PROGRAM

STUDENT NAME: _____ STUDENT ID _____

PROGRAM: _____

TETANUS

Date Received: _____

VARICELLA VACCINE TITER

Date of Immunization: _____

Date of Titer: _____

MMR TITER

Rubella Titer (Date): _____ Results: _____

Measles Titer (Date): _____ Results: _____

Students are required to have a Rubella and Measles Titer (laboratory evidence of immunity) indicating immune status.

Health Care Provider Signature: _____ Date_____

Health Care Provider Printed Name: _____

Health Care Provider Contact Information: _____

Submit this form to Students Services for Imaging.

Quesions only: Health Records Natashia Hanson
262 741-8122
Fax: 262 741-8115
E-mail: hansonn@gtc.edu

Equal Opportunity/Access Education/Employer
Igualdad De Oportunidades

HEPATITIS B AND THE HEPATITIS B VACCINE INFORMATION

Hepatitis B is a liver disease caused by the Hepatitis virus. Anyone can get Hepatitis B, but those who are at greatest risk include:

- Certain household contacts of an infected person
- Certain health care workers who have contact with infected blood
- Persons who work in centers for persons with developmental disabilities
- Drug users who share needles
- Homosexuals, especially those with multiple sex partners
- People who have been incarcerated and individuals who work with them

Hepatitis B virus can be found in the blood, and to a lesser degree in saliva, semen and other bodily fluids of an infected person. It is spread by direct contact with infected body fluids, usually by a needle stick injury, sharing needles or sexual contact. Hepatitis B is not spread by casual contact or by respiratory droplets.

The symptoms may appear 2 to 6 months after exposure, but usually within 3 months. The symptoms of Hepatitis B include fatigue, poor appetite, fever, vomiting, and occasionally joint pain or rash. Urine may become darker in color and a yellowing of the skin and whites of the eyes may appear.

Some individuals may experience few or no symptoms. Chronic carriers are at increased risk of cirrhosis of the liver and liver cancer.

The Hepatitis B virus can be found in the blood and other bodily fluids several weeks before symptoms appear and generally persist for several months afterward. About 10 percent of infected people may become long-term carriers of the virus, and may remain contagious, even though they do not present any symptoms whatsoever.

There is no specific medical treatment or antibiotic that can be used to treat a person once symptoms appear. Usually bed rest is required.

In many cases, receiving the Hepatitis B vaccine can best prevent Hepatitis B. The Hepatitis B vaccine is administered intramuscularly in a series of three injections given at set intervals; at the first visit, one month later and then 6 months after the first injection. To obtain the highest degree of effectiveness, the series of three injections should be completed.

Health care providers will determine if an individual is a candidate for the vaccine.

0513503

ACKNOWLEDGEMENT AND RELEASE FORM

HEPATITIS B

I hereby acknowledge that I have received and reviewed the information provided regarding Hepatitis B and the Hepatitis B vaccine. I understand that I assume the risk of infection from communicable diseases, including Hepatitis B, from my clinical experience.

I understand that receiving the Hepatitis B vaccine is highly recommended but not required at this time, except for certain designated Program clinicals. I also understand that should I elect to receive the Hepatitis B vaccine, I will obtain it from my own health care provider and it will be my responsibility to pay the cost for the series of three injections. According to Gateway Policy H-185, "A student, upon signing and informal release, may voluntarily waive the Hepatitis B vaccination. However, the college cannot guarantee that the said student will be admitted to clinical sites if he/she elects to waive the Hepatitis B vaccination."

I understand that all medical bills associated with injuries, illnesses or contracting a communicable disease during my clinical education are my responsibility; neither Gateway Technical College nor the affiliating clinical agencies have an obligation to pay my medical expenses.

Please initial **ONE** of the following:

_____ I have read the preceding statements regarding Hepatitis B and the Hepatitis B vaccine. I am aware of my responsibilities and I elect **NOT** to receive the vaccine.

_____ I have received the Hepatitis B Vaccine. List dates of vaccinations below.

Hepatitis #1 _____ Hepatitis #2 _____ Hepatitis #3 _____

Hepatitis Titer (date completed and results): _____

Health Care Provider Signature: _____ Date_____

Health Care Provider Printed Name: _____

Health Care Provider Contact Information: _____

Student Signature _____ ID # _____

If student is a minor (under 18 years of age) signature of parent/legal guardian is required.

Parent/Legal Guardian Signature _____ Date_____

0513509

TETANUS IMMUNIZATION FORM

STUDENT NAME: _____ STUDENT ID _____

PROGRAM: _____

TETANUS

Date Received: _____

-OR-

I am aware of my responsibilities and elect not to receive the vaccine at this time.

Student Signature: _____ Date: _____

Health Care Provider Signature: _____ Date_____

Health Care Provider Printed Name: _____

Health Care Provider Contact Information: _____

Submit this form to Students Services for Imaging.

Quesions only: Health Records Natashia Hanson
262 741-8122
Fax: 262 741-8115
E-mail: hansonn@gtc.edu

0513506

IMMUNIZATION FORM - INFLUENZA

STUDENT NAME: _____ STUDENT ID _____

PROGRAM: _____

INFLUENZA VACCINATION

Date Received: _____

Health Care Provider Signature: _____ Date_____

Health Care Provider Printed Name: _____

Health Care Provider Contact Information: _____

_____

Submit this form to Students Services for Imaging.

Quesions only: Health Records Natashia Hanson
262 741-8122
Fax: 262 741-8115
E-mail: hansonn@gtc.edu

Equal Opportunity/Access Education/Employer
Igualdad De Oportunidades

0513510

10 PANEL URINE DRUG SCREEN

TO BE COMPLETED PRIOR TO CLINICAL START

STUDENT NAME: _____ STUDENT ID _____

PROGRAM: _____

10 PANEL URINE DRUG SCREEN

Date Collected: _____ Date Read: _____

RESULTS: Negative Positive
(Circle One)

Health Care Provider Signature: _____ Date_____

Health Care Provider Printed Name: _____

Health Care Provider Contact Information: _____

***STUDENT:** Please keep a copy for your records.*

Submit this form to Students Services for Imaging.

Quesions only: Health Records Natashia Hanson
262 741-8122
Fax: 262 741-8115
E-mail: hansonn@gtc.edu

Equal Opportunity/Access Education/Employer
Igualdad De Oportunidades

Exposure to Communicable Disease

Health care 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 health care 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) in Atlanta, Georgia, has prepared recommendations for Hepatitis B prophylaxis, which the College Health Nurse follows in cases of possible exposure of Gateway Technical College students.

There are types of viral hepatitis which are not addressed by this protocol. One is Type C, formerly called non-A, 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 for treatment 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.

GATEWAY TECHNICAL COLLEGE

POST-BLOOD BORNE PATHOGEN EXPOSURE PROTOCOL

1. **First Aid:**
   Needle stick/cut – a.) ENCOURAGE BLEEDING
   b.) Wash thoroughly with soap/warm water.
   Use plenty of friction!!!

   Mouth – Rinse with water or mouthwash

   Eyes – Flush with water/normal saline or eyewash for **at least 10 minutes!**

   Open areas of skin – Wash thoroughly with soap/warm water, including under nails and in the creases. Use plenty of friction!!!

2. Inform instructor.

3. Identify source individual, if possible.

4. Instructor should contact clinical agency for their review of source risk category.

5. Clinical agency rep. should contact source individual for consent to test for HIV/Hepatitis B/Hepatitis C.
   a.) Blood tested – results given to student and student's health care provider.
   b.) Source not tested/unknown – treated as if positive with consideration of risk status.

6. Student should seek medical evaluation A.S.A.P. preferably within two (2) hours for a high risk exposure.

7. Complete clinical agency's incident form (to be done by student with assistance from instructor).

8. Complete Gateway's forms included in folder:
   a.) Gateway Accident/Incident report
      1. original to college nurse
      2. copy to student
      3. copy to instructor

   b.) Determination of Exposure to Blood/Body Fluids – May need instructor's assistance with this form.
      1. copy to student's health care provider. Bottom portion should be signed by provider.
      2. copy to college nurse.
      3. copy to student.

   c.) Post exposure recommendations
   Review with student before having student sign

   d.) Acknowledgement/Release form

Records of incident kept on file at Gateway for 30 years from date of occurrence.

FUNCTIONAL ABILITIES FOR THE ASSOCIATE DEGREE NURSING PROGRAM

Functional Ability Categories and Representative Activities/Attributes
For the Associate Degree Nursing Program

The Federal American with Disabilities Act (ADA) bans discrimination of persons with disabilities. In keeping with this law, Gateway Technical College makes every effort to ensure quality education for all students. However, we feel obliged to inform students of the functional abilities demanded by a particular occupation.

Students should have the ability to:

Gross Motor Skills:
- Move within confined spaces
- Maintain balance in multiple positions
- Reach above the shoulders (e.g., IV poles)
- Reach below the waist (e.g., plug electrical appliance into wall outlet)
- Reach out front

Fine Motor Skills:
- Pick up objects with hands
- Grasp small objects with hands (e.g., IV tubing, pencil)
- Write with pen or pencil
- Key/type (e.g., use a computer)
- Pinch/pick or otherwise work with fingers (e.g., manipulate a syringe)
- Twist (e.g., turn objects/knobs using hands)
- Squeeze with finger (e.g., eye dropper)

Physical Endurance:
- Stand (e.g., at client side during surgical or therapeutic procedure)
- Sustain repetitive movements (e.g., CPR)
- Maintain physical tolerance (e.g., work on your feet a minimum of 8 hours)

Physical Strength:
- Push and pull 50 pounds (e.g., position client, move equipment)
- Support 50 pounds of weight (e.g., ambulate client)
- Lift 50 pounds (e.g., pick up a child, transfer client, bend to lift an infant or child)
- Carry equipment/supplies
- Use upper body strength (e.g., perform CPR, physically restrain a client)
- Squeeze with hands (e.g., operate a fire extinguisher)

Mobility:
- Twist
- Bend
- Stoop/Squat
- Move quickly (e.g., response to an emergency)
- Climb stairs
- Walk

Hearing:

- Hear normal speaking-level sounds (e.g., person-to-person report)
- Hear faint voices
- Hear faint body sounds (e.g., blood pressure sounds, assess placement of tubes)
- Hear in situations when not able to see lips (e.g., when masks are being used)
- Hear auditory alarms (e.g., monitors, fire alarms, call bells)

Visual:

- See objects up to 20 inches away (e.g., information on computer screen, skin conditions)
- See objects up to 20 feet away (e.g., client in room)
- Use depth perception
- Use peripheral vision
- Distinguish color and color intensity (e.g., color codes on supplies, flushed skin/paleness)

Tactile:

- Feel vibrations (e.g., palpate pulses)
- Detect temperature (e.g., skin, solutions)
- Feel differences in surface characteristics (e.g., skin turgor, rashes)
- Feel differences in sizes, shapes (e.g., palpate vein, identify body landmarks)
- Detect environmental temperature

Smell:

- Detect odors (e.g., foul smelling drainage, alcohol breath, smoke, gasses or noxious smells)

Environment:

- Tolerate exposure to allergens (e.g., latex gloves, chemical substances)
- Tolerate strong soaps
- Tolerate strong odors

Reading:

- Read and understand written documents (e.g., flow sheets, charts, graphs)
- Read digital displays

Math:

- Comprehend and interpret graphic trends
- Calibrate equipment
- Convert numbers to and from metric, apothecaries', and American systems (e.g., dosages)
- Tell time
- Measure time (e.g., count duration of contractions, CPR, etc.)
- Count rates (e.g., drips/minute, pulse)
- Read and interpret measurement marks (e.g., measurement tapes and scales)
- Add, subtract, multiply, and /or divide whole numbers
- Compute fractions and decimals (e.g., medication dosages)
- Document numbers in records (e.g., charts, computerized data bases)

Emotional Stability:

- Establish professional relationships
- Provide client with emotional support
- Adapt to changing environment/stress
- Deal with the unexpected (e.g., client condition, crisis)
- Focus attention on task
- Cope with own emotions
- Perform multiple responsibilities concurrently
- Cope with strong emotions in others (e.g., grief)

Analytical Thinking:

- Transfer knowledge from one situation to another
- Process and interpret information from multiple sources
- Analyze and interpret abstract and concrete data
- Evaluate outcomes
- Problem solve
- Prioritize tasks
- Use long-term memory
- Use short-term memory
- Critical: Identify cause-effect relationships
- Thinking: Plan/control activities for others
- Synthesize knowledge and skills
- Sequence information
- Make decisions independently
- Adapt decisions based on new information

Interpersonal Skills:

- Establish rapport with individuals, families, and groups
- Respect/value cultural differences in others
- Negotiate interpersonal conflict

Communication Skills:

- Teach (e.g., client/family about health care)
- Influence people
- Direct/manage/delegate activities of others
- Speak English
- Write English
- Listen/comprehend spoken/written work
- Collaborate with others (e.g., health care workers, peers)
- Manage information

*Functional Abilities approved by Wisconsin Technical College System A.D.N. Programs

0111110

Acknowledgement of Program Functional Abilities

1. Complete the Student Information Section (Print clearly)

Name (First, MI, Last): _____ Student ID: _____

Last four digits of your SSN: X X X – X X - ____ ____ ____ ____ Date of Birth: _____

Prior last name/s/: _____

2. Check your Program of Study

You may check all programs to which you have applied once you have read the related functional abilities.

- ☐ Advanced EMT 30-531-6
- ☐ Cosmetology 31-502-1
- ☐ Community Pharmacy Technician 30-536-1
- ☐ Culinary Arts 10-316-1
- ☐ Dental Assistant 31-508-1
- ☐ Emergency Medical Technician 30-531-3
- ☐ EMT-Paramedic 31-531-1
- ☐ Early Childhood Education (ECE) 10-307-1
- ☐ Preschool Credential Certificate 90-307-6
  -see ECE functional abilities
- ☐ Health Unit Coordinator 30-510-2
- ☐ Instructional Assistant 10-522-2
- ☐ Law Enforcement Academy 30-504-1
- ☐ Medical Assistant 31-509-1
- ☐ Nursing Assistant 30-543-1
- ☐ Nursing 10-543-1
  - ☐ LPN to ADN Bridge 10-809-2
    -See Nursing functional abilities
  - ☐ Gerontological & Rehabilitative Nursing 10-810-21
    -See Nursing functional abilities
- ☐ Paramedic Technician 10-531-1
- ☐ Physical Therapist Assistant 10-524-1
- ☐ Surgical Technology 10-512-1

3. Find the list of functional abilities for your program (see www.gtc.edu/forms-publications). Click on the link to your program's functional abilities under Program Admissions Forms. **Read each identified function carefully.**

4. Read about ADA and Functional Abilities below

The Americans with Disabilities Act of 1990 and Section 504 of the Rehabilitation Act of 1973 prohibit discrimination against individuals because of a disability. In keeping with these laws, Gateway Technical College and its programs have developed lists of essential functions for each program to inform prospective students of the abilities required of students. Students with disabilities have the right to request reasonable accommodations from the college and the program, as necessitated by their disability.

Students who feel that they can master the essential functions listed above, with or without reasonable accommodations, are encouraged to enroll in the program. If requested, the college and the program are willing to consider adjustments and modifications. Information is available on reasonable accommodations to meet the Functional Abilities upon the applicant's request. Please see www.gtc.edu/student-services/disability-services for information on accessing services.

5. Sign below - By signing below, I certify that

- I have read and understand the Functional Ability Criteria specific to a student in my program indicated above in Section 2,
- 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.

_____ _____

Signature *Date*

NOTE: *Forms that are missing information or not signed will be returned to you. This may delay admission to your program. The program you indicate above must be the program you have applied to. This form must be completed for each program requiring acknowledgement of functional ability requirements. If you have applied to more than one program with this requirement, a new form must be completed for each of those programs.*

IV.
ACADEMIC POLICIES & 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 listing 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
- Program 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 (543-XXX):

- Print and review your Program Evaluation (course audit). It is found on WebAdvisor.
- Review your Program Evaluation and your ADN Curriculum sheet to determine what courses you need to take next and to be certain you have met all program requirements.
- Contact your Faculty Advisor to assist with course planning. The name is printed on top of Program Evaluation form.
- Course offerings are listed on WebAdvisor. The locations for clinical courses will be posted on the ADN section of the Gateway web page. This can be found at: http://www.gtc.edu/nursing. The site is updated each semester. The information is found under the section labeled schedules.
- Register for courses on the day you are eligible. You will find the dates on the Gateway web page http://www.gtc.edu/student-services/registrar/registration-dates

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 complete all classes required within a semester before progressing to the next semester.

2. Students may drop-add a clinical selection **up to 4 weeks before** the start of the semester. There will be no allowed changes in clinical schedules 4 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.

3. Students who withdraw from a course during the semester must wait until the date the course would have ended in order to reregister for the same course. This allows ongoing students to have first priority for nursing courses.

4. Students must 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. 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 representative from the Financial Aid department to discuss any issues that might occur.

STUDENT FACULTY ADVISING

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

Student Responsibility – Contact Advisor

- Once each semester for educational/course planning
- For approval to request 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 on your schedule or contact the department secretary.

ASSOCIATE DEGREE NURSING PROGRAM

GRADING SCALE

Nursing faculty believe 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%

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.

May 2012

RE-ENTRY PROCESS

In the event that a student withdraws from or fails a core nursing course (543-XXX), a process has been established to help the student identify problem areas and develop a plan that will enhance the likelihood of success when repeating the course. Students are allowed to repeat any nursing course one time. The re-entry process is activated when a student must repeat a core nursing course the first time. It is designed to assist a student experiencing academic failure and enhance the opportunity to resolve barriers and challenges to success as well as to improve academic study, nursing knowledge, technical skills, and clinical ability. Specific criteria addressing this event follow.

Process

1. When a student withdraws from or fails a nursing course, the student must:

    a. Meet with the current instructor and faculty advisor to discuss learning needs and recommendations. An ADN Clinical Re-Entry Process form will be started. See appendix.

    b. Complete the re-entry requirements and submit evidence of completion to the Program Chairperson.

    c. Contact registration in Student Services and drop the course(s) that will not be taken at this time. Please be aware that students may not remain in a clinical course if not currently enrolled or successfully completed all other courses at that level.

    d. Fulfill the recommendations made by the instructor and faculty advisor. All recommendations must be documented and forwarded to the ADN Program Chairperson. The student may not re-enter the course until the Re-Entry process has been completed.

2. Re-entry students will be allowed to register for nursing courses on a space available basis. Re-entry students may need to wait out one or more semesters before a seat is available.

    a. First semester nursing courses will be filled with students on the wait list before re-entry students will be allowed to register for courses.

    b. Second, third, and fourth semester re-entry students will be allowed to register after ongoing students have selected and registered for nursing courses. Students may then register during Open Registration.

Gateway Technical College – Associate Degree Nursing Re-entry Form

Student _____ **ID #** _____

Address _____

Phone _____ **Email** _____

_____

Attempted Course Name/Number _____

Course Faculty _____ **Semester/Year**_____

Prospective re-entry month/year _____

Reason for unsuccessful attempt:

___ Course content too difficult ___ Financial

___ Personal/health issue ___ Work/employment (too many hours)

___ Semester course load too much ___ Other (write-in) _____

Criteria to re-enter the Nursing Program	**Responsible Faculty/Staff**	**Initials**
☐ Complete form and submit to Program Chair	_____	_____
☐ Complete the following requirements:	_____	_____
Skills _____	_____	_____
Additional courses _____	_____	_____
Other _____	_____	_____
☐ Update Health/CPR requirements	_____	_____
☐ Meet with Health Counselor	_____	_____
☐ Meet with Advisor	_____	_____

2 or more unsuccessful attempts:

Course name/# _____

Semester/Year _____

Semester/Year _____

Discharge Letter sent: _____ **(Date)** _____

*** The above criteria must be completed, and submitted to the Nursing Program Chair by the following date:**

_____

Faculty signature: _____ **Date:** _____

"I have read and understand the above."

Student Signature: _____ **Date:** _____

Please see the Appeals Process in the GTC student Handbook. Appeals must be made within 2 weeks of leaving the course.

This information was shared with the student in the following manner:

☐ Individual counseling

☐ Certified Mail Reason: _____

Date received in office of Chair: _____ **All recommended criteria met: YES or NO**

White – Chair person **Yellow – Advisor** **Pink- Instructor** **Goldenrod - Student**

STUDENT RE-ENTRY AND DISMISSAL

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:

- Make an appointment to meet with your instructor if you:
  -Are unsure of how to prepare for class or for quizzes
  -Do not understand the content from class
  -Did not perform satisfactorily on a quiz or test
  -Do not understand the syllabus or what is required for you to be successful in the class

- Make an appointment to meet with your faculty advisor

- Make an appointment to meet with the Special Needs student counselor if you:
  -Believe that a learning disability is impacting your ability to read or study
  -Believe that a learning disability is impacting your ability to learn in class
  -Believe that a learning disability is impacting your ability to perform satisfactorily on a quiz or exam

- Make an appointment to meet with Academic Support Center instructor if you:
  -Need to improve test taking skills
  -Would like to improve study skills
  -Have testing anxiety
  -Have time management concerns

- Meet with a nursing tutor (see instructor for tutor schedule) to review or improve knowledge in:
  -Drug Calculations
  -Nursing Process
  -Nursing theory, particularly related to Nursing Pharmacology, Complex Health Alterations I or Complex Health Alterations II

- Review ATI resources to improve your knowledge
  -Quest book for testing strategies
  -ATI practice quizzes to practice taking quizzes and to identify areas you need to study more
  -Critical thinking entrance exams and Self Assessment Inventory Web for learning tips and strategies

- Join or participate in student study groups

- Take a nursing elective course, such as the following:
  -510-803 Test Taking Strategies for Nursing
  -510-151 Nursing Care for Endocrine and Electrolyte Disorders
  -510-152 Nursing: Applied Pediatric Concepts
  -510-153 Pharmacology Applications
  -510-154 Pathology for Health Professionals
  -510-493 Critical Thinking Skills Boot Camp

- Go to the Nursing Skills Lab to review theory associated with nursing skills, nursing assessment and/or review audio-visual materials (there are also materials on reserve in the Academic Resource Center (Library)

GATEWAY TECHNICAL COLLEGE

Pathways to Success Algorithm
At-Risk Criteria for Students

Exhibit 30 - 30
Pathways to Success Algorithm

Assumptions to guide student decisions

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

Level 1

Physical & Emotional Behavior
Preparation issues:
•Social and Academic Challenges
• Situational Challenges

Consider these solution interventions

Recommend academic support for assessment and 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 mgmt /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 scores
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 testing strategies course
Recommend academic support
Consider early referral to special needs
Consider computer assistance program to support student's distant learning
Assess time management decisions
Assess preparation process
Include advisor in communication loop

Level 3

Financial issues
Personal issues
Family commitments
Physiological issues
Child care
Environmental disasters

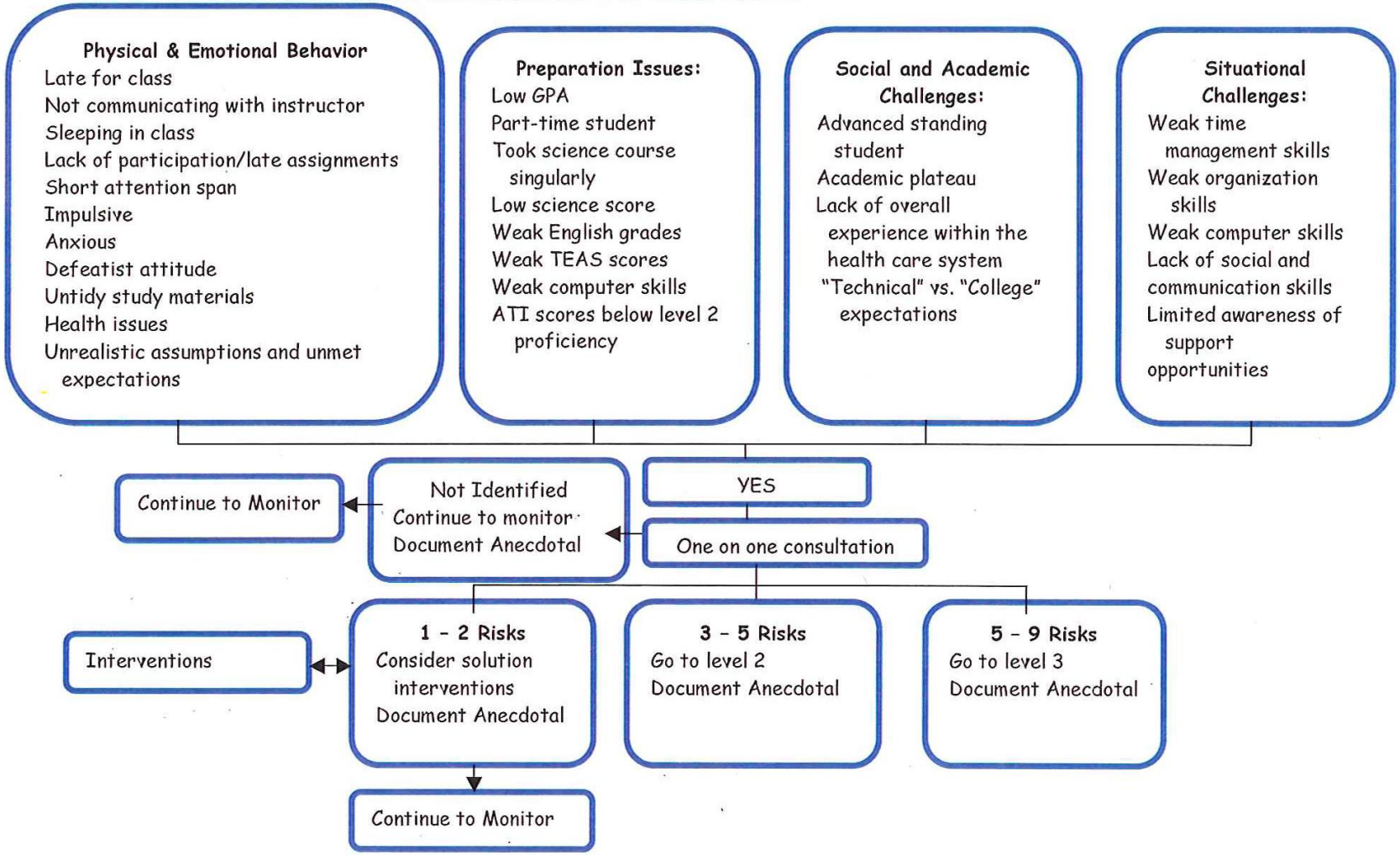
Consider these consultations to identify solutions

Program Counselor
Faculty Advisor
Special Needs
Academic Advising
Student Educational Plan
Gateway Foundation financial support
Community programs

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

Assumptions to guide instructor's decisions

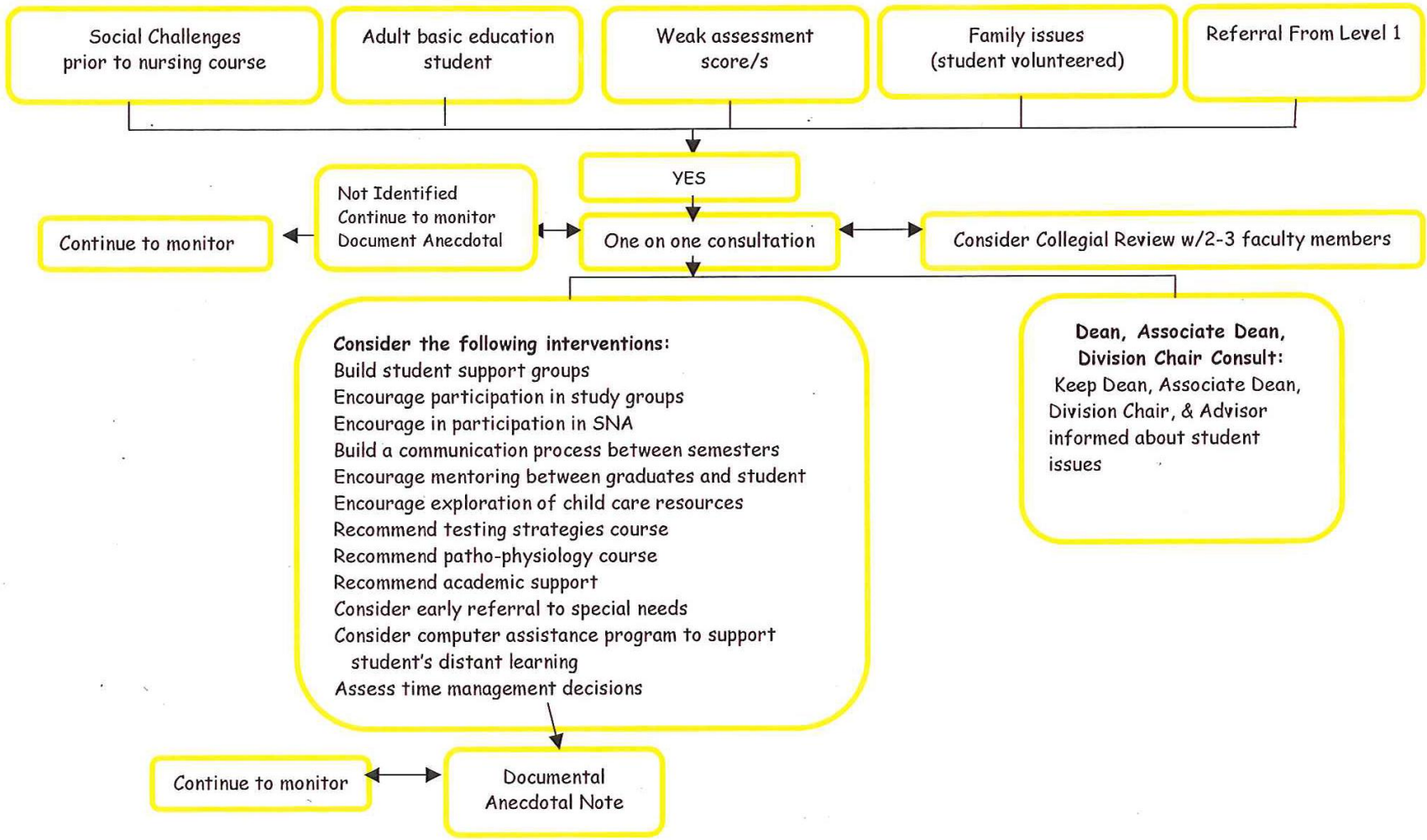
- Students that exhibit 3-5 at-risk criteria should consider interventions in **level two** of retention algorithm
- Students that exhibit 5-9 at-risk criteria should consider interventions in **level three** of retention algorithm
- Student & instructor connection is the cornerstone to promote student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



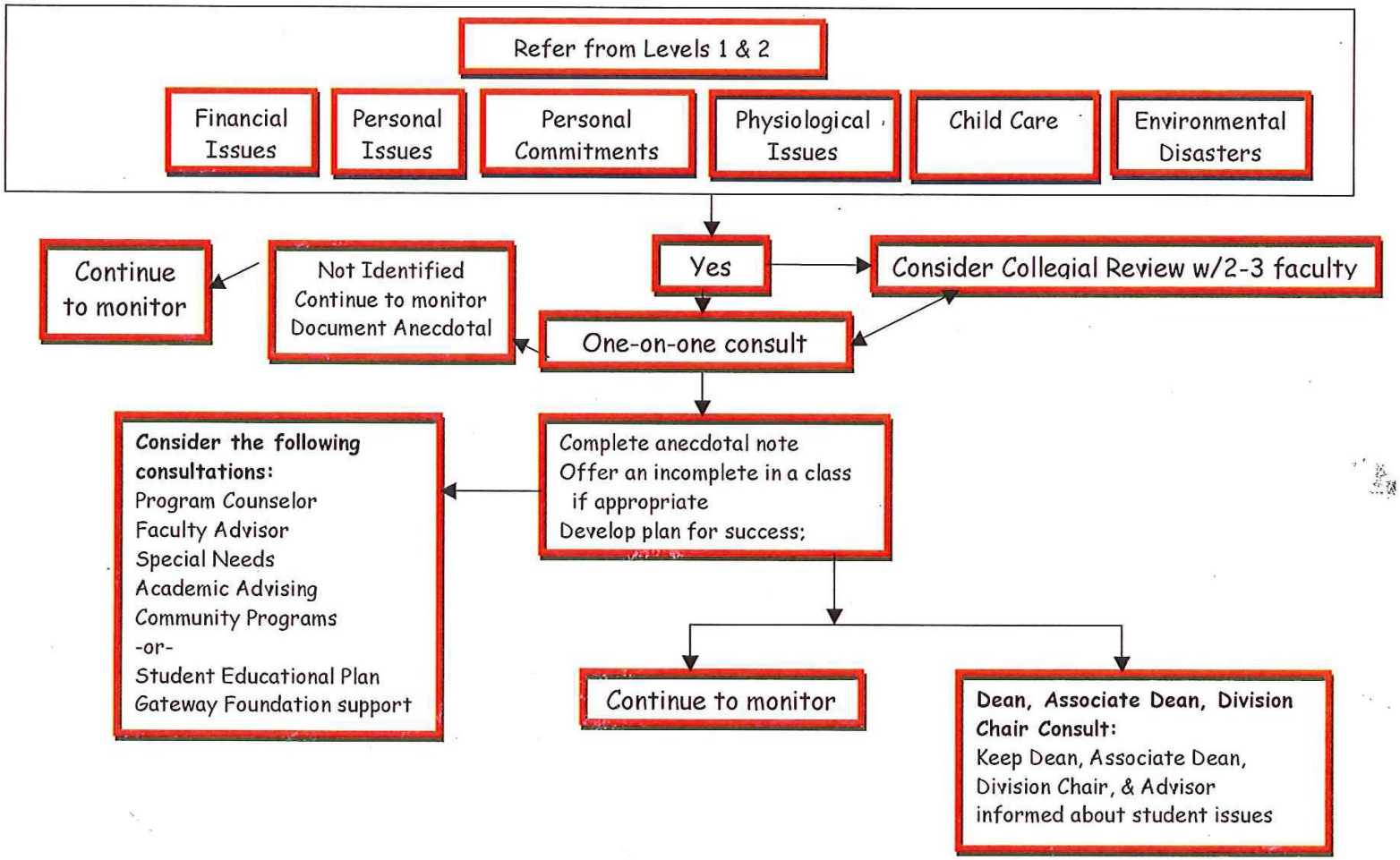
Pathways to Success Algorithm
Level # 2 – At-Risk Criteria for Students
(For students who present 3-5 at-risk criteria)

Assumptions to guide instructor's decisions

- Student's 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)



Lead developer: John E. Ujcich MSN, RN, CNE
Co developers: Carol Eschmann MSN, RN, CNE, Linda Spaulding MS and 2008-2009 ADN nursing faculty
Information evidence based: references available upon request
Supported by Nurse support and FIT Fellowship grant
Gateway Technical College is equal opportunity/access/employer and educator • Ofrece igualdad en oportunidades/ acceso/empleo y educación 9/2009

www.gtc.edu

ACADEMIC DISMISSAL

1. Any student who attempts a single Associate Degree Nursing (ADN) course (543-XXX) twice and receives a grade of "F", "D", or "W" * in both attempts will be removed from the ADN Program. The student may not register for any ADN Program course (543-XXX). If there are extenuating circumstances, the appeal 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 beginning Fall 2009

2. A 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", "D", or "W") in any one course, the student will be dismissed from the Nursing Program. The student will not be allowed to return as a LPN Bridge student. (Effective January 2012)

3. Students who will not continue in the ADN program are encouraged to contact the Health Career Counselor to discuss options available.

* To request a "W" (Withdrawal) grade, a student must go to the Gateway Registration Office and complete a "Request for a Withdrawal Grade" form. Withdrawal grades can be requested between 21%-79% of the course.

** To drop a course the student must complete a course "Drop/Add" form.

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 behaviors that threaten the health or safety of clients, client's family, members of the health care 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 judgment of the faculty, the actions of the student may be detrimental to the program or the profession.

c. Students may be dismissed from the course and/or program for breaks in confidentiality.

d. Students may be dismissed from the clinical if they are perceived to be emitting any strong odor including perspiration, perfume, aftershave, tobacco, or alcohol.

e. Students will be dismissed if they are under the influence of alcohol or drugs.

f. Students will be dismissed from clinical experiences if inadequate preparation is evident. Hours missed are counted as absence hours.

g. Students may be dismissed from the course or the program in situations of plagiarism, cheating, theft, or any other dishonest behaviors.

h. Students may be dismissed from the course or program if confidentiality is violated (See appendix for Confidentiality Statement).

ASSOCIATE DEGREE NURSING PROGRAM

APPEALS PROCESS – DISMISSAL FROM PROGRAM

In the Associate Degree Nursing Program, a student who has been dismissed from the Associate Degree Nursing Program and who wishes to activate their Student Due Process Rights must initiate Step 2 of the appeal process **within 21 calendar days after the last day of the academic term** in which the student has a concern. Appeals after that period of time will not be considered. The student must utilize the Student Due Process Rights process found in the Gateway Technical College Student Handbook.

ASSOCIATE DEGREE NURSING PROGRAM

RE-ADMISSION TO NURSING PROGRAM AFTER DISMISSAL

If unsuccessful on the first attempt, a nursing student may re-take each nursing course only a second time. Failing or receiving grades of W, D, or F for the same course on a second attempt will result in dismissal from the A.D.N. Program. First year nursing students who are dismissed from the nursing program will be "deactivated" in the A.D.N. program code. First year nursing students who choose to re-enter the A.D.N. program must re-apply for admission to the A.D.N. program and must meet the current A.D.N. admission and petition requirements.

First year students may re-apply only once to re-enter the A.D.N. program.

Transfer Credit Evaluation Forms

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.
   - 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.
   - The direct links to these search resources are: http://www.chea.org/search/search.asp#inst or http://www.ope.ed.gov/accreditation/Search.asp
   - 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. **Advanced standing credit** Students inquiring about receiving credit from an institution that is not regionally accredited should be referred to the Advanced Standing Counselor for evaluation of coursework.

4. **Transfer credit awarded for current GTC courses** We accept transfer credit for course that Gateway Technical College currently offers. We are not authorized to grant credit for Gateway courses that are currently inactive.

5. **Credit awarded for the highest appropriate equivalent** If the course being transferred in is an associate level course or higher, we award credit for our associate degree level course (if we have a similar course), even if the student is intending to pursue a technical diploma. If the technical diploma level course is required to fulfill a graduation requirement, process a course substitution in degree audit, identifying that you are accepting the course as fulfilling the requirement for the diploma. We award credit for the associate level course in case the student decides later to enter an associate degree program. If the course already is equated in Colleague (e.g. 801-195 equates to 801-301) the degree audit program recognizes the associate level course as fulfilling the technical diploma requirement and you do not have to do a substitution in degree audit.

6. **Awarding credit for courses with different credit values than at Gateway Technical College**
   - If the credit value of the course at the other institution is higher than our comparable course's credit value, we award the credit for which our course is approved. This is the maximum number of credits for which we are approved to grant for credit for the course by the Wisconsin Technical College System Board (WTCSB).
   - If the credit value of the course at the other institution is lower than our comparable course's credit value, we award the credit which the student earned at the other institution. We don't award extra (unearned) credit because our course has a higher credit value. However, the student has met our course requirement and does not need additional credits of that course. The student will have to earn the minimum credits required for their degree or diploma.

ASSOCIATE DEGREE NURSING PROGRAM

MATH COMPETENCY

A 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 complex 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.

Voted FC May 2011
Policy effective September 2011

Student Absence Policy

STUDENT ABSENCE POLICY

The A.D.N. 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, 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 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.

0-2 hours: The student will be assigned to review and write a scholarly paper from a professional nursing journal. The instructor approved journal article must be within 3 years demonstrating evidence based practice. The student will present the information in post conference.

2-4 hours: The student will write a 3 page scholarly paper using APA format on a topic of the instructor's choice. The paper must use at least two recent (within three years) nursing journal articles demonstrating evidence based practice.

4-6 hours: The student will complete a HPS scenario/case study and submit the preparation work for review. The clinical simulation performance must be satisfactory. The student must be prepared to perform the necessary skills that may be included in the scenario/case study.

6-12 hours: The student will complete a HPS scenario/case study which has significant difficulty and submit the preparation work for review. The clinical simulation performance must be satisfactory. The student must be prepared to perform the necessary skills that may be included in the scenario/case study.

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

Upon successful completion of alternative assignments, students may not achieve a grade higher than 80% for the clinical absence. Specific grading guidelines regarding the absence policy are found in each course syllabus. All make-up assignments will be evaluated by the instructor.

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 expose cleavage, midsection, underwear or posterior.

2. Uniform tops will be solid white, 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. Undergarment 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 embellishments, lace, lettering, symbols or pictures.
    b. No thermal or transparent tops.
    c. No discoloration, stains, odors, rips or frays.
    d. Short sleeves and hem may not exceed uniform cut.

4. Lab coat should be white and clean. Uniform style must be cotton or polyester blend. It must be ¾ length.

    a. No lab coat may exceed ¾ length.
    b. No sweaters, sweatshirts, coats, or hats may be worn over the uniform except for arriving to or leaving the clinical site.

5. 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. Pants hemline should be no longer than toe length. Skirts hemline 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 tone.

    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 single 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 and 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 form containing hair, it is not to be used as personal style adornment.

10. Deodorants are to be used. Cosmetics and perfume should be minimal and non-offensive. Fingernails are clean, neatly trimmed, and less than ¼ inch beyond the fingernail. 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 overlays 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. 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. Nametags should be worn and visible at all times on the outer uniform top, over the left clavicle area.

14. Required accessories are watch with a plain, non-decorative band and sweep second hand, stethoscope, bandage scissors, small notebook, pencil, black pen, and hemostat. White waist pack may be worn if appropriate for the facility.

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

CAMPUS

a. On campus the student continues to be a representative of the nursing program and the nursing profession. Students are encouraged to dress accordingly.

b. 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

a. The student is expected to adhere to the American Nurses Association Nursing Code of Ethics.

b. Students must maintain health requirements and current CPR certification.

c. Students, faculty, health professionals, patients, and administrators have the right to respect and safety. Aggressive, disrespectful, dishonest, and unsafe attitudes, verbalizations, and/or actions will not be tolerated.

d. All assignments are to be completed on time.

e. 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 discussions, fellow student discussion, instructor input, or any other means is strictly confidential. The student may use this information for discussions of learning in private or secured environments including hospital or campus classroom settings. 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.

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.

a. Students are responsible for their transportation to and from health care agencies for clinical experiences.

b. Under no circumstances are students allowed to transport patients/clients in their private vehicles.

V.
HEALTH TECHNOLOGY LEARNING CENTER

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.

September 2012

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:

- We must make an attempt to keep the lab as quiet as possible for the instructors that are teaching, students who are practicing skills and using the computers. However, if you find it is too noisy, ear plugs are available and there are computers in the quiet areas of the library.
- Report any difficulties with equipment to the lab assistants. Place a note on the equipment that is out of order, explaining the problem (if you know what it is) and place the note on the desk, or alert a lab assistant.
- You are expected to know the theory and principles underlying each skill, and to have a degree of technical expertise when demonstrating the skills in the lab.
- Do not disturb students, lab staff and instructors during a demonstration. If you have questions ask prior to the performance of the skill.
- Please self enroll into the new Associate Degree Nursing Student Blackboard page. Here you will be able to access current lab hours, forms you will need and videos for the skills you will be performing. To enroll please follow these directions.
  - ✓ -Log onto Blackboard
  - ✓ -Click on: Community Tab
  - ✓ -Type in: Associate_Degree_Nursing_Student_Page into the organization search box (You must type in the underscores)
  - ✓ -Click: Enroll (small box under title of page that has arrows on it)
  - ✓ -Follow the prompts and you will be signed up

The back areas of the lab are to be as close to a clinical setting as possible. When finished practicing or demonstrating a skill, the units, the manikins and equipment are to be **CLEANED UP and left like you would leave a hospital room…better than you found it.** We can only keep the lab clean and safe if everyone does their part. Lab staff will be available to assist you.

- **FOOD OR DRINK** will be allowed within the classrooms ONLY, per instructor's discretion.
- Gateway is a **SMOKE-FREE** College.
- The computer lab is available for you to work on the computers.
- No children are to be in the Nursing Skills Lab at any time. Equipment and supplies that could be dangerous to them are plentiful and we cannot be responsible for them.
- Used sharps (needles) will be placed in a red sharps box. We will not be re-using syringes. If you are finished practicing with the syringe, disconnect the needle, throw needle in red sharps container, empty any fluid from syringe and toss syringe into a blue recycling bin.

DRESS CODE: PROFESSIONAL ATTIRE IS REQUIRED WITHIN THE HTLC

- Business casual with lab coat
- Scrubs
- Clinical Uniform
- NO JEANS, SHORTS, OR FLIP-FLOPS

HUMAN PATIENT SIMULATION

When doing any simulations with the Human Patient Simulators, students are expected to dress as they would for clinical, in Clinical Uniform.

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.

http://www.gtc.edu/student-services

Bookstore

A Follett's bookstore is located on the Elkhorn, Kenosha, and Racine Campuses year round and at the Burlington Center during the first week of classes during the fall and spring semesters. 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 at efollett.

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.

http://www.gtc.edu/bookstore

Gateway 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 (http://libguides.gtc.edu/content.php?pid=131763) 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. Click here (www.gtc.edu/library) for Gateway library locations, hours, and staff contacts.

Academic Support Centers

Our Academic Support Centers provide free tutoring and small group work for any students enrolled in Gateway Technical College courses. Instructors in the centers also provide advice ad direction for successful study skills. Computers are also available in the centers.
http://www.gtc.edu/tutoring

KENOSHA

The Academic Support Center, located in Room A128, is open, at no charge, to Gateway students.
Please refer to the GTC website for hours.

Professional instructors and student tutors are available at pre-scheduled times without appointments in nursing math, care plans, anatomy and physiology, chemistry, biology, microbiology, English, computer and other areas.

BURLINGTON

The Academic Support Center is available on a limited basis through the Adult Learning Center.
Please refer to the GTC website for hours of operation.

Students are encouraged to use this resource early in order to work on problem areas as soon as they are identified. Course content goes from simple to complex and content learned early is a foundation for later concepts taught.

Most importantly, study skill workshops are planned in cooperation with the nursing instructors, or may be given individually by appointment. Topics most useful to nursing students include:

1. time management
2. learning styles
3. how to read your textbook
4. how to take notes (pen and paper and/or tapes)
5. how to improve your memory
6. stress management
7. test taking
8. test anxiety
9. math

Small study groups have proven effective for some students and can be arranged through the Tutoring Center. Schedules are posted on the bulletin board outside the door. If our schedules don't meet your needs, we will try to offer alternatives.

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:

- Displaced Homemaker Program
- Health Profession Opportunity Program (HPOP)
- Multicultural Program
- Non-Traditional Occupations
- TRIO Student Support Services

http://www.gtc.edu/support-services

STUDENT ASSISTANCE PROGRAM

The Student Assistance Program provides education, assistance, and support for students afflicted with or affected by chemical dependency and other personal problems. Please refer to Gateway's website or Student Services site.

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.

http://www.gtc.edu/student-services/disability-services

Student Support Services

Dean of Student Development:	Steve Wilkes	262-741-8522
Director of Student Support:	Tammi Summers	262-564-2538
Student Development Associate:	Misty Gray	262-741-8540

Disability Support Services

Elkhorn/Burlington Center

Sue Stokes-Nelson	262-741-8420
Patty Nesheim	262-767-5342
Lisa Sadowski	262-564-2564

Kenosha

Dawn Kaiser	262-564-2570
Barb Yousefian	262-564-2448
Lisa Sadowski	262-564-2564

Racine

Pam Herr	262-619-6520
Elizabeth Mulhollon	262-619-6478
Lisa Sadowski	262-564-2564

TRIO Program

Katherine Saunders for Elkhorn & Burlington	262-767-5410
Doreen Gaul for Kenosha & Racine	262-564-2318

Support Services Programs

Vanessa Perez	(Multicultural)	262-619-6440
Julani Bayan	(Multicultural)	262-564-2546
Courtney Maple	(Displaced Homemaker/NTO)	262-564-2744
Ken Riley	(Displaced Homemaker/NTO)	262-619-6450

Student Support Counselors

Nicole Gustafson Binger (Kenosha)	262-564-2332 (office) 262-564-2300 (appt.)
Nicole Wheatley (Racine)	262-619-6586 (office) 262-619-6300 (appt.)
Ann Witte (Elkhorn/Burlington)	262-741-8354 (office) 262-741-8300 (appt.)

VII.

STUDY HINTS

STUDY HINTS

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 health care 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 licenser 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, as 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 3 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 over your notes slowly.

5. Turn 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. If you are to select your patient assignment, consider the following:

1. clinical objectives not completed.
2. class content completed prior to clinical
3. skills required to care for patient.

After patient assignment is known:

1. Scan the chart - a quick survey of the doctor's orders, physician progress notes, nurses 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 patient plan of care for special cares.

4. Ask the staff if there are any special concerns for your patient.

5. Go meet the patient. Introduce yourself as a student. Explain your objectives. Ask the patient about any special concerns.

6. Review your class notes or text about the patient's diagnosis, care, skills, and medications.

7. Write out medication cards and any other assigned preparation cards expected (A & P, Pathophysiology, Surgical, etc.).

8. Outline care plans (on paper or mentally).

9. On the day of clinical, scan chart for any changes since last preparation occurred.

Be aware of your own learning style. Use all measures that will help you become the best nurse you can be. Remember that you are not just preparing to pass an exam, the course or the program. You are preparing for a future in professional nursing!

VIII.
STUDENT ORGANIZATIONS & 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 health care 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 toward improved health care 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 campus

IX.
GRADUATION REQUIREMENTS & LICENSURE

Gateway Technical College
Nursing Program
Application for Licensure Exams

Licensure to become a Licensed Practical Nurse

Change Student Status

1. If you are planning on completing the second semester of the Associate Degree Nursing Program and you will stop at that point (*you will not be going to complete the ADN program at this time*), complete the first box. This will change you from an Associate Degree Nursing Graduate Candidate to a Practical Nurse Graduate Candidate.

2. If you are planning on becoming licensed as an LPN and continuing on to complete the ADN program, you will complete the second section and ADD the Practical Nursing Program to your records. You will become a graduate of the Practical Nurse Program and still be an Associate Degree Nurse Graduate Candidate.

3. The information you will put on the form is **31-543-1 Practical Nursing**

4. Return the form to Student Services.

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.

1. Go to the On Line 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/.

2. You will need to create an account. See tab.
3. Complete the Application Process. Be certain that you are applying for the correct license.

When you have successfully completed the application process, the Associate Dean of Nursing will have access to your application. When verification of program completion has been confirmed, the Associate Dean of Nursing will submit your application to the DSPS. You will receive an e-mail 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 Health Services may assist you in completing those forms on an individual basis.

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.

PLACEMENT SERVICES

Placement services are available to you before, during, and after earning your diploma or degree from Gateway. The Placement Office counselor can assist you in finding full-time or part-time employment. This office has access to a wide variety of job opportunities from local and other employers.

Notices of job vacancies are on file in the Placement Office. They are also posted on bulletin boards near the student lounge on the Racine and Elkhorn campuses and near Student Services on the Kenosha campus. More information on the jobs posted and placement packets are available at the following locations: Racine - Technical Building; Kenosha - Student Services; Elkhorn - Student Services.

Graduating students are encouraged to visit their campus Student Services office to pick up a placement credential packet. Packets should be completed during the final semester.

Various job seeking skills workshops are scheduled throughout each semester to help you with resume writing, interviewing skills, and techniques for obtaining current labor market information. Watch for posters announcing upcoming workshops.

A Health Care Employer's Day, often held during the fall semester on Kenosha campus is available for all enrolled nursing students. During this informational day, you will have an opportunity to circulate your resume' with potential employers as well as seek information and advice from these facility representatives.

GRADUATION

As a candidate for the 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 all December and May graduates are encouraged to take part. The commencement ceremony is held during the last week of school. You will be notified when to purchase your cap and gown and of the other ceremony details during April or October. 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 entirely by the graduation candidates. 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. This is considered to be a student-led ceremony, which is held at the end of the semester. Dates, sites, and ceremonial information are given during the semester. 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.

STUDENT RECOMMENDATION FORM

The Student Recommendation Form is used for employment references. Students can submit the form to their teacher 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 **employers name on it** to the instructor. If the student 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/students. 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 Website at: www.gtc.edu, Employment, Student Employment Services. Under the Students/Graduates column you will find the link to the form.

Summary:

1. Print out form (www.gtc.edu) 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 to the teacher.

GATEWAY TECHNICAL COLLEGE

Student Recommendation Sheet

Student Employment Services

(S E S)

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.

Date _____ ***Student Signature*** _____

Instructor:
Please rate the student in terms of the following characteristics by circling the appropriate number and/or write a description narrative, which states 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 student exhibit creativity and problem solving capabilities?***	***1***	***2***	***3***	***4***	***5***
RELIABILITY ***Does 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. 11//09

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.

X.
SIGNATURE FORMS

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 it 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.

_____ (initials) 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)

_____ _____

Signature of Student Date

Confidentiality

Protecting the privacy of information is referred to as "confidentiality" and is an important part of how health care is delivered to the people in communities we interact with. As required by the federal Health Insurance Portability and Accountability Act of 1996 ("HIPAA"), all health care 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 health care facility creates. Some examples are:

- Medical Record Number
- Billing information
- Medical information

Health care 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 health care records in the State of Wisconsin.

Name (Print legibly) _____

_____

Date **Signature** **Witness**

_____

Student ID #

Student Handbook Information for the Electronic Health Record Access

Electronic Health Record Access

During the experience as a student nurse at Gateway Technical College, you will be providing supervised care for patients at a variety of clinical agencies. In order to document your care in the medical record, you will need to gain access to the clinical agency's medical record system. Many clinical agencies are using an electronic health record system. Each individual who accesses the record needs to have his or her own unique access code when utilizing the electronic system. The clinical agencies need information for the students prior to their arrival on the clinical unit. The request for computer access and ultimate delivery of the unique access code may take as long as 3 weeks to process.

This means the clinical instructor needs to provide this information prior to your actual first day of class.
In order to expedite the processing of the request for access to clinical records, the student will need to sign a form, which will give the nursing faculty at Gateway Technical College permission to share information with the clinical agency. The information, which has been requested, has included name, birth date, and the last 4 numbers of your social security number. The information the clinical agencies have been requesting is for the purpose of creating a unique identifier for access to the medical record. The clinical agency will enter this information in their database and create a unique identifier for access to the medical record. As a result, the student should be able to arrive on the clinical unit and the instructor should have a unique computer access code for the student. The student should be able to review the patient's chart for clinically relevant information and be able to document care.

The form the student signs will provide permission for Gateway Technical College to share the requested information with clinical agencies as requested while students are participating in the clinical environment during their student nurse experience with the Associate Degree Nursing Program. The form will be signed at the preregistration meeting with incoming students. The form will be transferred to the image file of colleague and become part of the student's record. Transfer and LPN Bridge students will need to complete the form in their first clinical experience at GTC.

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Electronic Health Record Access

During your experience as a student nurse at Gateway Technical College you will be providing care for patients at a variety of clinical agencies. In order to document your care in the medical record, you will need to gain access to the clinical agency's medical record system. Many clinical agencies are using an electronic health record system. Each individual who accesses the record needs to have their own unique access code when utilizing the electronic system. The clinical agencies need information for the students prior to their arrival on the clinical unit. The request for computer access and ultimate delivery of the unique access code may take as long as 3 weeks to process.

This means the clinical instructor needs to provide this information prior to your actual first day of class. In order to expedite the processing of the request for access to clinical records, you will need to sign this form to give the nursing faculty at Gateway Technical College permission to share information with the clinical agency. The information requested has included name, birth date, and the last 4 numbers of your social security number. The clinical agency will enter this information in their database and create a unique identifier for your access to the medical record. As a result, you should be able to arrive on the clinical unit and the instructor should have your unique computer access codes. You should be able to review your patient's chart for clinically relevant information and be able to document your care.

I give Gateway Technical College permission to share unique identifying information with the clinical agencies where I will be participating in care for the purpose of documentation. This permission will apply to my clinical experience while I am enrolled in the Associate Degree Nursing program at Gateway Technical College.

Print Name_____

Signature _____

Student ID_____

Date_____

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A.D.N. Student Handbook
Acknowledgement Statement

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

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

_____
Signature

_____
Date

Submit to Associate Dean, Diane Skewes

Patient Simulation Lab
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 experience 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, _____, 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 purposes.

Date: _____
Printed Name of Student: _____
Signature of Student: _____

Submit to Associate Dean, Diane Skewes