CITY COLLEGES OF CHICAGO SCHOOL OF NURSING
AT MALCOLM X COLLEGE

Associate Degree in
Applied Science

NURSING STUDENT HANDBOOK

2017 – 2018
CITY COLLEGES OF CHICAGO

ASSOCIATE DEGREE IN APPLIED SCIENCE

NURSING PROGRAM
STUDENT HANDBOOK
2017-18

Disclaimer: The contents of the Nursing Student Handbook are effective as of August 18 2017. Any information contained herein is subject to change. Policies in this handbook supersede CCC policies to be in compliance with regulations and accreditation standards. If you have any questions or wish to confirm information contained herein, please contact the School of Nursing at 312-850-7159.
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Dear Student Nurse:

On behalf of the faculty, staff, and nursing administration, we welcome you to the City Colleges of Chicago School of Nursing (CCCSON). We are committed to providing assistance as you proceed through the nursing program to graduation. You will be eligible to take the National Council Licensure Examination for Registered Nurses (NCLEX-RN) upon successful completion of the nursing program. In addition to the day-to-day interaction with the faculty, the college provides a broad range of services to assist students in achieving their academic and life goals. We encourage you to become familiar with all the services and resources Malcolm X College has to offer.

The City Colleges of Chicago’s Associate in Applied Science (A.A.S) nursing program offers quality, affordable education and exposure to real-world industry experience that will prepare you for the fast growing field of nursing. The CCCSON administration, faculty, and staff have developed this nursing student handbook to guide and assist as you navigate through your nursing student journey. This student handbook includes a nursing program description, curriculum, policies, procedures, and other vital information. Please utilize this handbook throughout your program to facilitate achievement of academic and professional excellence.

Welcome to the City Colleges of Chicago School of Nursing. We wish you success throughout your course of study.

Sincerely,

Dr. James Rice, DNP, MSN, RN
Interim Dean of Nursing

Rhonda Phillips, MSN, RN
Associate Dean of Nursing

Dr. Linda Brown-Aldridge, DNP, MSN, RN
Interim Associate Dean of Nursing
MISSION

The nursing faculty, staff, and administration embrace the City Colleges of Chicago’s mission:

*The City Colleges of Chicago delivers exceptional learning opportunities and educational services for diverse student populations in Chicago. We enhance knowledge, understanding skills, collaboration, community service, and life-long learning by providing a broad range of quality, affordable courses, programs, and services to prepare students for success in a technologically advanced and increasingly interdependent global society. We work proactively to eliminate barriers to employment and to address and overcome causal factors underlying socio-economic disparities and inequities of access and graduation in higher education.*

CORE VALUES

The nursing faculty, staff, and administration embrace the City Colleges of Chicago’s core values. Please refer to the core values adopted from the Chicago City College student policy manual:

[http://www.ccc.edu/menu/Documents/Academic_Student_Policy/2017_Mar_Academic_Student_Policy_APPROVED.pdf](http://www.ccc.edu/menu/Documents/Academic_Student_Policy/2017_Mar_Academic_Student_Policy_APPROVED.pdf)

PHILOSOPHY

The philosophy of the CCCSON program is to provide high quality, accessible, affordable educational opportunities and services to all members of the community. The educational environment of the college is designed to promote individual development and to improve the overall quality of life in a multicultural community.

CCC NURSING PROGRAM CONCEPTUAL FRAMEWORK

The Nursing Program encompasses nine concepts: critical thinking, caring, professionalism, communication, person, partnership, community, health, and leadership. These concepts provide the framework of the nursing program intended to move the students to achieve the end of program outcomes. These nine concepts are defined as:

**Critical Thinking**: Critical thinking is considered essential to the provision of safe, competent, and quality nursing care. The importance of critical thinking is directly related to the complexity of healthcare and the ever-changing issues involving society. Critical thinking in nursing includes analyzing, applying standards, seeking information, logical reasoning, predicting, and transforming knowledge into application.

**Caring**: Caring is a nursing quality that influences client care. The process involves empathetic and compassionate interactions with a multidisciplinary team, clients, their families, and the community as a whole.
Professionalism: Professional competency is defined as the values, attitudes, and practices that competent nurses exemplify. It is demonstrated in nursing as a scholarly discipline with academic qualifications, licensure, and quality, competent care. Nursing achieves professionalism through evidence-based practice, research, and publication.

Communication: Communication is the foundation of professional relationships between the nurse and client, family, peers, and the multidisciplinary team. The process of therapeutic communication occurs through active listening, nonverbal, verbal, and written communication.

Person: Person includes all participants in the healthcare delivery system. The person is a unique holistic being with physical, emotional, intellectual, social, spiritual, and environmental needs. These needs are common to all human beings regardless of culture, race, or gender, which exist throughout a person’s lifespan and are influenced by levels of health and interaction with the environment.

Partnership: Nursing partnerships provide opportunities for sharing nursing knowledge between colleagues globally. Nursing partnerships include a transfer of knowledge and services. The ultimate goal of nursing partnerships is to promote sustainable and long-lasting positive outcomes for the client, community, and society.

Community: The CCCSON community is to provide service to Chicago and its surrounding areas. The nurse recognizes the socio-political and economic issues in the community that affect the client’s health and serves as an advocate. Nursing incorporates nursing practices, which demonstrates respect for ethnic and cultural diversity and socio cultural practices of clients in the community.

Health: Optimum health is a state of balance of the physical, emotional, social, spiritual, environmental, and intellectual components of the person. Healthcare needs vary throughout the lifespan; therefore, nurses have a crucial role in assessing and providing healthcare needs.

Leadership: Nursing leadership has a distinctive set of personal qualities: integrity, courage, initiative, and composure. Nursing leaders play a key role in shaping the nursing profession to be more responsive to our changing healthcare system.
ASSOCIATE OF APPLIED SCIENCE DEGREE IN NURSING

PROGRAM INFORMATION

The City Colleges of Chicago School of Nursing (CCCSON) program is concerned with the individual patient in the context of family and society. We focus our efforts on the promotion, conservation, and restoration of the individual’s patterns of health and health-seeking behavior. Nursing seeks to facilitate achievement of an optimum level of physical, social, psychological, and spiritual health.

Patient-nurse relationships are based upon mutual trust and respect and the nurse’s professional competence. A high level of accountability is required when the nurse assumes patient care responsibilities.

To prepare nursing students for the role of the professional registered nurse; CCCSON combines nursing theory and practice with general education. Students are provided clinical experiences through the skills lab, simulation, and clinical settings throughout Chicago and surrounding areas in caring for individuals of all ages. Our nursing education program meets the standards of the American Nurses Association and Illinois Board of Nursing.

Non-Discriminatory and Diversity Practices

CCCSON is a premier first choice educational destination, which is highly accessible to a diverse student population in Chicago and around the world. It is widely recognized for excellence and leadership. The CCCSON’s position is that diversity enriches an institution and society so we are committed to appreciating diverse perspectives and valuing collective differences and similarities.

Discrimination based on age, national origin, ancestry, race, color, religion, sex, sexual orientation, disability, genetic information, military status, veteran status, is absolutely prohibited. Any violation will result in disciplinary action which may include dismissal from the program.

If any person wishes to report discrimination or harassment as based on the aforementioned please contact the City Colleges of Chicago District Office at 312-553-2500. The entire policy and procedure for filing a complaint can be accessed with the following link: http://www.ccc.edu/departments/Pages/Equal-Opportunity-Office-(EEO).aspx

In addition, the College’s Title IX (related to disability discrimination) and section 504 and Title II of the Americans with Disabilities Act (related to disability discrimination) Coordinator is the director of Inclusion, Diversity, and Equal Opportunity Compliance. The Coordinator can be reached at the above captioned telephone number.
Student Responsibility Statement

Nursing students are responsible for reading the contents of this handbook and adhering to the policies and procedures contained herein. Any information contained herein is subject to modification, deletion, and change. Any changes in the program or policy will be communicated to the student via the student’s City Colleges of Chicago (CCC) email address, written correspondence, and Blackboard postings.

AMERICAN NURSES ASSOCIATION STUDENT NURSE CODE OF ETHICS

Nursing students have a responsibility to society in mastering the academic theory and clinical skills needed to provide nursing care. The clinical setting presents unique challenges and responsibilities. The Code of Academic and Clinical Conduct (CACC) is based on an understanding that to practice nursing as a student is an agreement to uphold the trust society has placed in us. The statements within the CACC provide guidance for the nursing student in their personal and professional development and are as follows:

1. Advocate for the rights of all clients.
3. Take appropriate action.
4. Provide care for the client in a timely, compassionate, and professional manner.
5. Communicate client care in a truthful, timely, and accurate manner.
6. Actively promote the highest level of moral and ethical principles and accept responsibility for our actions.
7. Treat others with respect and promote an environment that respects human rights, values, and choice of cultural and spiritual beliefs.
8. Cooperate in every reasonable manner with the academic faculty and clinical staff to ensure the highest quality of client care.
9. Refrain from performing any technique or procedure for which the student has not been adequately trained.
10. Refrain from any deliberate action or omission of care in the academic or clinical setting that creates unnecessary risk of injury to the client, self, or others.
11. Assist the staff nurse or instructor in ensuring that there is full disclosure, and that proper authorization is obtained from clients regarding any form of treatment or research.
12. Abstain from the use of any substances in the academic and clinical setting that impair judgment.
13. Strive to achieve and maintain an optimal level of personal health.
14. Support access to treatment and rehabilitation for students who are experiencing impairments related to substance abuse and mental or physical health issues.
15. Uphold policies and regulations related to substance abuse and mental or physical health issues, reserving the right to challenge and critique rules and regulations as per school grievance policy.  [ANA Code of Ethics Link- http://www.nursingworld.org/codeofethics]
STUDENT RESPONSIBILITIES IN THE NURSING PROGRAM

General Responsibilities/Student Policy Manual
In addition to the rules and regulations contained in this handbook, students are expected to adhere to the CCC policies, rules, and regulations as well as adherence of policies, rules, and regulations of any facility or institution to which a nursing student is assigned. The City Colleges of Chicago handbook may be reviewed at: http://www.ccc.edu/menu/Documents/Academic_Student_Policy/2017_Mar_Academic_Student_Policy_APPROVED.pdf

General Responsibilities/Professionalism

Professionalism implies a respect and courtesy for others in our educational setting and chosen profession. The CCCSON expects nursing students to maintain the highest standards of professionalism in all learning settings. All that you do and say and the way you present yourself visually either elevates or diminishes your professional image and the CCCSON in the eyes of others. Students enrolled in a program of study in nursing must learn the importance of establishing and maintaining professional boundaries. In your role as a student, professional boundaries exist between the student and the instructor and between the student and the client.

Faculty and Student Relationship

Faculty and students will maintain a professional relationship. Students should not demean or disrespect nursing faculty, staff or administration. If students are unable to professionally resolve an issue the student must follow the grievance procedure or grade appeal process as applicable. Failure to adhere to this standard will result in disciplinary action.

Students should not ask or expect the instructor to join an individual, group, or class in any social milieu, while a student at the CCCSON. Students should not offer the instructor gifts or money as gratitude for instruction or grades. Instructors may accept cards or notes as a thank from a student.

Student and Client Relationship

Students will maintain a professional student nurse and client relationship. Students must treat clients with dignity and respect and to act in the best interest of the client. The student will abstain from obtaining personal gain at the client’s expense and refrain from inappropriate involvement in the client’s personal relationships. Nursing students are not to provide excessive personal disclosure nor solicit or offer outside personal or business services to the client.

Program Commitment

Significant time, effort, and commitment are required for successful completion of the CCCSON programs. Home and work commitments must be considered and balanced to meet the rigor of
the nursing program. Meeting the needs of a family, work requirements, and outside obligations may contribute to a student’s lack of success if not managed properly.

**Student E-mail Communication Policy**

The City Colleges of Chicago has established e-mail as an official means of communication with students. An official City Colleges of Chicago (CCC) e-mail address is issued to each student upon admission to the college. Being that e-mail has been adopted as a primary mechanism for sending official communication to students at CCC, students are required to check their CCC e-mail regularly as the communication disseminated may be time sensitive. Failure to read college communication sent to CCC e-mail accounts does not absolve students of its contents. Only official CCC e-mail will be accepted by CCCSON faculty and staff. No personal email will be allowed for correspondence with students.

**GUIDELINES OF STUDENT CONDUCT**

**Academic Integrity**

The CCCSON is committed to high integrity, truth, and honesty. Students are expected to adhere to high standards of honesty in their academic and professional endeavors. Plagiarism and cheating of any nature is not tolerated and will result minimally in receiving a “F” to the related assignment and/or exam. Refer to Section 8:17 Academic Integrity and Dishonesty in the Academic and Student Policy manual for the complete information.

[Academic_Student_Policy/2017_Mar_Academic_Student_Policy APPROVED.pdf](Academic_Student_Policy/2017_Mar_Academic_Student_Policy_APPROVED.pdf)

**Student Conduct**

CCCSON students are expected to conduct themselves in a manner which respects the rights of others and will not violate the mission, vision, and values of the City Colleges of Chicago (CCC). Misconduct will result in disciplinary action which may lead to dismissal from the CCCSON program. Violations include but are not limited to:

1. Disrespectful behavior to Faculty, Staff, and Administration.
   - Elevating voice
   - Argumentative
   - Profanity or any inappropriate language expressed verbally or via email.
   - Dissemination of negative written or social media correspondences.
   - Defamation of character.

2. Physical and/or verbal abuse, threats, intimidation, harassment, and other misconduct that threatens or endangers the health or safety of any person.

3. Possession of weapons, ammunition, and/or explosives

4. Obstruction or disruption of teaching, research, administration, and/or disciplinary proceedings.

5. Dishonesty, stealing, or forgery.
Refer to Section 8:18 Standards of Conduct in the Academic and Student Policy manual for complete information on the code of conduct and disciplinary process. Academic and Student Policy Manual March 2017

Mobile Device and Computer Responsibilities

Professional behavior and proper technology etiquette should be observed at all times when using cell phones, iPads, iPods, mobile devices, laptops, or other electronic devices. These may be used only when authorized by faculty and for clinical activities; not personal use. Students must adhere to the following:

1. Cell phones and mobile devices must be on “airplane mode” or “silent” during class, lab, or clinical experiences.
2. No photos may be taken by students in the clinical agency or lab environments. The exception to taking photos or videos in the laboratory environment is when it is a course assignment.
3. No personal phone conversations or texting allowed at any time while in a client area. A clinical warning will be given for the first violation of using the mobile device during clinical time. A second violation will result in the nursing student being dismissed for the day receiving an unexcused absence. A third violation will result in dismissal from the clinical rotation resulting in a course failure to which the clinical rotation is attached.
4. Mobile devices can be utilized only in designated areas and only when on a designated break.
5. Students who violate patient privacy with the mobile device will be subject to HIPAA infractions of the clinical agency.
6. Students may not take any photographs of clients or client records nor make copies of client records.
7. Faculty or hospital staff may ask to see what programs you are using at any time on facility computers. Use of facility computers for personal use is prohibited.
8. You must protect the confidentiality of patient information at all times in accordance with HIPAA.

Electronic Mail Etiquette (E-mail)

Email has easily become the most popular way to communicate in the workplace. It is a quick and efficient way to disseminate information to several people at once. It further offers recipients the opportunity to read and respond thoughtfully as they have time to process the information. In addition, it creates a legitimate and trustworthy paper trail that may sometimes be beneficial when decisions, assignments, or plans come into question. While email is certainly an efficient means of communicating, it often is a source of confusion, frustration, and anger. Without the benefit of seeing body language and hearing voice tone, recipients may interpret your words as being hostile or condescending, which may lead to conflict.

Students may not demean or disrespect nursing faculty, staff or administration nor interrupt academia processes via electronic correspondences. If students are unable to professionally resolve an issue the student must follow the proper chain of command for professional
resolution. Failure to adhere to the electronic mail standard will result in disciplinary action, which includes but is not limited to dismissal from CCCSON program.

**SOCIAL MEDIA POLICY**

Students enrolled in Health Sciences and Nursing programs at Malcolm X College must adhere to the Social Media Policy. Students must abide by the Standards of Conduct listed in the Academic and Student Policy Manual.

**Prohibitions**

Students are prohibited from taking and/or recording and/or sharing photos or videos of classroom and lab spaces while class and/or lab session held on campus or at clinical sites. Students are prohibited from taking and/or sharing photos or videos of clinical sites at any time. Students are prohibited from making any reference to any patient in their care, any patient in the care of an instructor, or any patient in the clinical facility. Students are prohibited from revealing any information in violation of the Health Insurance Portability and Accountability Act of 1996 (HIPAA). Read more about HIPAA [here](#) and HIPAA for professionals [here](#).

**Warnings**

Students should be mindful of possible violations of HIPAA laws and the disclosure of individual identifying information. Ignorance of HIPAA laws is not a defense of violations and students who violate the law will be held to the standards of it regardless of knowledge or foreknowledge. Violating the social media policy and/or HIPAA law can result in immediate dismissal from the program and the student may be prohibited from being admitted into another MXC health sciences or nursing program.

As a student enrolled in a health care program, it is your responsibility to be aware that social media posts that reference activities in the classroom, lab, or clinical sessions of your health sciences program may inadvertently disclose protected information. Any inadvertent disclosure is subject to discipline under the prohibitions of this policy.

**Penalties**

Students in violation of the Social Media Policy are subject to disciplinary measures from their Program and/or the Department of Health Sciences and depending upon the nature of the violation, up to and including dismissal from the program and/or college. The judicial process as outlined in the Academic and Student Affairs Policy Manual will be followed for disciplinary matters. If a student is dismissed from the program/college for violation of this policy, no refund will be made regarding tuition, fees, and/or other Program costs.

**Social Media Etiquette**

The keys to success in social media are being honest about who you are, being thoughtful before you post, and respecting the purpose of the community where you are posting. Be transparent about who you are and what group you represent.
**Be respectful** - If you join a social network, like a Facebook groups or discussion group or blog, make sure you are contributing valuable insights. If you are commenting about a class, avoid the use of judgmental words. Students are strongly cautioned to be aware that inappropriate postings on social media sites will lead to dismissal from the nursing program without the possibility of readmission.

**Maintain confidentiality** - Do not post confidential or proprietary information about City Colleges of Chicago or its students, faculty, and staff. Use good ethical judgment and follow college policies and federal requirements. Students are prohibited from posting, publishing, or distributing any class or course material (including notes, PowerPoint presentations, handouts, or recordings) without written permission from the instructor.

When contributing to a social networking site, it is important to remember that everyone can see and read what is placed on the site. Keep your interactions professional and err on the conservative side when placing written communication or posting pictures. Always be mindful that your online presence reflects you as a professional. Be aware that your actions captured via images, posts, or comments are a reflection of you additionally, many recruiters routinely search the social networking venues when considering an interviewing or hiring new candidates.

It is never appropriate to post photos or information about a patient. Social network postings may be subject to disciplinary action up to and including expulsion from the nursing program.

For additional information on professional guidelines on social media you are required to read the guidelines from National Council of State Boards of Nursing: https://www.ncsbn.org/NCSBN_SocialMedia.pdf

**PROGRAM DRESS CODE STANDARDS**

Nursing students are expected to comply with the dress and behavior standards of the CCCSON program. Required uniforms are to be worn in all nursing classroom, clinical, and skills lab settings. Failure to adhere to the nursing uniform standard will result in the nursing student being dismissed for the day.

**Uniforms**
The uniform is a symbol of the profession of nursing and important in nursing student identification. Uniforms are purchased through the approved uniform vendor. The uniform standards are as follows:

1. Students are required to purchase a minimum of two uniforms with CCCSON patch.
2. The CCCSON patch must be applied to the upper left sleeve of lab coat and uniform top.
3. The CCCSON Student ID is to be worn on a long lab coat.
4. Must wear all white or black leather enclosed uniform shoes or athletic shoes with minimal logo and additional coloring.
5. Neutral solid color stockings or socks must be worn with the uniform attire.
6. Uniforms are to be clean and wrinkle free.
7. Approved navy scrub attire must be worn with the CCC uniform patch on the left sleeve.

Failure to adhere to the nursing uniform standard will result in the nursing student being dismissed for the day receiving an unexcused absence.

**Required Clinical Equipment**
1. Watch with second hand
2. Bandage Scissors
3. Stethoscope
4. Pen Light
5. Student ID badge
6. Notepad
7. Black ink pen

**CCCSON Program Dress Code Standards**
1. Hair must be off the shoulder, no unusual coloring or designs, and long hair restrained.
2. Jewelry must be limited to a watch with a second hand, wedding band, and one set of post or small earrings.
3. No visible body piercings are allowed. Tattoos must be covered.
4. A white long sleeve top may be worn under the scrub top to cover arm tattoos, if not in conflict with clinical agency policy.
5. Nails must be no longer than fingertip length (1/4\(^{th}\) inch).
6. No nail polish allowed.
7. No artificial nails or nail ornaments are allowed.
8. Males must be clean shaven or have neatly trimmed facial hair.
9. No scented perfume, cologne or deodorant.
The essential functions are the cognitive, psychomotor, and affective activities that are essential to successful completion of any students that enrolled in City Colleges of Chicago’s Nursing Program. If a student believes that he or she cannot meet the standards, a written documented disability must be provided. The nursing program must determine, on an individual basis, whether reasonable accommodations may be made. The determination regarding reasonable accommodations will be based upon the preservation of patient safety in compliance with federal and state laws and professional standards.

<table>
<thead>
<tr>
<th>Functional Ability</th>
<th>Standard</th>
<th>Examples of Required Activities</th>
</tr>
</thead>
<tbody>
<tr>
<td>Motor Abilities</td>
<td>Physical abilities and mobility sufficient to execute gross motor skills, physical endurance, and strength to provide care.</td>
<td>Mobility sufficient to carry out patient care procedures such as assisting with ambulation of clients, administering CPR, assisting with turning and lifting patients, and providing care in confined spaces such as treatment rooms.</td>
</tr>
<tr>
<td>Perceptual/Sensory Ability</td>
<td>Perceptual/sensory ability to monitor clients.</td>
<td>Sensory abilities sufficient to hear alarms, auscultatory sounds, cries for help, etc.</td>
</tr>
<tr>
<td>Manual Dexterity</td>
<td>Demonstrate fine motor skills sufficient for providing safe nursing care.</td>
<td>Motor skills sufficient to handle small equipment, such as but not limited to insulin syringes; medication administration; tracheotomy care/suctioning; and urinary catheterization. Visual acuity of calibrations, patient color assessment such as cyanosis and pallor. Tactile ability to feel pulses, temperature, vein palpation, and etc. Olfactory ability to detect smoke and other odors.</td>
</tr>
<tr>
<td>Communication</td>
<td>Ability to communicate in English with accuracy, clarity, and efficiency with clients, their families, and other members of the healthcare team.</td>
<td>Gives verbal directions to or follows verbal directions from other members of the healthcare team and participates in healthcare team discussions.</td>
</tr>
<tr>
<td>Cognitive/Conceptual/Quantitative Abilities</td>
<td>Required communication abilities in speech, hearing, reading, writing, language skills, and computer literacy.</td>
<td>Calculates appropriate medication dosage given specific patient parameters.</td>
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<tr>
<td>------------------------------------------</td>
<td>--------------------------------------------------------------------------------</td>
<td>--------------------------------------------------------------------------------</td>
</tr>
<tr>
<td>Ability to:</td>
<td>Elicits and records information about health history, current health state, and responses to treatment from patients or family members.</td>
<td>Analyze and synthesize data and develop an appropriate plan of care.</td>
</tr>
<tr>
<td>Read and understand written documents in English and solve problems involving, measurement, calculation, reasoning, analysis, and synthesis.</td>
<td>Conveys information to clients and others to teach, direct, and counsel individuals in an accurate, effective, and timely manner.</td>
<td>Collects data, prioritizes needs, and anticipates reactions.</td>
</tr>
<tr>
<td>Gather data to develop a plan of action, establish priorities, monitor, and evaluate treatment plans and modalities.</td>
<td>Establishes and maintains effective working relations with patients and co-workers.</td>
<td>Comprehends spatial relationships adequate to properly administer injections, start intravenous lines, or assess wounds of varying depths. Recognizes an emergency situation and responds effectively to safeguard the patient and other caregivers.</td>
</tr>
<tr>
<td>Comprehend three-dimensional and spatial relationships. React effectively in an emergency situation.</td>
<td>Recognizes and reports critical patient information to other caregivers.</td>
<td>Transfers knowledge from one situation to another.</td>
</tr>
<tr>
<td></td>
<td></td>
<td>Accurately processes information on medication containers, physicians' orders,</td>
</tr>
</tbody>
</table>
| Environment                                      | Ability to relate to colleagues, staff, and patients with honesty, civility, integrity, and nondiscrimination. | Establishes rapport with clients and colleagues.  
|                                                | Capacity for development of mature, sensitive, and effective therapeutic relationships.                   | Works with teams and workgroups.               
|                                                | Interpersonal abilities sufficient for interaction with individuals, families, and groups from various social, emotional, cultural, and intellectual backgrounds. | Emotional skills sufficient to remain calm in an emergency situation. 
|                                                | Ability to work constructively in stressful and changing environments with the ability to modify behavior in response to constructive criticism. | Behavioral skills sufficient to demonstrate the exercise of good judgment and prompt completion of all responsibilities attendant to the diagnosis and care of patients.  
|                                                | Negotiate interpersonal conflict.                                                                       | Adapts rapidly to environmental changes and multiple task demands.             
|                                                | Capacity to demonstrate ethical behavior, including adherence to the professional nursing and student honor codes. | Maintains behavioral decorum in stressful situations.                        |
| Safe environment for patients, families, and co-workers. | Recognize the personal risk for exposure to health hazards.                                             | Takes appropriate precautions for possible exposures such as communicable disease, blood borne pathogens, and latex.  
|                                                | Use equipment in laboratory or clinical settings needed to provide patient care.                         | Uses personal protective equipment (PPE) appropriately.                      
|                                                | Tolerate wearing protective equipment (i.e. mask, gown, gloves).                                        |                                                   
| Equipment calibrations, printed documents, flow sheets, graphic sheets, medication administration records, other medical records, and policy and procedure manuals. | Ability to:  
|                                                | Accurately identify patients.                                                                          | Prioritizes tasks to ensure patient safety and standard of care.             
|                                                | Effectively communicate with                                                                          |                                                   
|                                                |                                                        |                                                   |
|------------------------|------------------------------------------------------------------------------------------------------------------|
| other caregivers.      | Maintains adequate concentration and attention in patient care settings.                                              |
| Administer medications safely and accurately.                  | Seeks assistance when clinical situation requires a higher level of expertise or experience.                          |
| Operate equipment safely in the clinical area.                  | Responds to alarms, emergency signals, call lights, and physician orders in a rapid and effective manner.          |
| Recognize and minimize hazards that could increase healthcare associated infections. |                                                                                  |
| Recognize and minimize accident hazards in the clinical setting including hazards that contribute to patient, family, and co-worker falls. |                                                                                  |
| Punctuality/Work habits | Ability to adhere to all policies, procedures and requirements as described in the Student Nurse Handbook, college catalogue and student handbook and course syllabus. |
|                        | Attends class and clinical assignments on time and as scheduled.                                                   |
|                        | Reads, understands, and adheres to all policies related to classroom and clinical.                                 |
END OF THE PROGRAM OUTCOMES

Upon completion of the Associate Degree Nursing Program the graduate will be prepared to:

1. Be a manager of care for clients and their families in a variety of healthcare settings.
2. Utilize information from multiple sources for managing safe, effective and quality nursing care.
3. Utilize critical thinking to apply evidence based practice in managing care.
4. Apply effective communication skills to establish and maintain therapeutic and professional relationships.
5. Integrate the concepts of life span when providing nursing care.
6. Encompass cultural and socioeconomic factors in the management of nursing care.
7. Integrate information technology to assist with effective delivery of nursing care.

EFFECTIVENESS MEASURES STATE LICENSE EXAM PERFORMANCE

The CCCSON program goal is to achieve NCLEX-RN pass rates at the national average or higher.

PROGRAM EXIT EXAMS AND ASSESSMENTS

The CCCSON ADN curriculum incorporates established professional standards, guidelines, and competencies in which the desired goal of Level 2 or a 91% or higher predictability score for the following exit exams:

- ATI Fundamentals
- ATI Comprehensive
- ATI Adult Medical-Surgical
- ATI Maternal-Newborn
- ATI Nursing Care of Children
- ATI Mental Health
- ATI Leadership
- ATI Pharmacology
**ASSOCIATES IN APPLIED SCIENCES (AAS) IN NURSING**

**Prerequisites:**

<table>
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<tr>
<th>Course</th>
<th>Credits</th>
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<tbody>
<tr>
<td>English 101</td>
<td>3</td>
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<tr>
<td>Biology 121</td>
<td>5</td>
</tr>
<tr>
<td>Chemistry 121 or higher</td>
<td>4</td>
</tr>
<tr>
<td>Math 118 or higher</td>
<td>4</td>
</tr>
</tbody>
</table>

**Total Credit Hours for Prerequisite courses** 16

**Required Core Courses**

<table>
<thead>
<tr>
<th>Semester 1</th>
<th>Credits</th>
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</thead>
<tbody>
<tr>
<td>Fundamentals of Nursing I (101)</td>
<td>7</td>
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<table>
<thead>
<tr>
<th>Semester 2</th>
<th>Credits</th>
</tr>
</thead>
<tbody>
<tr>
<td>Introduction to Medical Surgical (102)</td>
<td>7</td>
</tr>
</tbody>
</table>

<table>
<thead>
<tr>
<th>Semester 3</th>
<th>Credits</th>
</tr>
</thead>
<tbody>
<tr>
<td>Intermediate Medical Surgical (210)</td>
<td>6</td>
</tr>
<tr>
<td>Maternal-Newborn/Mental Health (211)</td>
<td>6</td>
</tr>
</tbody>
</table>

<table>
<thead>
<tr>
<th>Semester 4</th>
<th>Credits</th>
</tr>
</thead>
<tbody>
<tr>
<td>Pediatric/Gerontologic (212)</td>
<td>6</td>
</tr>
<tr>
<td>Advanced Medical Surgical Nursing (213)</td>
<td>6</td>
</tr>
<tr>
<td>Nursing Leadership (203)</td>
<td>3</td>
</tr>
</tbody>
</table>

**Total Credit Hours for Core Courses** 41

**Co-requisite Requirements**

*Must take prior to 3rd Semester*

<table>
<thead>
<tr>
<th>Course</th>
<th>Credits</th>
</tr>
</thead>
<tbody>
<tr>
<td>Biology- Human Structure and Function I</td>
<td>226</td>
</tr>
<tr>
<td>Biology- Human Structure and Function II</td>
<td>227</td>
</tr>
<tr>
<td>General Microbiology 233</td>
<td>4</td>
</tr>
</tbody>
</table>

**Total Co-Requisite Hours** 12

**Total A.A.S Program Credit Hours** 69
LPN BRIDGE PATHWAY

Prerequisites:
Must possess a current LPN License in good standing and have one year of current LPN practice experience (within the last 5 years.)

<table>
<thead>
<tr>
<th>Course</th>
<th>Credit Hours</th>
</tr>
</thead>
<tbody>
<tr>
<td>English 101</td>
<td>3</td>
</tr>
<tr>
<td>Biology 121</td>
<td>5</td>
</tr>
<tr>
<td>Chemistry 121 or higher level chemistry</td>
<td>4</td>
</tr>
<tr>
<td>Math 118 or higher</td>
<td>4</td>
</tr>
<tr>
<td>Biology 226</td>
<td>4</td>
</tr>
<tr>
<td>Biology 227</td>
<td>4</td>
</tr>
<tr>
<td>Microbiology 233</td>
<td>4</td>
</tr>
<tr>
<td>Nursing 140*</td>
<td></td>
</tr>
</tbody>
</table>

*After successful completion of Nursing 140, credit for Nursing 101 and Nursing 102 will be recommended for a LPN by the Office of Testing and Assessment to the College Registrar contingent upon the following:

1. Student successfully completing Nursing 140 with a minimum grade of “C”.
2. Student must submit a portfolio for evaluation, a letter from their employer verifying the LPN work experience, and pay a $150 processing fee for previous learning assessment fee upon successful completion of the Nursing 140.
3. The recommendation to award credit for Nursing 101 and Nursing 102 is issued by the Office of Testing and Assessment upon completion of Nursing 210 and 211.
4. The credit for Nursing 101 and Nursing 102 shall be listed on the student’s transcript as “credit only;” no grade is to be awarded for this assessment; and the course is not to be used in calculating the student’s GPA.

Total Credit Hours for Prerequisites courses 42

Required Core Courses Nursing

Semester 3
Introduction to Medical Surgical Nursing (210) 6
Maternal-Newborn/Mental Health (211) 6

Semester 4
Pediatric/Gerontologic Nursing (212) 6
Advanced Medical Surgical Nursing (213) 6
Nursing Leadership (203) 3

Total Credit Hours for Core Courses 27
AAS NURSING GRADING SCALE:

A - 92-100%
B - 85-91%
C - 80-84%
D - 75-79%
F - 74% and Below

Only the final course grade percentage will be rounded to the nearest whole number. As an example: 79.5 equals 80.0, while 79.4 equals 79.0.

When a CCCSON student achieves less than a passing grade in any course or standardized specialty examination, the course faculty member will make the initial remediation contact. After the faculty member completes the initial remediation process, a referral will be made to the Nursing Education Specialist for further remediation/consultation. A mandatory remediation plan between the Nursing Education Specialist and student will be developed and instituted based on the faculty and student initial evaluation.

Clinical Grading Terms

Each student will actively participate in a midterm and final clinical evaluation. The definitions of terms of the grading process which are used to evaluate the clinical experience include satisfactory, needs improvement, unsatisfactory, unsafe and are as follows:

- **Satisfactory:** Clinical performance is defined as the ability to meet the clinical objectives of the course, as outlined in the clinical objectives and clinical evaluation tool. Examples of behaviors that demonstrate satisfactory performance are listed on the clinical evaluation tool for each course.

- **Needs Improvement:** Clinical performance is defined as the inability to fully meet the clinical objectives of the course as outlined in the clinical objectives and clinical evaluation tool. Examples of behaviors that demonstrate need for improvement in clinical performances are listed on the clinical evaluation tool for each course. Students must convert a grade of "needs improvement" to a satisfactory grade by the end of the course in order to successfully pass the course. The assigned clinical instructor will write a clinical contract to identify success measures to address student-learning needs. The student must successfully meet the outcomes identified in the clinical contract to successfully pass the clinical component of the course.

- **Unsatisfactory:** Clinical performance is defined as the inability to satisfactorily meet the clinical objectives of the course. Examples of behaviors that demonstrate unsatisfactory clinical performance are listed on the clinical evaluation tool for each course. A student must achieve a satisfactory grade in all clinical behaviors by the end of the clinical session. Skill performance is evaluated per the level of the learner and reflective of the specific clinical objective as outlined on the clinical evaluation tool.
• **Unsafe:** Clinical performance is defined as the inability to safely meet the needs of the patient. Patient endangerment is failure to act in a reasonable and prudent manner when delivering care or responding to patients. Irresponsible actions towards patients are unsafe behaviors.

  i. Patient endangerment
  ii. Violations of professional conduct
  iii. Diversion of medication and/or supplies
  iv. Failure to communicate serious changes in patient health status.
  v. Major violations of agency policy
  vi. Failure to raise side rails on a client’s crib or bed.
  vii. Failure to ensure safe environment.
  viii. Inability to follow safety guidelines
  ix. Lack of accountability for own actions

The student must maintain health, safety, and ethical standards of the affiliates and adhere to the City Colleges of Chicago Conduct Policy.

Patient endangerment, incompetence, unethical conduct, or disruptive behavior will result in removal from the clinical education setting and/or dismissal from the program.

**PROGRESSION POLICY A.A.S**

All nursing courses required for the CCCSON will be evaluated based on satisfactory completion of class, lab, and clinical competencies, ATI end of course specialty exams, ATI Comprehensive Predictor, and the VATI (Virtual ATI) Capstone. In addition; a three day mandatory ATI live review is required for program completion.

The VATI Capstone content review is designed as a review of content that will enhance your knowledge level and skills in preparation for the NCLEX and practice in the field of nursing. The successful completion of VATI Capstone is required prior to your NCLEX paperwork being submitted to Continental testing for the opportunity to sit for the NCLEX Licensure exam. The VATI Capstone is a tailored on-line program that you will begin prior to the end of the last semester of the CCCSON program.

ATI Virtual Capstone content is an innovative on-line review that is executed with an assigned virtual coach. You will receive content with practice assessments that is designed to further prepare you for the NCLEX examination and practice in the field of nursing. You will receive feedback, guidance, and encouragement from your VATI coach in preparation for your VATI predictor exam.

Deficiencies in any of the following will delay progression in the CCCSON’s program:

1. A student must complete the nursing curriculum using the sequence depicted within the CCC Academic Catalog.
2. Students must complete all co-requisites prior to enrolling in the second year of the nursing program. Students who fail to successfully complete the co-requisites prior to the second year will be dismissed from the CCCSON program.
3. A student must earn a minimum of 80% in each course in order to receive the minimum passing letter grade of “C”.
   a. A student is only allowed one attempt to repeat a course. Each course failure is considered a failure. Therefore, if a student fails two separate courses or the same course twice this will result in dismissal from the ADN program. A failure is an earned “D” or “F” in a course.
   Example:
   Nursing 211 and Nursing 211 (same course equals two failures).
   Nursing 102 and Nursing 212 (two different courses equal two failures).
   b. A student who obtains a final letter grade of a “D” or “F” in a nursing course must repeat that course the next term it is offered and if it is the student’s first and only failure of a course.
   c. A student who obtains an unsatisfactory lab and/or clinical evaluation for a nursing course will receive a final grade no higher than a “D” to the course it is assigned.
   d. A student who does not successfully pass a nursing course must consult with faculty to formulate an Individualized Remediation Prescription Plan (IRPP).
   e. A student, who withdraw(s) due to lack of academic success (less than 80% in the course) twice for the same or two different nursing courses, will be dismissed from the CCCSON ADN program.

4. A student will be administered a final comprehensive (cumulative) exam worth 30% of the course grade at the end of each course.

5. Assessment of medication dosage calculation will be evaluated in the first and second levels of the nursing program.
   a. Medication dosage assessments will be administered during each semester.
   b. During the second year of the program, a student is allowed three attempts to pass the medication dosage calculation test. If unsuccessful, a score of less than 90%, after the third attempt the student will not receive a final grade higher than a “D” in their present course.

6. Students who receive less than 80% on any unit assessment for a nursing course must develop an Individualized Remediation Prescription Plan (IRPP) in collaboration with his/her instructor and the Nursing Education Specialist.

7. Students must obtain proficiency Level Two on the ATI Fundamentals exam during the second semester of the second year of the program.
   a. A student must achieve a score no lower than a Level 2 on the ATI Fundamentals exam.
   b. A student is allowed a total of two opportunities to earn a Proficiency Level 2 or higher on the ATI Fundamental exam.
   c. A student who does not achieve a Level 2 or higher on the second ATI Fundamental exam opportunity will earn a “D” in the course to which the ATI Fundamental exam is assigned, either Nursing 212 or Nursing 213.

8. A student must successfully complete the ATI Comprehensive Predictor exam with at least a 91% predictability score during the last semester of the nursing program.
a. A student is allowed a total of two opportunities to earn a 91% predictability score on the ATI Comprehensive Predictor exam.
b. A student who does not achieve a 91% predictability score on the second attempt of the ATI comprehensive Exam opportunity will earn a “D” in the course to which the Comprehensive exam is assigned Nursing 212 or Nursing 213.

9. Students must obtain proficiency Level Two on ATI Specialty exams at the conclusion of each of the following nurse courses: Nursing 102, 203, 211, 212, and 213.
   a. A student must have earned an 80% or higher in their nursing course to qualify to sit for an ATI Specialty exam.
   b. A student must achieve a score no lower than a Level 2 on the ATI Specialty exams.
   c. A student is allowed a total of two opportunities to earn a Proficiency Level 2 or higher on the ATI Specialty exams.
   d. A student who does not achieve a Level 2 or higher on the second ATI Specialty exam opportunity will earn a grade of “D” in the course to which the ATI Specialty exam is assigned.

10. A student must enroll in and successfully complete the Virtual ATI (VATI) Capstone NCLEX-RN Review program during the last semester of the second year of the Nursing Program.
   a. Registration for the VATI program will begin prior to completing the CCCSON program.
   b. Students must successfully complete the VATI Capstone program by achieving the VATI “Green Light”.
   c. Students who do not obtain the “Green Light” will have a hold placed on receiving transcripts, diploma, and eligibility for taking the NCLEX-RN until the “Green Light” has been obtained.

**REMEDICATION POLICY**

In order to promote nursing student success in the learning process faculty requires documentation of remediation for poor performance in skills lab, clinical, and/or classroom.

Remediation is mandatory for examination grades of lower than 80%, unsafe clinical or lab performance, and all other areas which contribute to poor student performance. Noncompliance with the remediation process may result in student failure in the course.

Through the use of supplemental instruction and remediation, the Nurse Education Specialists help nursing students attain the following three goals:
1. Remediate nursing content areas for improvement
2. Achieve level 2 or greater scores on standardized specialty examinations (such as ATI testing)
3. Prepare for the NCLEX-RN examination
GRADE APPEALS POLICY

A nursing student who wishes to appeal a final grade must complete a Grade Appeal Form. This process entails:

1. Submit a Grade Appeal Form and detail specifically the rationale and supporting documentation as to why the assigned grade should reflect differently.

2. The student should refer to the CCC Student Policy Manual for the policy and steps in the appeals process.

Please refer to the grade appeal policy and process and form are accessed in the following link: http://www.ccc.edu/services/Pages/Grade-Appeal.aspx

NON-ACADEMIC FORMAL COMPLAINT FILING PROCEDURE

The Complaints/Compliments Management System is an online portal, whereby City Colleges of Chicago (CCC) students, faculty, staff, and community members can submit a formal complaint or compliment regarding an academic or non-academic matter. Complaints and/or compliments can be submitted here.

Procedure for Filing a Formal Non-Academic Complaint

Students, faculty, staff, and community member, once into the system must first select to file a complaint and select the appropriate CCC college location associated with the compliment or complaint. Next, the individual is required to select the appropriate category and select to provide supporting documents. Once the complaint is submitted, a notification is sent to the arbiter and a copy of the complaint and confirmation of the receipt is sent to the filer.

Each college department with a complaint category assigned to them, has a department lead (arbiter) designated to process the complaint and resolve issues in a timely manner. Per the CCC policy for grievances [or complaints] outside of the grade appeal process, students receive a response within five business days. A response may include, but is not limited to: a request for further information, a suggested resolution, or a final disposition. In the event a student wants to appeal a decision or is dissatisfied with the outcome, an appeal can be filed.

Oversight of Complaint Management System

All complaints are tracked from initial submission to final disposition and archived within Complaints/Compliments System. The Complaints/Compliments System is monitored by Malcolm X College’s Ombudsman. Oversight of timely resolution of complaints through the system, in accordance with the CCC Non-Academic Student Complaint Policy is managed by a designated administrator (or Ombudsman) at each college.
Grade Appeals
The CRM system is separate from the process for filing a grade appeal. Grade appeals, as an academic performance only issue continue to be managed through the office of the Vice President at Malcolm X College. Please follow the grade appeal process found in the Academic and Student Policy Manual [here](#).

REINSTATEMENT POLICY

Any student who exits the nursing program must complete an Exit Interview with an Associate Dean of Nursing.

Unexpected life events (including pregnancy), may require a student who is in good academic standing to interrupt their sequence of nursing courses. The student will be reinstated in the program. A student must submit a written request for reinstatement within one year of exiting the program.

Reinstatement will be contingent on the following:

1. Request for an extended absence must be submitted in writing to the Dean of Nursing when they are beginning the absence. An appointment must be scheduled with the Dean of Nursing to discuss the request.
2. The student, must complete an exit interview with an Associate Dean of Nursing, including a study plan for the period not enrolled in the program.
3. There is available space in the Nursing Program at the time of reinstatement.

Students are not allowed to progress in the CCCSON program due to a course failure in a required nursing course.

1. Students who are receive a final composite score of less than 80%, on the first attempt of a nursing course will be not allowed to progress in the CCCSON program and must request reinstatement, within 30 days of notification of academic status, directly to the CCC Associate Dean of Nursing. The following is required:
   a. The student must complete an exit interview with an Associate Dean of Nursing.
   b. The student must meet all program admission and graduation requirements at the time readmission is sought.
   c. There is available space in the Nursing Program at the time of readmission request.
   d. Must complete the mandatory remediation plan developed with the Nursing Education Specialist and provide evidence of completion.
2. Students who are unsuccessful in a second nursing course attempt will not be eligible for reinstatement. Students are allowed only two attempts for successful completion of the nursing program.
3. Students who are dismissed for a clinical violation/incident or unprofessional behavior/conduct will not be eligible for reinstatement. Violations of the following CCC Polices include but is not limited to:
   a. Academic Integrity
   b. Equal Opportunity in Employment (EEO), Programs, Services, Activities
c. Drug and Alcohol Free Campus

PREGNANCY POLICY

It is the CCCSON’s intent to ensure the health and safety of the student and the unborn child and are consistent with Title IX (related to disability discrimination). Therefore, the following guidelines are adhered to strictly:

1. Students who have declared pregnancy during clinical portions of the program must have written documentation from their primary healthcare provider to remain in clinical without restriction during the course of their pregnancy. An update of this written documentation must be required for each new clinical rotation. Students are responsible for obtaining this documentation and providing it to the clinical coordinator, theory, and clinical instructor.

2. Inability to attend clinical due to pregnancy may necessitate course withdrawal or incomplete. Any change in health status must be reported immediately to the clinical instructor in written format. All students and faculty must adhere to a clinical agency’s policy and protocol concerning pregnancy.

3. Primary Healthcare Provider directed limitations must be clearly delineated and may require student withdrawal from the course if clinical course objectives cannot be met.

4. Agency policies concerning pregnant students in their clinical facility and measures to avoid potential hazards to mother and/or unborn fetus may supersede other pregnancy policy.

5. Following delivery, the student is required to notify the Associate Dean of Nursing and the course faculty member of the Nursing Program of plans to resume clinical practice. In addition, a statement from the student’s healthcare provider certifying the student is physically able to participate in clinical experiences without restrictions (i.e., moving, lifting and transferring patients) are required.

POST COMPLETION POLICY

A student who has completed all program requirements will be eligible to sit for the NCLEX-RN exam. The Dean of Nursing will forward the student’s information to Continental Testing Services after completion of the following:

- Verification success in completion of all requirements of the CCCSON program.
- Verification that all CCC financial obligations have been met.
- Verification receipt of an active VATI “Green Light”. Students who do not obtain the “Green Light” will have a hold placed on receiving transcripts, diploma, and eligibility for taking the NCLEX-RN until the “Green Light” has been obtained.
- Proof of fingerprints from an approved vendor,
- proof of payment to Continental Testing Services (CTS),
- proof of payment to the National Council State Board of Nursing (Pearson VUE),
must be submitted to the CCCSON program to show student’s intent to register for the NCLEX- RN.

Once all program requirements have been satisfied all appropriate documentation will be submitted to CTS by CCCSON.

HEALTH AND CLINICAL REQUIREMENTS

Each student is required to submit an up-to-date health record. The health requirements are necessary to meet the expectations of each clinical agency. Changes in student health status may warrant medical clearance to ensure safety in the clinical setting.

The list of health requirements may not be inclusive so a student may have to submit additional requested documentation; due to varying agency requirements. It is the responsibility of the student to ensure that the college receives all information. Students are required to keep copies of all information submitted.

Failure to comply with providing required and updated medical documents may result in a clinical absence. If a clinical absence occurs as a result of medical noncompliance, no make-up opportunity will be provided. Please see “Clinical Attendance Policy”.

All students entering nursing courses must continuously meet all health and safety requirements to maintain enrollment in the CCCSON program. If required health records are not up to date a student will not be allowed to continue with the nursing courses. They must be submitted by the established deadline. Requirements though not limited are as follows:

1. All students enrolled in nursing courses must meet and maintain all health and safety requirements. Students will meet these requirements by providing a completed and signed Health and Safety Documentation Checklist with required documentation and the Health Care Provider Signature Form to the Nursing Department as directed.
2. If students do not provide documentation of health compliance the students will not be allowed to continue with nursing courses.
3. A health care provider’s note or other documentation will not negate the health and safety documentation requirements as patient safety is paramount.
4. If a student incurs an illness, injury, or other health limitations, both the clinical agency and the CCCSON health policies must be upheld. The CCCSON clinical faculty member and/or clinical representatives will determine a student’s ability to provide nursing care regardless of a health care provider’s approval for return.
5. Students who are not physically able to perform their student nursing duties in a safe manner or require utilization of assistive devices, such as crutches, foot braces or boots, and casts of any type will not be allowed to participate in clinical experiences; therefore, the student will have to withdraw from the nursing course.
6. Upon the student’s clearance from their health care provider, the student will be reinstated into the nursing program and allowed to retake the course without penalty.
Vaccinations/Titers

Nursing students are required to have and maintain record of immunization and vaccinations.
1. Titers are required to verify immunity.
   a. Measles
   b. Mumps
   c. Rubella
   d. Varicella
   e. Hepatitis B Surface Antibodies
2. Two-step PPD skin test or QuantiFERON Gold, or chest x-ray is required to verify student tested negative for tuberculosis (TB).
3. Tetanus diphtheria vaccination/booster received within ten years.

Nine Panel Drug Screen

Area healthcare agencies and the CCCSON program are drug free environments. The CCCSON enforces a zero tolerance policy with regards to student impairment from drugs or alcohol at the clinical site or any CCCSON facility and institution, violation will result in dismissal from the program. Drug testing is to ensure that students do not compromise the well-being and safety of patients/clients, and others.
Students are required to obtain a 9-Panel substance abuse drug screening as indicated:
   1. At admission.
   2. During the second year of the nursing program by July 15th and as required by clinical facilities.

The 9 Panel drug screening must include:
• Cocaine (COC)
• Amphetamine (AMP)
• Tetrahydrocannabinol (THC)
• Methadone (MTD)
• Opiates (OPI)
• Phencyclidine (PCP)
• Barbiturates (BAR)
• Benzodiazepine (BZD)
• Propoxyphene in human urine

These results are essential for clinical rotations, and subsequent entrance into the program. Students with a positive test result will be given a reasonable opportunity to explain the confirmed test result. If the explanation is unacceptable and cannot be satisfactorily documented by the students’ physician, and the second test is positive, the student will not be considered for admission or continuation in the nursing program.
Healthcare Provider Basic Life Support (BLS)

A student must possess a valid Healthcare Provider Basic Life Support (BLS) certification card throughout the entire nursing program. No lapse in certification is allowed; therefore, renewal of Healthcare Provider BLS certification must be completed prior to the expiration date on the BLS card. If a student fails to comply with this requirement they will not be allowed to report to clinical. If clinical is missed due to an expired BLS card the student will not be provided a clinical make-up opportunity. Please review clinical attendance policy.

Criminal Background Check

Illinois statute prohibits healthcare employers from knowingly hiring, employing or retaining any individuals who have been convicted of various criminal offenses in a position with duties involving direct patient care or the care of residents in long-term care facilities. Also prohibited is hiring these same individuals in positions that provides access to the medical, financial, or living quarters of a patient or long-term resident (225 ILCS 46.25).

The CCCSON have affiliate agreements with clinical agencies and other health care institutions to provide clinical experiences for nursing students as part of the nursing curriculum. As a nursing student you must adhere to the following:

1. Submit to a criminal background check prior to entering into the program and during the second year clinical rotation.
2. Criminal Background checks are required annually and as needed.
3. Students must submit to a criminal background as specified by a clinical agency for the student to continue their clinical rotation at that particular clinical site.
   a. Some clinical sites may also request an expanded criminal background check, which may conflict with the student’s original background check result. The expanded criminal background check will be at the student’s expense.

Students may not be able to participate in clinical experiences based on information obtained as a result of the criminal background information. If a clinical placement cannot be obtained this may lead to dismissal of the student from the CCCSON nursing program.

A criminal background check is required to participate in clinical portions of this program. A positive criminal background check may prohibit a student from completing the program due to inability to participate in clinical placements. Additionally, a positive criminal background check may prohibit a student from obtaining licensure in his/her field of study and/or positive employment placement.
Student Health Coverage Insurance

The District recognizes that certain courses of study and specific classes may place a Student at greater risk given the nature of the curriculum and associated laboratory, practicum or applied task required by the class syllabus. The District administers a Student Accident Health Plan (SAHP), for Students enrolled in certain courses of study during the period of time the Student is engaged in official activities associated with the class, laboratory, practicum or applied task. While the District administers a SAHP, Students of Malcolm X College Health Sciences Programs are encouraged to have healthcare insurance coverage that will ensure the appropriate level of coverage should he/she be injured while engaged in any official course, lab or clinical activities on Malcolm X College premises and/or while engaged in such activities at an assigned clinical facility. **SAHP coverage may not cover the full amount of health costs associated with an injury incurred while performing program related tasks associated with a course, lab or clinical.** Students are required to report any injury immediately to the instructor present and to the Dean of the program for which he/she is currently enrolled.

Student Malpractice/Liability

The District recognizes the need for students enrolled in health care curriculum to apply skills and techniques garnered in the classroom in a practical and professional setting. To that end, Malcolm X College contracts with health care institutions, health service agencies and community organizations to accept its students in clinical practice as required by programs of study. Certainly, the Institutions, agencies and practitioners accepting students require assurances that commercial Insurance is in place to protect the Institution against claims that may arise out of the actions of the Students. Students are responsible for any malpractice claims levied against them [personally] for actions that occur outside of scheduled clinical practice time.

*For both individual health insurance coverage, and student malpractice/liability insurance, students must adhere to the policies of the program and for any clinical site at which he/she is placed.*

**CLINICAL POLICY**

Students must be able to provide direct patient care without restrictions. Students will be required to lift patients, stand for several hours, and perform bending activities. Additionally, the clinical experience may place the student in stressful situations as they undertake responsibilities and duties that have a major impact on patients and their family lives. Students must meet the essential skills and functional abilities outlined on pages 15-18.

**CLINICAL ATTENDANCE POLICY**

Students are expected to attend all clinical sessions including clinical orientation to meet the objectives and clinical hour requirements of the course. Clinical hours include pre-clinical laboratory practice, pre- and post-conferences, scheduled clinical days, alternative clinical learning activities, and simulation lab. Students must adhere to the following guidelines:
1. All nursing students must comply with the dress and behavior standards of the CCCSON program. Required uniforms are to be worn in all nursing classroom, clinical, and skills lab settings. Failure to adhere to the nursing uniform standard may result in the nursing student being dismissed for the day.

2. All students must complete the clinical orientation requirements and attend the agency specific orientation prior to all clinical rotations. Any student who fails to complete these requirements or is absent on a day of orientation without prior instructor approval may not continue in the clinical rotation.

3. Students are required to attend all clinical sessions.

4. Late arrival or leaving early from the clinical experience may result in a student conference or place the student at risk for failing to achieve the course competencies.
   a. A student may be dismissed for the day from the clinical site for late arrivals. However, adverse weather conditions will be taken into consideration.
   b. A plan of action must be developed with the instructor and followed by the student to satisfactorily meet the clinical requirements.

5. When an absence occurs, the student must notify the clinical instructor in advance of the clinical hours.
   a. Any absence can jeopardize successful achievement of course competencies; therefore, consequences of any absences will be determined at the time of the occurrence.
   b. Emergency circumstances are individually evaluated by the instructor in consultation with the Associate Dean of Nursing.

All missed hours must be made up. Any clinical absences may lead to “Unsatisfactory” in clinical and failure of the attached course to the clinical rotation.

**STUDENT RESPONSIBILITIES AND CONDUCT IN THE CLINICAL AGENCIES**

As a healthcare professional, the student is expected to conduct himself or herself in a professional manner. Students are guests of the clinical site. Inappropriate behavior or actions will not be tolerated and may jeopardize the student’s enrollment in the Nursing Program and may adversely affect the availability of the clinical site for other students. The following are some guidelines of acceptable behavior and conduct. When in doubt, the student should act discreetly and in such a fashion that will reflect positivity on self, the CCCSON, and the profession. Responsibilities and conduct at the clinical site are as follows:

1. Follow the administrative policies, standards, and practices of the agency.
2. Student must obtain medical care at their own expense for any injuries or illnesses sustained as a direct or indirect result of affiliation with the agency.
3. Student must provide their own transportation to and from the clinical agency.
4. Student must report to the agency on time and follow all established regulations during the regularly scheduled operating hours of the agency.
5. Conform to the standards and practices established by the school and agency prior to publishing any material relating to the clinical learning experience. Obtain prior written
approval of the agency and the school before publishing any material relating to the clinical learning experience.

6. Meet the personal, ethical, and professional standards required of employees of the agency and consistent with the applicable professional Code of Ethics and the applicable standards of The Joint Commission and/or other relevant accrediting or regulatory bodies.

7. No smoking, food, or drink, cell phones, iPods, MP3 players, or recording devices are allowed in the clinical area at any time.

8. Patients, residents, families, and coworkers are addressed by title, Mr., Ms. Mrs. and last name.

9. The patient's confidentiality is to be maintained and respected. For example, students should refrain from talking about their patients on elevators, cafeteria, buses, or any other place where conversation may be overheard (HIPAA regulations must be followed). Discussion regarding the patient/resident should be conducted in the appropriate designated areas and be discussed only with other healthcare workers actually caring for the patient.

10. Students are not permitted to consume or bring alcoholic beverages to the clinical site or be under the influence of alcohol. A student violating this policy will be immediately dismissed from the program.

11. Controlled substances are prohibited from being brought into or possessed on clinical grounds. Students are not to be under the influence. A student violating this policy will be immediately dismissed from the program.

12. Gum chewing is not permitted on any clinical unit, simulation, and nursing skills lab unit.

13. Students will be immediately dismissed for falsification of any patient or resident records.

14. Breaks/lunches should coincide with that of the instructor. Students must not leave the clinical unit without the instructor’s approval. Leaving the unit/facility without approval may result in dismissal from the program.

15. In the clinical area, social conversations between students should be avoided. Behavior and conversation should professional in nature.

16. The learning experience is conducted in English. Alternative languages should be avoided, except where necessary to render patient care.

17. Students are to report to the clinical agency only during their scheduled clinical days.

18. The students are accountable for their behavior during their clinical experience.

19. All actions implemented by the student must be approved by their clinical instructor. The student is directly under the supervision of the clinical faculty member.

Failure to follow any of the above guidelines may result in immediate clinical “Unsatisfactory” or dismissal from the program.
Guidelines Regarding to Exposure Body Fluids

All nursing students are professionally and ethically obligated to provide client care with compassion and respect for human dignity. Hence, the student may not ethically refuse to care for clients solely because of the client’s medical condition such as but not limited to HIV, AIDS, and HBV. Universal precautions should be executed at all times:

1. Gloves must be worn when it is anticipated that the student nurse may have contact with blood or other body fluids, other potentially infectious materials, mucous membranes, non-intact skin, vascular access procedures, and contaminated items or surfaces.
2. Masks, eye protection, and face shields shall be worn whenever splashes, spray, splatter, or droplets of blood or other potentially infectious materials may be generated and eye, nose, or mouth contamination may occur.
3. Gowns, aprons, and other protective body clothing may be worn in occupational exposure situations depending upon the assigned task and degree of anticipated exposure.
4. Surgical caps or hoods and shoe covers must be worn in instances when gross contamination may be reasonably anticipated.
5. Universal Precautions must be executed with all blood and body fluids. All blood and body fluids are considered potentially infectious and are treated as it is known to be infectious.
6. When exposure is possible student must wear personal protective equipment (PPE).
7. Wash hands immediately after removal of gloves or other PPE.
8. Contaminated sharps shall not be bent, recapped, or removed. Shearing or breaking of contaminated needles is prohibited.
9. Contaminated sharps must be placed in appropriate container as soon as possible.
10. Eating, drinking, smoking, applying cosmetics or lip balm, and handling contact lenses are prohibited in the clinical work area where there is a probability of occupational exposure.

Blood-borne Pathogen Exposure

Students must wear appropriate protective clothing/equipment when performing any task(s) that may involve exposure to body fluids. Any direct exposure to body fluids occurring while functioning as a student must be reported immediately to the clinical instructor. Students exposed to body fluids should adhere to the following:

1. Wash the area immediately with a disinfectant agent; for eye splashes rinse the area with clean water.
2. Report the incident to the clinical instructor.
3. The student should immediately go to an Emergency Department, Employee Health (if available), or Urgent Care to seek triage and treatment. It is recommended that
students have insurance to cover such instances, and should check with their insurance provider regarding coverage.

4. The clinical instructor and student will notify the agency department supervisor and the CCCSON Associate Dean.

5. The student will complete an agency site incident report.

6. The student will complete the college student incident report.

7. If an event of an exposure occurs in the CCCSON nursing lab, the student must report the incident immediately to supervising faculty.

Information from the U.S Department of Labor, Occupational Safety & Health Administration (OSHA) is available at:  [http://www.osha.gov/SLTC/bloodbornepathogens/index.html](http://www.osha.gov/SLTC/bloodbornepathogens/index.html)

**Health Insurance Portability and Accountability Act (HIPAA)**

All students are required to sign a Health Insurance Portability and Accountability Act of 1996 (HIPAA) form during clinical orientation. This document outlines the appropriate handling of confidential medical information. All students are required to strictly adhere to HIPAA regulations per agency guidelines.

Patients have a legal right to confidentiality related to all aspects of their care, and professional nurses have a legal obligation to safeguard the patient’s confidentiality. Students may not provide information about their patient(s) to any individual not directly involved with the patient’s care, including other staff and classmates. Conversation related to patients is only allowed in the clinical area, clinical conference area, and the classroom for the purposes of furthering nursing education. Discussion related to patients or any clinical occurrences are prohibited in public places such as the cafeteria, lounge, or at home. Any materials or documents with identifying patient information contained in them may not be removed from the clinical setting and must be discarded in a confidential manner.

All verbal, electronic, and written information relating to patients/clients and contracted agencies is considered confidential and is not to be copied or discussed with anyone. Information may be disclosed only as defined in HIPAA guidelines for educational purposes. A breach of confidentiality will result in disciplinary action, up to and including dismissal from the CCCSON program. All students are required to complete a HIPAA tutorial each semester of the nursing program during clinical orientation.

**Student Practice Regulations**

Students practice within the boundaries of the Illinois State Board of Nurse Practice Act, the ANA Code of Ethics for Nurses, the guidelines of the CCCSON, and the policies and regulations of the healthcare agency where they are assigned for clinical learning. Inappropriate practices include, but are not limited to the following:

1. Refuses an assignment based on client’s race, culture, religious preference, or medical diagnoses.
2. Denies, covers-up or does not report own errors in clinical practice.
3. Ignores and fails to report dishonest or unethical behavior in others.
4. Practices skills that have not been assigned, taught, or are checked off prior to independent performance.
5. Lacks information processing ability necessary for making appropriate clinical judgments or decisions.
6. Interacts inappropriately with agency staff, co-workers, peers, patients/clients, families, and/or faculty resulting in miscommunication, disruption of the learning and/or patient care environment.
7. Violates principles of confidentiality (HIPAA).
9. Fails to respect client rights and dignity.
10. Solicits, borrows, or removes property or money from a client or client’s family.
11. Assumes client care tasks for which the student lacks the education or competence to perform.
12. Removes drugs, supplies, equipment, or medical records from the clinical setting.
13. Abandonment: Leaves clinical agency or patient assignment without notification.

**Unusual Occurrence Guidelines**

An unusual occurrence is any event that has the potential to bring harm to any person while in the nursing program classes, laboratories, or clinical agencies. Students must adhere to the following guidelines:

1. Student must notify instructor immediately upon an unusual occurrence.
2. Any student failing to notify the instructor immediately upon discovery of an unusual occurrence as defined will be subject to disciplinary actions including course failure and/or program dismissal.
3. Upon notification of the occurrence, the instructor will meet with the student to determine the nature of the occurrence. The faculty member will subsequently determine the necessary actions and steps required to be taken.

**Transportation**

Classroom and clinical experiences are provided at a variety of settings around the Chicago and surrounding areas. Students are required to arrange for their own transportation to and from these settings. Car-pooling is highly encouraged.

**Online and Clinical Orientation**

Electronic online and onsite clinical orientation must be completed prior to the beginning of clinical practicum. Attendance or evidence of completion is mandatory. If a student misses a clinical orientation session or does not have proper online orientation completed, he/she will not be allowed to attend clinical.
Clinical Performance Measures

Students are expected to report to the clinical site prepared to perform optimal clinical skills. If the student exhibits any of the following deficiencies the student will be removed from the clinical site, participate in required remediation, or be dismissed from the CCCSON program.

1. Any student not prepared to perform clinical skills may be dismissed from clinical that day and directed to the skills lab for remediation. Proof of remediation and skills practiced must be submitted to the assigned clinical instructor.

2. Alteration of physical and/or emotional status of a student that may negatively impact delivery of patient care will result in dismissal of the student from the clinical site that day.
   a. The student must arrange a meeting with the clinical instructor and Associate Dean of Nursing prior to the next assigned clinical day.
   b. The student will not be allowed to return to the clinical site until it is deemed safe for the student to return.

3. Any student who attempts to pass a medication without completing the 7 rights of the medication administration will have an IRPP form completed for the occurrence. The student is required to arrange remediation sessions with the Nursing Education Specialist. Proof of remediation and skills practiced must be submitted to the assigned clinical instructor.

4. Any student who incurs a medication error will have an IRPP form completed. The student will be dismissed from the clinical that day and must make arrangements for remediation sessions with the Nursing Education Specialists or be dismissed from the CCCSON program depending of the severity of the medication error. Proof of remediation and skills practiced must be submitted to the assigned clinical instructor.

5. A plan of action and remediation will be developed for any clinical behavior that is identified as deficient. The student must successfully meet all the terms of the plan of action in order to satisfy the requirements of the clinical experience.

NURSING SKILLS LAB REQUIREMENTS AND POLICIES

The Nursing Skills Lab is a mandatory and integral part of the CCCSON program. The faculty collaborate in conjunction with the Nursing Lab Manager and Lab Coordinators to develop competencies for student’s clinical skills. The team assists students in developing nursing skills that are utilized in the clinical setting. The purpose of the skills lab is to provide an environment for students, to learn, practice, and reinforce nursing skills, and confidence in performing skills necessary for client care in the clinical setting. This is accomplished through demonstration, activities, and practice utilizing equipment and simulated learning experiences.

Faculty and Clinical Instructors may refer students to the Skills Lab for skill remediation and practice required for safe clinical practice.
NURSING SKILLS LABORATORY ORIENTATION INFORMATION

As a nursing student at City Colleges of Chicago School of Nursing, you will spend considerable amount of time in the Nursing Skills Lab. You will be learning new skills, and practice skills for evaluation of your knowledge and psychomotor skills. Simulation will be a component of the lab activities.

The skills lab is an integral part of nursing education. Utilizing the laboratory will facilitate the student’s ability to perform essential nursing skills. The goal of the nursing skills lab is to provide an opportunity for the student to develop clinical and critical thinking skills needed to engage in safe practice while working towards excellence in nursing.

Students have the opportunity to practice independently with their peers, lab coordinators, and with faculty to develop clinical and critical thinking skills. How much time is needed by students to practice is dictated by how quickly one learns and by the difficulty level of the skills. Each student has their own style and pace of learning, therefore time in the lab has to be planned by the student accordingly. Additional practice is available during open lab sessions.

Nursing Students Responsibilities in the Skills Lab:

1. Report to Skills Lab as scheduled; Punctuality critical.
3. Stethoscope and clinical equipment are required.
4. No smoking, food, drinks, cell phones, iPods, MP3 players, or recording devices.
5. No children or visitors are allowed during skills lab.
6. Ensure Skills Lab work area tidy after usage.

Laboratory Activities Preparation:

a. Review assigned readings and skills videos prior to coming to lab.
b. Review corresponding skills check-off list.
c. Have the skills check-off list when demonstrating a skill.

Safety/Environmental Consideration:

a. Internet usage is for learning purposes.
b. Coats and book bags should be stored in designated areas. Keep valuables with you. The Nursing department is not responsible for any lost or stolen items.
c. Use equipment as directed and under supervision. Report any damage or malfunctions immediately.

Mannequins:

a. Use gloves when handling all mannequins and parts as appropriate for the skill.
b. Do not move mannequins/parts without help from lab personnel or your instructor.
c. Do not use Betadine or ink on the mannequins.
d. Clean mannequin as instructed after each use.
Beds:

a. Use beds for practice and testing purposes. Please do not sit or store your belongings on the beds.

b. Remove shoes when lying on bed when you are serving as a patient for a demonstration.

Laboratory Resources:

- Computer laboratory: Room 5015 and Room 6010
- Simulation Labs: Room 5001 and Room 5002
- Skills Lab A: Room 5000
- Skills Lab B: Room 5006
- Skills Lab C: Room 5008
- Pediatrics Lab: Room 5011
- Virtual Hospital: 8th Floor

Open Lab Hours

- Monday to Thursday: 9:00am – 9:00pm
- Friday: 9:00am – 2:00pm