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REND LAKE COLLEGE MISSION

The mission statement is the essential purpose of the college from which all college activities originate:

Rend Lake College provides educational opportunities across cultural and economic boundaries to the diverse student population we serve. We are committed to our students' success in achieving their educational goals and to meeting our community-focused program objectives. With Rend Lake College, student journeys start here.

Value Statement:

In serving our students and community, we strive to be student- focused, authentic, and resourceful.

IMPORTANT

For information on your rights and responsibilities refer to the Rend Lake College Student Handbook. Located on the RLC website at

<https://rlc.edu/phocadownload/Student-Forms/Student%20Handbook%202022-2023-Rend%20Lake%20College%20-%20web.pdf>

ACADEMIC INTEGRITY

Student Handbook page 40

APPEAL PROCESS

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NON-HARRASSMENT AND DISCRIMINATION POLICY

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EQUAL OPPORTUNITY

Student Handbook page 5

AMERICANS WITH DISABILITIES ACT

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FIREARM CONCEALED CARRY POLICY

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GENERAL BEHAVIOR – PROFESSIONAL ETHICS

The student is responsible for his/her behavior as both an individual and as a member of the group. Rules of behavior which are endorsed as appropriate according to high social, ethical, and moral standards are expected to be followed. As a consequence, the student is held responsible for any acts which may violate these standards. The following rules have been established to provide guidelines for proper, professional conduct:

The student is expected to conduct himself/herself in a professional manner at all times while in the College, clinical site, or while participating in program functions.

The student is expected to be courteous to patients, staff, visitors, faculty, and other students. When speaking to or about a patient, the name of the patient should be used, unless circumstances dictate otherwise.

The student is expected to be congenial to all patients. Solicitation or acceptance of tips from patients or clinical site visitors is prohibited.

Visiting with a patient during clinical hours is not permitted. Friends who are hospital patients should be visited according to hospital regulations.

The student is to consider the affairs of patients, the specific program enrolled, the College, and the clinical site confidential. Such matters are not to be discussed with other students, staff, family, faculty, or friends.

Sleeping during clinical or didactic hours is unacceptable.

Students should act as responsible adults. Cheating may result in dismissal from the program.

Personal telephone calls are not to be made or received while at the clinical site, except in the case of an emergency.

All unusual incidents concerning patients, visitors, staff, etc. must be reported to the clinical instructor and supervisor. The proper incident form must be completed, and a copy given to the program director.

Cell phones may be used at clinical sites only at scheduled breaks. Cell phones should be kept in lockers or purses turned off while students are doing their scheduled rotations. If a clinical site reports misuse of a cell phone, this will result in disciplinary action.

The following are considered examples of severe, inexcusable behavior which may result in immediate dismissal from the program:

Deliberate damage to College, clinical site or other's property

Stealing

Physical assault of another individual

Indecent or lewd conduct

Carrying a weapon on college or clinical site premises

Falsification of any information to the clinical site or college

Smoking in hazardous area or in a non-smoking area

Consumption of intoxicants while on College or clinical site property or attempting to perform duties while under the influence of alcohol or other drugs.

Falsification or misuse of College or clinical site records

Working beyond the appropriate duties of a student

Drug dealing or attempted drug dealing

Excessive absenteeism/tardiness

Sharing confidential information/violating HIPPA

It is impossible to compile a complete summary of misconduct that requires disciplinary action. The Program Director is responsible for interpreting the rules of conduct, and any questions in this area should be addressed to the Program Director.

Failure of the student to abide by general rules and regulations will result in disciplinary action. If disciplinary action is taken, the student will be advised of this action in private consultation with program officials. The action will be documented in the student's record file and the student will be asked to sign the document to indicate their awareness of the action.

In the event a student is dismissed from the program, the student will receive a failing grade for all classes that they are enrolled in at the time of the dismissal.

STUDENT ACADEMIC COMPLAINTS

II. Student Complaints

Rend Lake College is committed to ensuring that student complaints are handled effectively and in a timely manner. Therefore, student complaints about either academic issues or non-academic issues shall be handled in accordance with established procedures.

Academic Complaints – Grade Appeal

- A. The student is expected to initiate the appeal with the faculty member immediately responsible for the area in which the problem occurred within seven (7) calendar days of the occurrence giving rise to the complaint. The student should request a meeting with the instructor.
- B. If the complaint is not resolved after the informal discussion, the student may appeal by submitting a Grade Appeal Form which can be found at www.rlc.edu within seven (7) calendar days of the informal discussion with the faculty member.
- C. The Dean shall review the complaint and speak with the appropriate parties as needed.
- D. The Dean shall respond in writing to the student within seven (7) calendar days after receiving the student's complaint.
- E. If the results of the Dean's review are unsatisfactory to the student, the student may request a meeting with the Associate Vice President of Academic and Student Services and/or the Associate Vice President of CTE and Student Support within seven (7) calendar days of receiving the Dean's written response.
- F. The Associate Vice President shall issue a response to the student within seven (7) calendar days of the meeting with the student.
- G. The decision of the Associate Vice President shall be considered final.

Academic Complaint – Non Grade Related

- A. The student is expected to initiate the complaint with the faculty member immediately responsible for the area in which the problem occurred within seven (7) calendar days of the occurrence giving rise to the complaint. The student should request a meeting with the instructor.
- B. If the nature of the complaint is personal, involving the faculty member directly and his/her behavior or demeanor, the student may appeal informally to the faculty member's Dean or complete a Student Complaint Form found at www.rlc.edu thereby bypassing the informal

discussion with the faculty member. The student should understand anonymity cannot and usually will not be protected.

C. The Dean shall review the complaint and speak with the appropriate parties as needed.

D. The Dean shall respond to the student within seven (7) calendar days after receiving the student's complaint.

E. If the results of the Dean's review are unsatisfactory to the student, the student may request a meeting with the Associate Vice President of Academic and Student Services and/or the Associate Vice President of CTE and Student Support within seven (7) calendar days of receiving the Dean's written response.

F. The Associate Vice President shall issue a response to the student within seven (7) calendar days of the meeting with the student.

G. The decision of the Associate Vice President shall be considered final.

III. Student Non-Academic Complaints

The Associate Vice President of Academic and Student Services shall be responsible for responding to complaints from students for non-academic (non-classroom and non-grading) issues which would fall outside of the Student Code of Conduct which is described in a later section. These issues include, but are not limited to:

- A. Refunds of tuition and fees
- B. Admission, registration and records matters
- C. Grade forgiveness
- D. Financial aid matters
- E. Advising and counseling matters
- F. Student activities and organization matters
- G. Academic and financial aid appeals
- H. Title II complaints (complaints related to discrimination based upon disabilities)
- I. Title IX complaints (complaints related to discrimination based upon protected class)

Students who wish to dispute a non-academic matter related to their tenure as a student at RLC shall express these concerns as follows:

A. The student is expected to initiate a complaint with the staff member immediately responsible for the area in which the problem occurred within seven (7) calendar days of realizing the issue giving rise to the complaint. The student should request a meeting with the staff member. Both the student and the College have the right to end the informal process and begin the formal complaint process at any time. Both parties have the right to forgo the informal process and initiate a formal complaint.

B. If the complaint is not resolved after the informal discussion, the student may appeal by submitting an Appeal Form (which can be obtained in the office of the Associate Vice

President of Academic and Student Services or online at www.rlc.edu) to the Associate Vice President of Academic and Student Services. This appeal should be made within seven (7) calendar days of the informal discussion with the staff member. The Associate Vice President of Academic and Student Services will schedule a meeting with the Appeals Committee. The Associate Vice President of Academic and Student Services shall issue a response to the student within seven (7) calendar days of the meeting.

C. If the results of the Appeals Committee are unsatisfactory to the student, the student may submit a written request to the Vice President of Instruction and Student Affairs within seven (7) calendar days of receiving the committee's decision.

D. The Associate Vice President of Academic and Student Services shall issue a written response to the student within seven (7) calendar days from the date the student complaint was received.

E. The Vice President of Instruction and Student Affairs shall issue a written response to the student within seven (7) calendar days of receipt of the student's written request.

F. The decision of the Vice President of Instruction and Student Affairs shall be considered final with regard to student non-academic complaints.

STUDENT RECORDS

In compliance with the Family Education Rights and Privacy Act the following records are maintained in the specific program directors' offices:

1. Application records
2. Health records and immunizations
3. Background check
4. Attendance records
5. Classroom and/or clinical evaluations
6. Clinical rotation schedule
7. Counseling records

TRANSPORTATION

Students must provide their own transportation to and from the College and the clinical affiliates.

ELECTRONIC COMMUNICATION DEVICES

In any learning setting, the use of electronic communication devices, such as pagers and telephones must be limited to emergency situations only. The devices must be set to silent mode at all times in the classroom. If it is necessary to respond to a call or page, the student should leave the classroom with minimal disruption, and may reenter the classroom at the next break. Students may not use a cellular telephone in the computer laboratory. If a cellular phone is used during any testing situation or during test review, it will be considered an act of academic dishonesty. Electronic communication devices may be used in the clinical setting for appropriate purposes only. These purposes will be determined by the clinical instructor. Tape recorders, PDAs, cameras and other recording devices are not to be used in

the clinical setting for recording identifiable client data.

STUDENTS WITH A COMMUNICABLE/INFECTIOUS DISEASE

Detection and control of infectious disease is accomplished to assure a safe environment for students, employees, patients, faculty, staff, and visitors. Students are encouraged to promptly visit their physician for evaluation when suffering from potential infection (ex. fever, diarrhea, skin lesions).

The student is encouraged to discuss their infectious disease status with program faculty. Rend Lake College and the program faculty will protect the privacy of individuals who are self-disclosed. The faculty will refer the student for specific education necessary to avoid transfer of disease in the clinical areas. Clinical placement will be made with the welfare and safety of the student and potential patients in mind.

Rend Lake College does not discriminate against students with infectious diseases. Students with communicable diseases will not be excluded from the program in accordance with the American with Disabilities Act.

LATEX ALLERGY GUIDELINES

Latex allergy is a serious threat to health care workers as well as patients. Allergic reactions to latex may be mild, such as skin disturbances, to severe reactions resulting in death. Exposure to latex products may cause hypersensitivity response either locally or systemically. A systemic reaction may occur even with trivial exposure to latex and may result in cardiopulmonary arrest within minutes.

The guidelines recommended by Rend Lake College are to address potential incidences of acquired latex sensitivity by students in the clinical experiences of the program.

Procedure:

Students should become knowledgeable of latex allergy causes and potential signs and symptoms. Students should seek medical care for EARLY diagnosis and treatment of hand dermatoses and symptoms suggestive of latex allergy.

Immediately report to the Supervisor any actual or suspected latex allergic responses.

BLOODBORNE PATHOGEN EXPOSURE

Students should immediately report to the clinical Instructor and to the Program Director as quickly as is reasonable any exposure or suspected exposure to blood borne pathogens.

Students are expected to follow the written protocol of the clinical site. The student will be responsible for physician, diagnostic, and treatment costs associated with bloodborne exposure incidents.

HEALTH EXAMINATION POLICY

A health examination by a physician/certified nurse practitioner/physician assistant is required prior to being admitted to the clinical site. The completed health exam form must be submitted to the program director by the first day of class. **The student may not participate in clinical experiences until this requirement is met. This policy requires completion of the RLC Student Health Evaluation and Immunization Record. Failure to meet the requirements of this policy could result in dismissal from the program.**

AHA BASIC LIFE SUPPORT FOR HEALTHCARE PROVIDERS

All students enrolled in any of Rend Lake College's Allied Health Programs shall be required to obtain and maintain the **American Heart Association Basic Life Support (BLS) for Healthcare Providers** certification. For purposes of Rend Lake College student clinical rotations, **ONLY American Heart Association Basic Life Support (BLS) for Healthcare Providers** is acceptable per our hospital affiliates. The required certification must be taken through Rend Lake College each academic year, once you are accepted into a program. The certification also must be taken prior to the program's start date, unless special permission is given by the Division Dean.

ACCIDENT AT CLINICAL SITES

Patients and visitors are usually unfamiliar with hospital routines. Therefore, you must be constantly on guard to protect their safety. Many accidents are caused by unsafe acts or unsafe conditions. If you notice a potential accident hazard, report it to your clinical instructor or supervisor immediately. If you are in an accident or happen to see an accident occur, an incident report must be completed and submitted to the clinical instructor with a copy given to the Program Director. If you are injured, any treatment costs are your responsibility.

FIRE

Follow the clinical site's fire policy. In the event of a fire, remove all patients and others from the vicinity of the fire and smoke. Isolate the fire by closing all interior doors exposed to the area involved. Notify the switchboard operator and report the exact location of the fire or sound the building fire alarm at the closest fire pull station. **DO NOT ENDANGER YOURSELF!**

SMOKING

It is the policy of Rend Lake College to adhere to, and enforce, the Smoke-Free Illinois Act and the Smoke-Free Campus Act. Specifically, no person shall carry, smoke, burn, inhale, or exhale any kind of lighted pipe, cigar, cigarette, e-cigarette or any other lighted smoking equipment. This policy extends to all buildings, grounds, parking lots, and vehicles which are owned and operated by the college. Smoking is also not permitted on clinical site grounds. *Student Handbook* page 39

YOU AND THE PATIENT

The care for those who are ill or hospitalized is provided by people, like you, who exhibit a kind interest in all persons. It is only through the efforts and cooperation of each member of the health care team that the goal of expert, scientific, and compassionate care of patients can be maintained.

Your courtesy, tact, empathy, cheerfulness, kindness, and consideration of patients, anxious relatives, and your co-workers will help immeasurably. It is our sincere desire to assist you in finding enjoyment and satisfaction as a Rend Lake College student. We are interested in your education, happiness, health, and success.

UNIVERSAL PRECAUTIONS

Guidelines have been adopted in accordance with the current consensus of the medical and scientific community that many diseases cannot be transmitted by casual body contact in the clinical setting. However, because there is a risk of contracting an infectious disease, the student should adhere to the following guidelines:

1. Sharp items (needles, scalpel blades, etc.) should be considered infectious and be handled with extraordinary care to prevent accidental injuries.
2. Disposable syringes and needles, scalpel blades and other sharp items should be placed in puncture resistant containers located as practical as possible to the area in which they are used. To prevent needle stick injuries, needles should NOT be recapped, purposely broken, removed from disposable syringes, or otherwise manipulated by hand.
3. When the possibility of exposure to blood or any other body fluids exists, appropriate attire should be worn. The anticipated exposure may require gloves alone, or may also require a gown, mask and/or goggles when performing procedures. Hands should be washed thoroughly and immediately if they accidentally become contaminated with blood.
4. To minimize the need for emergency mouth-to-mouth resuscitation, mouth-pieces, resuscitation bags, or other ventilation devices should be located and available for use in areas where the need for resuscitation is predictable.

CTE Success Center – Mary and George Slankard Learning Resource Center Room 142

TITLE III funds assisted Rend Lake College in establishing a CTE Success Center on campus. The Center will be a place in which students majoring in healthcare and technical education programs can seek out services. The CTE Success Center provides services such as tutoring, computers for online work, and group study areas to ensure students are successful in their vocational and educational goals, while keeping them up to date with industry's needs and demands.

Services provided in the Center include:

- One on One Tutoring Assistance
- Nurse Skills Lab
- Group Study Space
- Computer access for online coursework
- Math tutoring for technical education programs
- Quiet Study Area – LRC 114

Professional Licensure Disclosure

Students who complete this program must obtain professional licensure in order to work in the State of Illinois.

RLC's curriculum and/or Illinois license may not transfer to another state and additional course work, assessments, or licensing may be required. Rend Lake College has provided professional license information that is available on RLC's website at www.rlc.edu.

Safe/Unsafe Clinical Practices

The Allied Health Programs identify safety as a basic human need. A safety need can be identified as physical, biological, and/or emotional in nature. Safe practices are a requirement of each program.

Unsafe clinical/practicum practice shall be deemed to be behavior demonstrated by the student which threatens or violates the physical, biological, or emotional safety of the patients, caregivers, students, staff or self. Unsafe or unprofessional clinical practice may result in implementation of the Progressive Discipline Policy outlined in the Student Handbook.

The following examples serve as guides to these unsafe behaviors but are not to be considered all-inclusive.

Physical Safety: Unsafe behaviors include but are not limited to:

- Inappropriate use of side rails, wheelchairs, other equipment
- Lack of proper protection of the patient which potentiates falls, lacerations, burns, new or further injury
- Failure to correctly identify patient(s) prior to initiating care
- Failure to perform pre-procedure safety checks of equipment, invasive devices or patient status

Biological Safety: Unsafe behaviors include but are not limited to:

- Failure to recognize violations in aseptic technique
- Improper medication administration techniques/choices
- Performing actions without appropriate supervision
- Failure to seek help when needed
- Attending clinical while ill
- Failure to properly identify patient(s) prior to treatments

Emotional Safety: Unsafe behaviors include but are not limited to:

- Threatening or making a patient, caregiver, or bystander fearful
- Providing inappropriate or incorrect information
- Performing actions without appropriate supervision
- Failure to seek help when needed, unstable emotional behaviors

Unprofessional Practice: Unprofessional behaviors include but are not limited to:

- Verbal or non-verbal language, actions, or voice inflections which compromise rapport and working relations with patients, family members, staff, or physicians, may potentially compromise contractual agreements and/or working relations with clinical affiliates, or constitute violations of legal/ethical standards
- Behavior which interferes with or disrupts teaching/learning experiences

- Using or being under the influence of any drug or alcohol that may alter judgment and interfere with safe performance in the clinical or classroom setting
- Breach of confidentiality in any form
- Falsifying data in a patient health record
- Misrepresenting care given, clinical errors, or any action related to the clinical experience
- Recording, taping, taking pictures in the clinical setting without expressed consent
- Leaving the clinical area without notifications to faculty and clinical staff or supervisor

CONFIDENTIALITY STATEMENT

In general, all information regarding patients, visitors, and staff of the clinical education centers is considered confidential. As such, this information is not to be discussed by the student to anyone.

Students should refer all such requests for information from the news media to the Department of Public Relations, with the exception of inquiries regarding a patient’s condition, which should be referred to the clinical site’s patient information service. Any request to take photographs on clinical premises must also be referred to the Department of Public Relations.

I understand and agree that prior to attending any clinical experience, I must read and become familiar with the requirements of the Health Insurance Portability and Accountability Act (“HIPAA”) regarding the confidentiality of patient information and that I must complete the final exam in the HIPAA training book. I understand and agree that I will keep patient information confidential as required by HIPAA, the policies of Rend Lake College Allied Health Department, and the policies of any clinical agency at which I take a clinical practicum. I agree that in my clinical practicum experiences, I will only seek to access patient information which is essential to perform my role as a student.

Program Name: _____

Date: _____

Signature _____



**Rend Lake College
Division of Allied Health
HEALTH AND PHYSICAL FORM**

TO BE COMPLETED BY STUDENT:	
Name:	
Street Address:	DOB:
City/State/Zip	Phone #:
Allied Health Program: Circle your program	
Nursing Phlebotomy Radiology Medical Coding EMT Basic Paramedic Personal Care Aide Medical Support Specialist Medical Assistant Pharmacy Tech	

TO BE COMPLETED BY STUDENT'S HEALTH CARE PROVIDER:	
PHYSICAL EXAMINATION: Indicate ability to perform standards described below	LIMITATIONS- Please explain any limitations if answer is "No" below.
Mobility: Physical abilities sufficient to move from room to room and maneuver small spaces; move freely to observe and assess patients and perform emergency care such as CPR. Ability to touch floor to remove environmental hazards if necessary.	Yes or No
Motor Skills: Gross and fine motor abilities sufficient to provide safe and effective care	Yes or No
Hearing: Auditory abilities sufficient to monitor and assess patient needs and to provide a safe environment	Yes or No
Visual: Visual ability sufficient for observation and assessment necessary in the operation of equipment and care of patients	Yes or No
Tactile: Tactile ability sufficient for patient assessment and operation of equipment	Yes or No
Cognitive: Abilities to include analyzing, interpreting and carrying out provider orders, read and comprehend course materials, patient care documents and facility policies and procedures	Yes or No
PERSONAL HISTORY	
Describe any conditions (including allergies to substances normally found in a clinical setting) that could potentially impact the student's attendance and/or performance. If a student should present with any physical or cognitive limitation, each case will be reviewed on an individual basis. Reasonable accommodations will be made as determined by Disability Services.	
HEALTHCARE PROVIDER SIGNATURE AND/OR STAMP	
Following the performance of a physical exam and utilizing history and immunization information provided to me by the student, I verify the above information to be true.	
Signature and/or Stamp of Healthcare Provider (MD, DO, PA, ARNP)	Date:
Provider Printed Name:	Phone:

Student Name:		
IMMUNIZATION INFORMATION	DATE	RESULTS
TUBERCULOSIS		
TST (tuberculosis skin test/PPD)-2 step required 1st step- Date Placed: / / Date Read: / /		Positive Negative
2 nd step- Date Placed: / / Date Read: / /		Positive Negative
CHEST X-RAY RESULTS/REPORT (if positive TST/PPD)		Positive Negative
TB SCREEN/TB symptom sheet to be done annually if positive TST/PPD		
HEALTHCARE PROVIDER SIGN:		
MEASLES, MUMPS, RUBELLA	DATE	
Two MMR vaccines with dates or individual titers for each satisfy the requirement for Measles (Rubeola), Rubella (German Measles)		RESULTS
MMR VACCINES (given after 1 st birthday)		
Vaccine #1		
Vaccine #2 (not required if born before 1957)		
TITERS		
Rubeola Titer		Positive Negative
Rubella Titer		Positive Negative
HEALTHCARE PROVIDER SIGN:		
VARICELLA (CHICKENPOX)		
Two Varicella vaccines with dates, or a positive titer	DATE	RESULTS
Documentation of Disease	N/A	N/A
Varicella #1		
Varicella #2		
Titer		Positive Negative
HEALTHCARE PROVIDER SIGN:		
Tetanus/Diphtheria or Tdap within 10 Years	DATE	
Tetanus/Diphtheria		
Tdap		
HEALTHCARE PROVIDER SIGN:		
HEPATITIS B (strongly recommended for healthcare workers in patient care settings)	DATE	RESULTS
Vaccine #1		
Vaccine #2		
Vaccine #3		
Titer		Positive Negative
HEALTHCARE PROVIDER SIGN:		
HEPATITIS B Declination (to be signed by student if refusing this vaccine series)		
I understand that, due to my exposure of blood or other potentially infectious materials, I may be at risk for acquiring the hepatitis B (HBV) infection. I have been informed of the recommendation that all healthcare workers be vaccinated with hepatitis B vaccine. However, I decline hepatitis B vaccination at this time. I understand that by declining this vaccine, I could be at risk of acquiring hepatitis B, a serious disease.		
STUDENT'S PRINTED NAME:		DATE
STUDENT'S SIGNATURE:		
HEALTHCARE PROVIDER SIGNATURE:		

Rend Lake College Allied Health Emergency Medical Information

Student Information

Student's Name: _____

Gender: _____ Date of Birth: _____

Address: _____ City/State: _____

Zip Code: _____ Phone Number: _____

Health Insurance Information

Insurance Carrier: _____

Policy Holder's Name: _____ Relationship: _____

Policy I.D. #: _____ Group #: _____

Emergency Contacts

Name: _____ Phone #: _____

Name: _____ Phone #: _____

List any allergies, medications, or health conditions that may be pertinent for emergency treatment.

1. _____

2. _____

3. _____

Student's Name: _____ Date: _____

(Print)

Student's Signature: _____ Date: _____

HIPAA AND SOCIAL MEDIA

Sharing information on any social media network is a HIPAA violation. There is not to be any information regarding patients, clinical sites, their radiographs or hospital records of any kind being shared over a social media site (Facebook, twitter and any others). For example, if you take a radiograph at your clinical site, remove the patient's information and place it on Facebook that is a HIPAA violation. Even if there is no patient information on that image that still violates the HIPAA policy. Descriptions regarding any information related to a patient's care that took place at a clinical site is a violation. If a student violates this HIPAA policy, it will result in immediate dismissal of the program.

Student Signature _____ Date _____

Clinical Externship Faculty/Staff/Student Confidentiality Agreement

The discussions, uses, and disclosures addressed by this agreement apply to any written, verbal, or electronic communications.

I understand that I am never to discuss or review any information regarding a patient at a clinical site unless the discussion or review is part of my assignment to the site. I understand that I am obligated to know and adhere to the privacy policies and procedures of the clinical site to which I am assigned. I acknowledge that medical records, accounting information, patient information, and conversations between or among healthcare professionals about patients are confidential under law and this agreement.

I understand that, while in the clinical setting, I may not disclose any information about a patient during the clinical portion of my clinical assignment to anyone other than the medical and nursing staff of the clinical site.

I understand that I may not remove any record from the clinical site without the written authorization of the site. Additionally, I understand that, before I use or disclose patient information in a learning experience, classroom, course presentation, class assignment, or research, I must attempt to exclude as much of the following information as possible:

- Names
- Geographical subdivisions smaller than a state
- Dates of birth, admission, discharge, and death
- Telephone numbers
- Fax numbers
- E-mail addresses
- Social security numbers
- Medical record numbers
- Health plan beneficiary numbers
- Account numbers
- Certificate/license numbers
- Vehicle identifiers
- Device identifiers
- Web locators
- Internet protocol addresses
- Biometric identifiers
- Full face photographs
- Any other unique identifying number, characteristic or code
- All ages over 89 years

Additionally, I acknowledge that any patient information, whether or not it excludes some or all of those identifiers, may only be used or disclosed for health care training and educational purposes and must otherwise remain confidential.

I understand that I must promptly report any violation of the clinical site's privacy policies and procedures, applicable law, or this confidentiality agreement, by me, or a student or faculty member to the college administrator.

Finally, I understand that, if I violate the privacy policies and procedures of the clinical site, applicable law, or this agreement, I will be subject to disciplinary action.

By signing this agreement, I certify that I have read and understand its terms, and will comply with them.

Signature: _____ Date: _____

Printed Name: _____

INFLUENZA VACCINE WAIVER FORM

I understand that due to my occupational/educational exposure to the Influenza virus that I may encounter while doing class work and clinical rotations for the Allied Health Program, I may be at risk for acquiring the Influenza virus. I have been informed of the risks of infection and of the advantages of protection through the Influenza vaccination. I have been required by the Rend Lake College Allied Health program to become immunized and show written proof, or to sign a declination waiver form for Influenza vaccination due to religious beliefs or a known allergy to the vaccination. The cost of the Influenza vaccination is my responsibility.

If I choose not to obtain the Influenza vaccination due to my religious beliefs or a known allergy to the vaccination, I understand that I must abide by the clinical facilities requirements to wear protective apparel that they specify. **I also understand that a clinical site has the right to deny me access to my clinical experience there.** I understand that by not obtaining this vaccine, I continue to be at risk of acquiring the Influenza virus.

Student Signature: _____

Date: _____

ALCOHOL AND DRUG POLICY

Rend Lake College is committed to a drug and alcohol free educational environment. Therefore, the Board prohibits the use, illegal possession, sale, distribution or transfer of alcohol or illegal drugs on College premises or property owned or supervised by Rend Lake College. The Board also prohibits the use and possession of alcohol, illegal drugs and the abuse of legal drugs in any manner which impairs a student's ability to safely and effectively attend class or participate in school activities.

Recognizing that certain educational programs and/or activities expose students, participants, faculty, staff and observers to a greater risk of injury due to the nature of the activity, the Board authorizes the Administration and its designees the right to randomly test students/participants enrolled in such programs for the illegal use of any controlled substance or the use of legal substances impairing the ability of the student/participant to perform an activity or participate in any College sponsored event. In addition, the Board authorizes the Administration and its designees the right to remove any individual who appears to be under the influence of any controlled substance (drugs and/or alcohol) or who appears to be unduly under the influence of any legal drug impairing the immediate safety of the said individual or others participating in a College activity or while on College premises.

Certain fields of study require practical experiences which should be practiced without impaired judgement from drug or alcohol use. All students in health care and other required programs must pass a drug screening test before entering their practicum/clinical/externship as well as be subject to random testing throughout their program. Students may also be tested should there be reasonable suspicion that illegal use of any controlled substance (drugs and/or alcohol) or the abuse of legal drugs has occurred in such a manner in which an individual's ability to participate safely in an activity has been compromised or has comprised others attending or participating in the activity or on the College premises. A reasonable suspicion referral for testing will be made on the basis of documented objective facts and circumstances that are consistent with short term effects of substance abuse.

Prior to enrollment in such educational programs deemed by the administration to require drug testing or participation in extracurricular activities, students must agree to participate in the drug screening program.

PROCEDURE

1. Allied Health Students and Other Required Screen Programs:

- A. Each student is subject to drug screening at the time and place designated by Rend Lake College. For students with practicum/clinical/externship, the screening shall take place prior to beginning said practicum/clinical/externship.
- B. The student shall immediately submit themselves for a drug screen upon being notified by a Rend Lake College representative at the place designated by said representative.

- C. Immediately shall mean the student will not leave the sight of either the Rend Lake College representative or medical personnel conducting said screen until the screen is completed.

2. Reasonable Suspicion

- A. Any student who has been advised that reasonable suspicion exists for a drug screen shall immediately submit themselves for a drug screen upon being notified by a Rend Lake College representative at the place designated by said representative.
- B. Immediately shall mean the student will not leave the sight of either the Rend Lake College representative or medical personnel conducting said screen until the screen is completed.
- C. Reasonable suspicion includes but is not limited to actions by student which places themselves or others on campus in any dangerous situation or in danger of injuring themselves or others.

3. Random Screenings

- A. Rend Lake College shall use a computer program established for the random selection of students/athletes for a drug screen.
 - B. Upon selection, the student will be notified by a Rend Lake College representative and student/athlete shall immediately submit themselves for a drug screen upon being notified by a Rend Lake College representative at the place designated by said representative.
 - C. Immediately shall mean the student will not leave the sight of either the Rend Lake College representative or medical personnel conducting said screen until the screen is completed.
4. The drug screening shall be conducted by a qualified laboratory using regularly established procedures for collecting and testing samples by the healthcare field.

ACTIONS FOR RESULTS:

Negative Screen: No action taken.

Positive Screen: Student will be dismissed from the academic or athletic program.

Diluted Screen: Student will be allowed one retest at a time designated by a school official. If the second test comes back diluted or positive, the student will be dismissed from the academic or athletic program.

Adulterated Screen: Student will be dismissed from the college.

Substituted Screen: Student will be dismissed from the college.

Failure to Submit/Complete Drug Screen: Student will be dismissed from the academic or athletic program. (Example: leaving campus when contacted to present for drug testing).

Shy Bladder: If a student is unable to provide a specimen at the time of testing, the student will be given 1.5 hours and allowed up to 40 ounces of fluid to drink. After 1.5 hours if the student fails to submit a specimen, the student will be required to take a non-urine-based test. The extra cost of this test must be paid by the student and cannot be charged to the student's account.

If a screening tests positive for prescription drugs, a Medical Review Officer for the lab services will contact the student for more information. The Medical Review Officer may request that the student provide valid physician prescriptions and/or copies of medical records substantiating the prescribed medication and manner of dosage.

If the Medical Review Officer finds the prescribed drugs are being taken as prescribed, it will be considered a negative screen. If the Medical Review Officer finds the prescription is not valid or the drugs are being taken in a manner different from the prescription, or if the student fails to cooperate with the Medical Review Officer's request for proper medical documentation, it will be considered a positive screen and appropriate action will be taken.

Assistance for Addiction

Rend Lake College recognizes that addiction is a disease that takes assistance to overcome. Rend Lake College encourages any student facing drug or alcohol addiction to receive professional help. There are numerous treatment centers in the state of Illinois. For assistance in locating a treatment center, students will be directed to contact RLCares or the advisement department. Rend Lake College is not responsible for any costs related to treatment.

Re-Admission after Positive Drug Screening

Any student who is dismissed for a positive drug screening may reapply for admission after six months. However, the student must present proof of seeking treatment with a licensed substance abuse counselor within one week of removal from the program to be considered for readmission. Signed documentation by a substance abuse professional that the student has successfully completed an approved drug/alcohol rehabilitation program, as well as proof of drug screens performed as part of treatment, is required prior to readmission. For healthcare programs, a signed release by the substance abuse professional to attend a healthcare training program and clinical is also required. The student must also provide the results of a negative drug screen dated within 30 days of re-enrollment. The student must complete negative drug screenings provided randomly by Rend Lake College at least once every six months until graduation. A second violation of the drug policy will result in permanent dismissal from Rend Lake College. Readmission to programs and extracurricular activities will be at the discretion of college officials after review of all pertinent information.

BACKGROUND CHECK POLICY

All students enrolled in an Allied Health program are required to submit to a background check. A background check is required every year at the college's expense. Rend Lake College will designate the company/agency selected to do the criminal background screening. Rend Lake College will not accept criminal background screening from any other company/agency. Reasonable efforts will be made to ensure that results of criminal background checks are kept as confidential as possible with a limited number of persons authorized to review results.

If a student has a positive background check, and the facility refuses the student access to the clinical experience at the facility, Rend Lake College will make reasonable efforts to find an alternative site with equivalent clinical opportunities for the student to complete their clinical experience. Rend Lake College DOES NOT GUARANTEE that a student with a criminal conviction and/or criminal charges will be able to complete their clinical experience. A student who cannot be reasonably assigned to a clinical site will be dropped from the program.

Accreditation of Nursing Program

This nursing education program is a candidate for accreditation by the Accreditation Commission for Education in Nursing (March 18, 2019).

Accreditation Commission for Education in Nursing (ACEN)
3343 Peachtree Road NE, Suite 850
Atlanta, GA 30326 404-975-5000

<https://www.acenursing.us/candidates/candidacy.asp>

Nursing Program Mission Statement

Our mission is to prepare Associate Degree Nursing graduates to become lifelong learners and to function as multidisciplinary team members; able to provide safe, competent care addressing the changing needs of individuals, family, and the community across the lifespan. This goal is accomplished through instruction and practice of nursing skills, use of critical thinking and problem solving, and demonstration of effective oral and written communication throughout the steps of the nursing process.

Nursing Program Philosophy Statement

The philosophy of the Rend Lake College Associate Degree Nursing Program reflects the mission and vision of the college; embracing cultural diversity and viewing each student as having inherent worth and potential. The program prepares the student for professional nursing roles and is a dynamic process that promotes the synthesis of information from evidence-based research through general studies, the sciences, and nursing experiences. Faculty members serve as facilitators of learning, provide guided experiential opportunities, and assist students to expand their knowledge and attain competencies, as well as furthering the development of professional roles and values.

Nursing education will be based on conceptualized learning and the Quality and Safety Education for Nurses (QSEN) core competencies of patient centered care, teamwork and collaboration, evidenced-based practice, quality improvement, safety, and informatics. Rend Lake College nursing faculty provide a learning environment that is student friendly and promotes professional commitment and self-direction.

Nursing Program Conceptual Framework

The conceptual framework of the individual, nursing, and healthcare system is designed to facilitate learning and meaningful connections by the learner, driving the conceptually based curriculum.

The individual is a unique person influenced by environmental and genetic factors; integrating biological, emotional, intellectual, cultural, social, and spiritual needs across the lifespan. The

individual's rights, personal values, and cultural needs deserve to be maintained and respected in an ethical manner. Health of the individual is a dynamic state of physical, mental, and social wellbeing.

Nursing is an interpersonal process based upon the application of scientific principles, performed with skill and concern, to assist the individual in meeting basic human needs. The practice of nursing is a system requiring advanced knowledge and skills. Nursing involves utilizing the activities of the nursing process: assessing, diagnosing, planning, intervening, and evaluating which assist individual, families, and communities to adapt to physiological and psychosocial needs.

The Healthcare System is a network of agencies, facilities, and providers established to provide health services to meet the needs of the surrounding area. Clinics, hospitals, pharmacies, laboratories, long-term care, and Internet websites are components of the healthcare system that provide services and information to improve health.

REND LAKE COLLEGE NURSING PROGRAM OUTCOMES

- I. Maintain an NCLEX pass rate at 80% or better.
- II. At least 75% of the students will complete the nursing curriculum within six semesters of acceptance into the program.
- III. At least 75% of the graduate survey responses for overall program rating will express satisfaction (“good” or “very good”).
- IV. At least 75% of employer survey respondents will express satisfaction (“good” or “very good”) with the entry-level preparation of the newly hired nurse graduate.
- V. At least 75% of the graduate survey respondents will be employed as an entry-level practitioner within eight months of graduation.

Rend Lake College Associate Degree Nursing End of Program Student Learning Outcomes (EPSLO)

Upon completion of the Rend Lake College's Associate Degree Nursing Program, the student will:

- I. Demonstrate clinical judgement to provide individualized, holistic, culturally diverse, patient-centered care to individuals, family, and community across the life span.
- II. Collaborate effectively with the interdisciplinary team and client system in the healthcare continuum.
- III. Utilize evidence-based practice for nursing interventions that are appropriate for diverse populations with multi-faceted healthcare needs across the lifespan.
- IV. Manage healthcare for the individual using cost effective nursing strategies, quality improvement processes, and current technology.
- V. Delegate safe nursing interventions in collaboration with the patient and family by utilizing leadership principles to provide competent patient care, health education, and health promotion.
- VI. Incorporate healthcare information technology in nursing practice to improve the quality and safety of patient care throughout the nursing process.
- VII. Demonstrate personal accountability and professionalism as defined in the ANA Code of Ethics for Nurses.

RN SCOPE OF PRACTICE

(225 ILCS 65/60-35)

(Section scheduled to be repealed on January 1, 2028)

Sec. 60-35. RN scope of practice. The RN scope of nursing practice is the protection, promotion, and optimization of health and abilities, the prevention of illness and injury, the development and implementation of the nursing plan of care, the facilitation of nursing interventions to alleviate suffering, care coordination, and advocacy in the care of individuals, families, groups, communities, and populations. Practice as a registered professional nurse means this full scope of nursing, with or without compensation, that incorporates caring for all patients in all settings, through nursing standards of practice and professional performance for coordination of care, and may include, but is not limited to, all of the following:

- (1) Collecting pertinent data and information relative to the patient's health or the situation on an ongoing basis through the comprehensive nursing assessment.
- (2) Analyzing comprehensive nursing assessment data to determine actual or potential diagnoses, problems, and issues.
- (3) Identifying expected outcomes for a plan individualized to the patient or the situation that prescribes strategies to attain expected, measurable outcomes.
- (4) Implementing the identified plan, coordinating care delivery, employing strategies to promote healthy and safe environments, and administering or delegating medication administration according to Section 50-75 of this Act.
- (5) Evaluating patient progress toward attainment of goals and outcomes.
- (6) Delegating nursing interventions to implement the plan of care.
- (7) Providing health education and counseling.
- (7.5) Advocating for the patient.
- (8) Practicing ethically according to the American Nurses Association Code of Ethics.
- (9) Practicing in a manner that recognizes cultural diversity.
- (10) Communicating effectively in all areas of practice.
- (11) Collaborating with patients and other key stakeholders in the conduct of nursing practice.
- (12) Participating in continuous professional development.
- (13) Teaching the theory and practice of nursing to student nurses.
- (14) Leading within the professional practice setting and the profession.
- (15) Contributing to quality nursing practice.
- (16) Integrating evidence and research findings into practice.
- (17) Utilizing appropriate resources to plan, provide, and sustain evidence-based nursing services that are safe and effective.

(Source: P.A. 100-513, eff. 1-1-18.)

(225 ILCS 65/60-40)

(Section scheduled to be repealed on January 1, 2028)

Sec. 60-40. Continuing education for RN licensees. The Department may adopt rules of continuing education for registered professional nurses licensed under this Act that require 20 hours of continuing education per 2-year license renewal cycle. The rules shall address variances in part or in whole for good cause, including without limitation illness or hardship. The continuing education rules must ensure that licensees are given the opportunity to participate in programs sponsored by or through their State or national professional associations, hospitals, or other providers of continuing education. Each licensee is responsible for maintaining records of completion of continuing education and shall be prepared to produce the records when requested by the Department.

(Source: P.A. 95-639, eff. 10-5-07.)

PURPOSE OF THE HANDBOOK

In order to ensure effective education in the Nursing Programs, each participating individual must have a full understanding of the responsibilities and considerations involved. This handbook has been designed as a guide to provide the student with the necessary information regarding the policies, procedures, and expectations that govern the students enrolled in the nursing program. This handbook should not be considered a complete official statement of all policies of Rend Lake College or of the Allied Health Division. It is meant to be a guide and assist the student in reaching their goal of becoming a professional registered nurse. More information is provided in the Rend Lake College Catalog and Student Handbook.

Please read the following pages and ask for further explanation on points that you feel need clarification. An **acknowledgment form** will be provided stating that you have received and read the handbook and have been given an opportunity to make inquiries about it. Signing the acknowledgment form indicates an agreement to abide by the policies and practices contained in the handbook. Questions about the handbook should be directed to the Director of Nursing or the Dean of Allied Health. Administration of Rend Lake College and faculty of the Nursing Program reserve the right to revise any portion of the program or content of this handbook at any time. Students enrolled in the Nursing Program will be advised of any changes that are pertinent to them.



NURSING DIVISION
Contact information

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ORGANIZATIONAL STRUCTURE

The organizational chart is provided to assist the student in understanding the chain of command at Rend Lake College. Students are encouraged to voice questions and concerns regarding grades directly with the instructor who provided the grade. The students should start with their instructor, then the Director of Nursing, and then the Dean of Allied Health when concerns or grievances need addressing.

ASSOCIATE DEGREE NURSING ADVISORY COMMITTEE

The purpose of the advisory board is to evaluate and make recommendations concerning program curriculum, staffing, clinical sites, equipment, and clinical experiences. The role of the board member is to:

- Evaluate program content and objectives.
- Assist in the establishment of proficiency standards for students.
- Provide aid in obtaining current instructional materials and equipment.
- Suggest general clinical criteria necessary for graduates.
- Make recommendations concerning equipment and facility needs of the program.
- Suggest development of new courses to meet community needs.
- Identify health agency resources for utilization in the education and training process.
- Interpret employment needs for graduates.

Advisory Committee Members

- Directors/Representatives from clinical sites used by the program
- Student(s) representing nursing program
- RLC nursing faculty
- Program administration
- Post-Secondary partners
- Secondary partners

SPECIAL ADMISSION REQUIREMENTS FOR TWO YEAR ADN NURSING PROGRAM

Admission of a student to the Associate Degree Nursing program shall be based solely on the qualifications of that student. College policies are used to determine these qualifications. All students wishing to enter the ADN program must meet the following as minimum requirements:

1. Submit a completed Rend Lake College application form.
2. Submit a completed Associate Degree Nursing program application.
3. Be a graduate from an accredited high school or have successfully completed the GED exam.
4. Submit official transcripts from all high schools (or official GED test scores) and post-secondary institutions attended.
5. Achieve a competitive score on the pre-entrance exam for the ADN program.
6. Complete English 1101 with a grade of a "C" or better.
7. Complete CNA 1201 with a grade of "C" or better. (LPN applicants are not required to have CNA)
8. An overall college GPA of 2.0 is required for acceptance to Nursing program.
9. Have completed MATH 1403, MATH 1407 or MATH 1408 or higher or have the math placement scores (within the last five years) that meet the following criteria:

ACT Math Score:	22+
ACCUPLACER Elementary Algebra Score:	85+
ACCUPLACER College Algebra Score:	63+
SAT Math Score:	530+
Next Gen Accuplacer QAS Score:	259+
Next Gen Accuplacer AAF Score:	200+

10. ONE 1500 must be completed.
11. "Bridge" students must show proof of having completed ZOO 1106 within the past 5 years.

Upon notification of conditional acceptance:

1. Provide proof of sound health as certified by a physician, physician assistant, or nurse practitioner.
2. Provide documentation of health screening and immunizations/titers as required by clinical facilities.
3. Demonstrate current competency in American Heart Association Healthcare Provider CPR.
4. Submit to and pass a background check prior to start of program.
5. Provide proof of current health insurance.
6. Successfully pass test dealing with the Health Insurance Portability and Accountability Act. (HIPAA)
7. Accept provisions of the Rend Lake College Alcohol and Drug Policy.

Students will be required to submit to a drug-screening test as per RLC/clinical facility policy.

GRADUATION REQUIREMENTS

1. Complete the Orientation (ORIE 1101) course requirement.
2. Achieve an overall grade-point average of 2.0 (“C”).
3. Must earn a grade of “C” or better in all courses.
4. Earn a minimum of 16 semester hours of credit from Rend Lake College.
5. Have transcripts showing high school or GED completion on file.
6. Candidates should apply for graduation; see the graduation section for details. Applications are available on the RLC website at www.rlc.edu/student-docs.

CONFIDENTIAL INFORMATION

Health Insurance Portability and Accountability Act of 1996

Health Insurance Portability and Accountability Act (HIPAA) established a set of rules governing privacy and confidentiality of healthcare information for covered entities. All students must have HIPAA training on privacy and confidentiality before going to clinical.

Computerized medical databases and the Internet, as well as personal communication devices, have made unintentional breaches of confidential health information easy. Protection of privacy is an important trust between healthcare providers and their clients.

There are potential consequences for inappropriate use of social and electronic media by nursing students regarding the violation of HIPAA. The potential consequences will depend, in part, on the particular nature of the student’s conduct. Instances of inappropriate use of social and electronic media by nurses may be reported to the state Board of Nursing. Improper use of social media by nurses may violate state and federal laws; such violations may result in both civil and criminal penalties.

With awareness and caution, nursing students can inadvertently avoid using social media inappropriately. The following guidelines are intended to minimize the risks of using social media.

- Nursing students must realize that they have an ethical and legal obligation to maintain patient privacy and confidentiality at all times.
- Students are prohibited from transmitting by any electronic media any patient-related image. In addition, students are restricted from transmitting any information that may reasonably anticipate violating patient’s right to privacy or confidentiality, or otherwise degrade or embarrass the patient.
- Do not refer to patient in a disparaging manner, even if the patient is not identified.
- Do not take photos or videos of patients on personal devices, including cell phones. Follow clinical site policies for taking photographs or video of patients.

- Maintain professional boundaries in the use of electronic media. Online contact with patients or former patients blurs the distinction between a professional and personal relationship.
- Consult Rend Lake College or clinical site policy regarding classroom or clinical related postings.

Promptly report any identified breach of confidentiality or privacy.

PROGRAM INFORMATION

The Rend Lake College Nursing Program provides a nursing calendar/schedule for each semester. Faculty will provide the clinical schedule prior to the clinical orientation. Student assignments in clinical are made between 5:30 AM and 6:00 AM the day of clinical. The nursing faculty commit to the clinical site that our students will care for the patients selected for the day. Timely notification to the faculty allows for adjustment in the student/patient assignment in order to provide quality care of the patients and a positive learning experience for the students. An orientation session will be arranged between faculty and clinical agency prior to the clinical experience. All students are required to attend.

Student Responsibilities

1. With reasonable accommodations and abiding the policies of the clinical agency, the student must be able to perform all patient care duties within the student scope of practice.
2. Comply with the nursing handbook and the clinical agency on dress code and grooming.
3. Demonstrate ethical, professional, and respectful behavior.
4. Participate in all scheduled clinical and classroom activities.
5. Take advantage of observational and “hands-on” learning opportunities when available.
6. Achieve a 2.0 average in each nursing course. This average must be maintained in both the clinical and the classroom courses.
7. Arrive on time for class and/or clinical.
8. Demonstrate attentiveness and a desire to learn.

Attendance

Attendance in lecture, nursing lab, and clinical courses are essential for success in the nursing program. Each student’s cumulative record of attendance (present, absent, tardy) will be maintained by the faculty. Students are expected to attend all classes/labs/clinical due to the concentrated curriculum of the Nursing Program. Each nursing syllabus will address attendance for that course.

1. Classroom, Lab, and Clinical

Registration for a course obligates the student to attend class/lab/clinical and be on time. Attendance in class is mandatory – absence cannot exceed 10% of the total hours of the class. Students who miss in excess of 10% will receive a failing course grade. The student may follow the appeal process under student academic complaint section of this handbook. Additional policies will be followed regarding class attendance as outlined in the Rend Lake College Student Handbook, Rights and Responsibilities: Student Code of Conduct, and the College catalog.

Inclement weather absence will be handled in accordance with the Rend Lake College inclement weather policy. Tardiness/absence due to inclement weather will result in a day of absence if the College is not closed. The use of common sense is highly encouraged in relation to inclement weather.

2. Classroom and Lab Only

Tardiness is defined as not being present within seven (7) minutes from when the class/lab begins. Three (3) tardies will result in an absence for the course. The instructor has the discretion to deny the student access to the class in cases of tardiness. Leaving class early, regardless of the number of minutes, will equal one tardy.

3. Clinical Only

Attendance in the clinical is mandatory in order to meet the objectives and evaluate the student's clinical performance. It is the student's responsibility to contact the instructor one hour prior to a scheduled clinical (by phone), if unable to attend the assigned clinical. The student will be required to follow up with the instructor within 24 hours for options regarding any missed information and experience. If all required hours are not met prior to the end of the semester, an incomplete will be received until all hours are made up.

Tardiness is defined as not being present within zero (0) minutes from when the clinical begins. Three (3) tardies will result in an absence for the course. The instructor has the discretion to deny the student access to the clinical site in cases of tardiness. Leaving clinical early, regardless of the number of minutes, will equal one tardy.

A "no call, no show" in any clinical will result in an absence as well as a probation for that incident.

A probation will also result from a *tardy if the student fails to contact the instructor prior to the start of clinical.

*clinical tardy is defined as arriving late without notification of the instructor prior to start time

**clinical absence is defined as being tardy three times, missing a clinical even if approved, a "no call, no show", or being beyond 30 minutes late.

***approval of all absence incidents is at the discretion of the Director of Nursing.

Bereavement days will be handled at the discretion of the program director. The program director grants these days for immediate family (spouse, child, parent, grandparent, great-grandparent, sibling, stepparent, stepsibling, and child of sibling.). Any bereavement in excess of one a year will be handled at the discretion of the program director. Written or verbal falsification of a family member's death will be immediate dismissal from the program.

Clinical Dress Code

1. The student clinical uniform includes name badge, watch with a second hand, note pad, and a black pen. Students are required to wear a selectively designed black uniform top, black uniform pants, black socks, and black solid leather shoes. If needed, lab coats or warm up jackets may be black. Dress codes and grooming regulations of the participating clinical facilities will be respected and followed. Shoes of the open-toe or open back style are not allowed per hospital policy. The Rend Lake College patch should be purchased in the Book Store and attached to the left sleeve of uniform. It should be four fingers below the shoulder seam and should be sewn, not pinned.

2. The complete uniform should be worn in the clinical areas and for any community service projects. While in uniform, student's hair must be clean and neatly styled in a manner not hazardous to patient care. The hair must be of a natural appearing shade (i.e. not pink, striped, etc.). Long hair must be up off the collar and secured away from the face any time the student is in uniform. No hair adornment may be used (i.e. ribbons, flowers, feathers, sequins, etc.). Men's facial hair should be neatly trimmed.
3. Students must be conservative in the use of cosmetics. No nail polish is allowed. Students are not permitted to wear fake/acrylic nails or nail wraps. Fingernails should be short and clean.
4. Students should guard against offensive body/breath odors by bathing frequently and using unscented deodorants, hair sprays, etc. Perfumes/colognes should be avoided, since they may be offensive or trigger an allergic response in some patients.
5. Jewelry allowed in the clinical setting is limited to one pair of small post earrings in the earlobes, a watch, and a wedding/engagement ring. No other visible jewelry in body parts is permitted, including tongue piercings. The student may not wear ear lobe spacers and the ear lobes may not be disfigured from previous use of spacers. Tattoos must be covered per the agency policy.
6. Food, drinks, and gum are not permitted on nursing units. Breath mints are allowed.

Insurance (Liability and Health)

All nursing students are required to carry liability insurance for clinical practice through the college. Nursing courses include liability insurance as part of the course fee. Coverage period is intended for Rend Lake College Nursing clinical practicum only. Nursing students must carry personal medical insurance to cover accidents. Clinical agencies do not provide treatment, except at student expense.

Employment While in Nursing School

A regulation from the nursing act indicates that no one should practice nursing unless they have the license to do so.

Nursing students in the professional or practical nursing education programs are permitted to practice nursing only as a part of their approved nursing education program, under direct supervision of a qualified faculty. The practice of professional or practical nursing without a license is a violation of the Illinois Nursing Act and could jeopardize future licensure in this state.

LICENSURE

The State of Illinois is solely responsible for the licensing of nurses and the State at its sole discretion may change licensure requirements, including those involving examinations. Students are responsible to ensure that they are familiar with all prevailing licensure requirements. Students must understand that graduation from a nursing program does not ensure the right to take the NCLEX-RN, receive a license, or guarantee gainful employment.

Questions that will be asked as part of the application process:

Part VI: Personal History Information (This part must be completed by all applicants)

1. Have you been convicted of any criminal offense in any state or in federal court (other than minor traffic violations)? If yes, attach a certified copy of the court records regarding your conviction, the nature of the offense and date of discharge, if applicable, as well as a statement from the probation or parole office.
___ Yes ___ No
2. Have you been convicted of a felony? ___ Yes ___ No
3. If yes, have you been issued a Certificate of Relieve from Disabilities by the Prisoner Review Board? If yes, attach a copy of the certificate. ___ Yes ___ No
4. Have you had or do you now have any disease or condition that interferes with your ability to perform the essential functions of your profession, including any disease or condition generally regarded as chronic by the medical community, i.e., (1) mental or emotional disease or condition; (2) alcohol or other substance abuse; (3) physical disease or condition that presently interferes with your ability to practice your profession? If yes, attach detailed statement. ___ Yes ___ No
5. Have you been denied a professional license or permit or privilege of taking an examination or had a professional license or permit disciplined in any way by any licensing authority in Illinois or elsewhere? If yes, attach detailed explanation.
___ Yes ___ No
6. Have you ever been dishonorably discharged from the armed service of a city, county, state or federal position? If yes, attach explanation. ___ Yes ___ No

Part VIII: Child Support and/or Student Loan Information (every applicant is required by law to response to the following questions)

1. In accordance with 5 Illinois Compiled Statutes 100/10-65(c), applications for renewal of a license or a new license shall include the applicant's Social Security number, and the licensee shall certify, under penalty of perjury, that he or she is not more than 30 days delinquent in complying with a child support order. Failure to certify shall result in disciplinary action and making a false statement may subject the licensee to contempt of court. ***Are you more than 30 days delinquent in complying with a child support order? (NOTE: If you are not subject to a child support order, answer "no.")*** ___ Yes ___ No
2. In accordance with 20 Illinois Compiled Statutes 2105/2105-(5), "The Department shall deny any license or renewal authorized by the Civil Administrative Code of Illinois to any person who has defaulted on an education loan or scholarship provided by or guaranteed by the Illinois Student Assistance Commission or any governmental agency of this State; however, the Department may issue a license or renewal if the aforementioned persons have established a satisfactory repayment record as determined by the Illinois Student Assistance Commission or other appropriate governmental agency of this State." (Proof of a satisfactory repayment record must be submitted.) ***Are you in default of an education loan or scholarship provided/guaranteed by the Illinois Student Assistance Commission or other governmental agency of this State?*** ___ Yes ___ No

Licensure

Registered Professional Nurse (RN) and Licensed Practical Nurse (LPN)

Registered professional nurses (RN) and licensed practical nurses (LPN) must be licensed by the Illinois Department of Financial and Professional Regulation (IDFPR) to practice nursing in Illinois.

To become licensed, applicants must:

- Successfully complete an approved nursing education program
- Pass the National Council Licensure Examination for Registered Nurses- NCLEX-RN, or the National Council Licensure Examination for Practical Nurses-NCLEX-PN
- Pay required fees
- Successfully pass the requirements of a criminal history record check

Illinois Nurse Practice Act:

Graduates of Rend Lake Nursing Program may be eligible for licensure application in other states. Applicants interested in licensure outside of Illinois should request information from that state board of nursing. For more information, please refer to the IDFPR website.

Successful completion of the Rend Lake College Nursing Program does not guarantee licensure. Additionally, adverse results from drug screening tests and a criminal background check would prevent a graduate from completing the program. For specific licensure requirements, students should contact the IDFPR.

IDFPR contact information:

- Springfield Office: 320 W Washington St, Springfield, IL 62786
- Chicago Office: 100 W Randolph St, 9th Floor, Chicago, IL 60601
- Toll Free: 1-(888)-473-4858
- www.idfpr.com

The Rend Lake College Nursing Program is obligated to protect the public, and to act in accordance with the policies and procedures of our clinical site affiliates. Applicants with adverse results from laboratory drug screening tests and/or a criminal background may not be eligible for program admission or entry to clinical sites unless certain criteria are met. Contact the Director of the Nursing Program for additional information.

I have read and understand the requirements related to licensure stated above.

Student signature _____

Date _____

GENERAL POLICIES AND PROCEDURES

Health Examination Policy

A health examination by a physician/certified nurse practitioner/physician assistant is required prior to being admitted to the clinical site. The completed health exam form must be submitted to the program director or administrative assistant by the deadline announced in the orientation session. **The student may not participate in clinical experiences until this requirement is met. This policy requires completion of the RLC Student Health Evaluation and Immunization Record which is handed out at the orientation. Failure to meet the requirements of this policy could result in dismissal from the program.**

A Mantoux Tuberculosis Test or QuantiFERON-TB Gold (QFT) is required **each year**. Upon entry to the program, students must have a two (2) step tuberculosis test. Before students can have any patient/client contact, they must show proof of the test and the appropriate medical follow-up, if needed. In the case of a positive result or previous positive TB skin test, the student shall be asymptomatic, present a current statement from the county TB nurse, or other appropriate healthcare provider, indicating status is non-communicable.

Hepatitis B Vaccine for Health Care Workers

The risk of health care workers contracting HBV infection depends on how often they are exposed to blood or blood products through percutaneous and mucosal exposures. Any health care or public safety workers may be at risk for HBV exposure, depending on the tasks performed. If those tasks involve contact with blood or blood contaminated body fluids, then such workers should be vaccinated. Risk is often highest during training periods. Therefore, it is strongly recommended that vaccinations be completed during training in schools of medicine, dentistry, nursing, laboratory technology, and other allied nursing programs.

Medical Conditions

Declaration or disclosure of medical conditions is a voluntary act. The nursing program is willing to make reasonable accommodations in nursing courses for students with documented medical conditions when the program is informed of the student's needs. If the student is unable to meet the minimum technical and/or physical standards that are required, they will be allowed to withdraw and return the following semester based on class and space availability. Withdrawing due to medical conditions will not count towards the number of admissions allowed for the student unless they are failing (course and/or clinical) at the time of the withdrawal. Students who choose to withdraw due to medical conditions are required to present a physician's note which outlines the medical necessity to withdraw. Upon returning to the nursing program, students must present a note from their physician indicating they are able to meet the minimum technical standards of the nursing program.

CURRICULUM

It is essential that each student have access to a computer with reliable internet access for completion of some course assignments and exams.

Rend Lake College Associate Degree Nursing Program (4 semesters, 2-year track)

Note that ENG 1101 and the Nursing Assistant class are pre-requisites, so the program is really a 5 semester, 2-year track

Requirements Pre-Admission: CNA 1201(7) and English 1101 (3) with a C or better. Math competency per admission requirements. Students are encouraged to complete: A&P I & II, Microbiology, and Introduction to Psychology, prior to starting the program due to the rigorous nature of the ADN Program but may take these courses along with the nursing courses. Orientation 1101 is a requirement for those who have not attended college and is 1.5 cr hr. The applicant must have a 2.0 overall GPA

General Education Requirements:

Subject	Course Number	Title	Credit Hours
MICR	1101	Microbiology	4
PSYC	2101	Introduction to Psychology	3
ZOO	1105	Anatomy & Physiology I	4
ZOO	1106	Anatomy & Physiology II	4
TOTAL GENERAL EDUCATION: 15 Hours			
Prerequisite Eng 1101 (3) when added results in general education hours as 18 hours.			
Orientation 1101 (graduation requirement) will result in 1.5 credit hours added for those who need to take this course would be 19.5 hours if required.			

Curriculum Track:

FIRST YEAR			
First Semester Suggested Courses:		Second Semester Suggested Courses	
NURS 1200 Intro to Health Concepts	4 (3.5/1)	NURS 1205 Family Health Concepts	3
NURS 1201 Intro Clinical	1	NURS 1206 Family Health Clinical	2
NURS 1202 Health-Illness Concepts	4 (3.5/1)	NURS 1207 Holistic Health Concepts	3 (2.5/1)
NURS 1203 H & I Clinical	2	NURS 1208 Holistic Clinical	2
NURS 1204 Tools for Nursing Ed.	2	NURS 1209 Pharmacology	2
ZOO 1105 Anatomy & Physiology I	4	ZOO 1106 Anatomy & Physiology II	4
TOTAL	17 credit hours	TOTAL	16 credit hours
		NURS 1212 Role Development of the LPN 4 (optional summer course)	

	NURS 1213 Intro to Health Concepts II 4 (LPN to ADN bridge class)	
SECOND YEAR		
First Semester Suggested Courses:	Second Semester Suggested Courses	
NURS 1214 Medications in Nursing 2	NURS 2201 Registered Nurse Review Course 2	
NURS 2212 Health Care Concepts 3 (2.5/1)	NURS 2216 Complex Health Concepts 6 (5.5/1)	
NURS 2213 Health Care Clinical 2	NURS 2217 Complex Health Clinical 4	
NURS 2214 Health Systems Concepts 3 (2.5/1)	PSYC 2101 Intro to Psychology 3	
NURS 2215 Clinical 2		
MICR 1101 Microbiology 4		
TOTAL 16 credit hours	TOTAL 15 credit hours	
Total curriculum hours = 64 HOURS		
Total curriculum hours with ENG 1101 (3) = 67 hours		
Total curriculum hours with ENG 1101 (3) and ORIE 1101 (1.5) = 68.5 hours		

Each course listed above must be completed with a grade of “C” or better to meet program requirements for the Associate in Applied Science Degree. (Refer to current catalog for specific course descriptions, which include prerequisites for each course.

Each course listed above must be completed with a grade of “C” or better to meet program requirements for the Associate in Applied Science Degree.

Failure of any one Core Nursing Course will require the student to suspend the progression of the current program and return the following year to retake the course and resume the program progression. **The entire program MUST be completed within three academic years for generic students and two academic years for “Bridge” students.**

Rend Lake College Associate Degree Nursing Bridge Program (3 semesters, 1-year track) Must have completed an LPN Program. Pre-requisite NURS 1213 must be completed with a “C” or better. ENG 1101 (3), ZOO 1105, & ZOO 1106 (within the last 5 years) are required prior to admission to the program. PNUR provides 20 credit hours for the LPN. Must be completed in two years.

First Semester Suggested Courses:	Second Semester Suggested Courses
NURS 1214 Medications in Nursing 2	NURS 2201 Registered Nurse Review Course 2
NURS 2212 Health Care Concepts 3 (2.5/1)	NURS 2216 Complex Health Concepts 6 (5.5/1)
NURS 2213 Health Care Clinical 2	NURS 2217 Complex Health Clinical 4
NURS 2214 Health Systems Concepts 3 (2.5/1)	PSYC 2101 Intro to Psychology 3
NURS 2215 Clinical 2	
MICR 1101 Microbiology 4	
TOTAL 16	TOTAL 15
Total Hours for program = 66 cr hrs	

Must have a 2.0 grade point average and complete all courses in the curriculum with a “C” or better.

ACADEMIC POLICIES AND PROCEDURES

Grading Scale:

Scale for Associate Degree Nursing

A= 94 – 100

B= 86 - 93

C = 79 - 85

E = 78 or below

Evaluation Policies:

Clinical Evaluations

1. Students, with reasonable accommodations, must be able to perform all patient care duties within the student scope of practice.

2. Clinical evaluations written by supervising instructors are discussed with the student in conference and retained in the student's file for future reference.
3. The student must achieve a 2.0 ("C") average in each clinical area. If the clinical grade is below 2.0, it will result in a failure for the course.
4. A student must demonstrate current competency in clinical courses.

Classroom Evaluations

1. It is the student's responsibility to make arrangements with the individual instructor for work the student may have missed. In courses offering make up exams, the test must be given on the student's first day back to school at the end of the regularly scheduled class. Make up examinations may be given in an alternate format.
2. Answers on exams may be challenged only by following the directions on the Exam Question and Answer Challenge Form as provided.
3. An average of 2.0 ("C") must be maintained in each course in the Nursing Program.
4. A student may receive an "I" indicating an incomplete for unfinished work in a course, provided the work was incomplete because of circumstances determined by the instructor and Dean/Vice President to be unavoidable. A student who receives an "I" must complete the requirements of the course by the end of the next semester (excluding summer term) in order to receive credit for the course. Once the requirements are completed, the instructor shall report the grade. If the student does not complete the course requirements by the deadline, the student shall receive a grade of "E".

Standardized Testing

At Rend Lake College, we currently use ATI Nursing Education System for our standardized testing. They have the comprehensive and adaptive learning systems to prepare our students for what they need to know to pass the NCLEX-RN. They are the tool used to bridge the gap between what is taught in the classroom and what could possibly be tested on NCLEX. ATI offers a wide variety of NCLEX® preparation assessments during nursing school. These assessments not only prepare students for the NCLEX, but they also help them gain critical thinking skills and a comprehensive nursing knowledge base needed to be a great nurse.

Rend Lake College ATI Assessment and Review Policy

The Assessment Technologies Institute (ATI) is an online, comprehensive, testing and review program, designed to provide students with various learning tools that will assist them in learning course content, identifying strengths and weaknesses, reviewing content, improving test taking abilities, and ultimately successfully passing the NCLEX-RN for professional licensure. All students are required to

purchase the ATI program which is included in the course fees for each semester. Students should not purchase used ATI products.

In addition to helping students prepare more efficiently for the licensure exam, the faculty believe that the program will also lower program attrition by increasing student confidence and familiarity with nursing content. The assessment program evaluates knowledge in relation to the nursing process, critical thinking, therapeutic intervention, communication and competency skills. The assessments are written from the NCLEX blueprint and are at the application level. Students will be involved in taking both non-proctored and proctored exams on content throughout the nursing program. Practice exams are integrated within specific nursing courses for additional exposure to NCLEX type questions. The purpose of the exams is to provide the student with an understanding of their knowledge strengths and weaknesses in relation to particular content areas in the curriculum.

All nursing students are required to participate in the designated assessment and review program (ATI). The program includes review modules/eBooks which includes written and video materials in key content areas that can be used to supplement course work and reading. The program also offers tutorials that are designed to teach nursing students how to think like a nurse, how to take a nursing assessment, and how to make sound clinical decisions. Practice assessments are available for students as well as standardized proctored assessments that may be scheduled during courses. The assessments help the student to identify what they know as well as areas requiring remediation. Focused reviews, active learning, and remediation are recommended to assist the student to review important information in order to be successful in courses and on the NCLEX. The student's individual assessment report will indicate the topics that need review after core nursing content has been presented.

The students have an opportunity to take the course specific non-proctored or practice tests as many times as they wish during the semester prior to taking the course specific proctored assessment test. Dates and times for proctored exams will be provided in the course syllabus/schedule. An 90% is required on the practice exam prior to taking the proctored exam.

The ATI content-specific course and comprehensive predictor examinations are used by the faculty of the Division of Nursing as a strategy for assessing mastery of nursing knowledge required for licensure and entry-level competence for nursing practice. Results of examinations are used to identify those students who are at high risk for nonsuccess on their first attempt at the NCLEX.

The ATI Comprehensive Predictor examination is administered at the end of the last semester for all nursing students. The exam evaluates knowledge mastery and the results help determine the readiness for the NCLEX. Feedback about the test results is provided to the student as part of the overall program. This feedback is in the form of a detailed assessment of individual performance on the designated test and provides scores for mastery of nursing content areas, nursing process, critical thinking phases, therapeutic intervention, communication skills and cognitive levels. Students must achieve a minimum score of level two Predicted Probability on the Comp Predictor or must complete mandatory remediation and retake the exam. Students are allowed to take the Comprehensive Predictor examination two times. After the 2nd failure the student will be required to complete the ATI Virtual review (at the student's expense).

ATI Capstone Content Review Policy and ATI Live Review –All students are required to complete the capstone review content including the Pre and Post Proctored ATI Capstone Comprehensive Assessment. Specific information on the Capstone content will be provided in the course syllabus for NURS 2201. Students are required to attend the live ATI review that is offered as part of NURS 2201. If a student is absent from all or part of the review, an alternate ATI review may be required (at the student's expense).

NURS 2201 Comp Predictor/VATI Policy

NURS 2201 Registered Nurse Review Course has a Comprehensive Predictor Exam attached to the course. Students must achieve a 92% or greater predicted probability of passing the NCLEX in order to successfully pass the course at the scheduled date/time. Students that do not achieve a 92% predicted probability of passing NCLEX will take a second version of the exam. Any student unsuccessful at reaching the benchmark on the second attempt will be allowed to sit for pinning and graduation ceremonies, but will receive an incomplete in the course until the following requirements have been met:

- Purchase ATI Virtual Review (additional student cost)
- Complete ATI Virtual Review successfully
- Achievement of the “green light” from ATI virtual review educator

The ATI Virtual Review course is available for a predetermined amount of time as determined by ATI. If the student is unable to complete requirements prior to the end date set by ATI, further purchase of an extension (at the student’s expense) may be required.

Once the ATI Virtual Review is completed as required, the incomplete will be changed to the grade earned in the course. **This must be completed by receiving the “green light” from ATI before the end of the last day of the following fall semester.** If all requirements are not met by the deadline, the grade will change to an “E” for the course. Additional policies will be followed regarding incompletes as outlined in the Rend Lake College Course Catalog: Academic Policies, Incompletes.

NURS 2201 serves as a review/prep course for NCLEX. The course is meant to validate/reinforce the material recently learned in the program to ensure a student will successfully pass NCLEX. Therefore, this course alone cannot be repeated and readmission to the program will be required.

ATI assessments and Courses Blueprint

Content of ATI Exam	Administered During
Nurse’s Touch Assessments	NURS 1200
Critical Thinking Assessment: Entrance	NURS 1204
RN Proctored Assessment (Fundamentals)	NURS 1202
Dosage Calculation Assessment	NURS 1204
RN Custom Assessment (Maternal-Newborn & Nursing Care of Children)	NURS 1205/1206
RN Proctored Assessment (Medical-Surgical)	NURS 1207/1208
RN Pharmacology	NURS 1214
RN Leadership	NURS 2214
RN Capstone	NURS 2201

Policy for Readmission

Students are allowed **one** (1) readmission during the Nursing program, **however it is not guaranteed an opening will be available the following academic year**. Students who have dropped, withdrawn, or failed a course may be eligible for re-admission. Students must submit a written notice of intent to come back into the program no later than week one of the semester prior to the returning semester (i.e., if a student wishes to return in the spring, the letter would be due week one of the fall semester). The entire program **MUST** be completed within three academic years or two years if a bridge student.

1. Readmission will not be considered for students who have failed and/or withdrawn to avoid academic/clinical failure from two nursing courses at RLC.
2. Withdrawal, while passing all courses, from a semester for any reason will be accepted for readmission following the below guidelines.
3. A written request or letter of intent must be sent to the Director of Nursing indicating specific reasons for wanting to return and plans for success. Evidence that any previously addressed problems/issues/concerns have been corrected should be provided.
4. Readmission is based on available slots and curriculum placement.
5. A non-refundable fee must be paid at the same time as registration for the refresher course (week one of the semester prior to the returning semester, not including summer). If the student enrolls as indicated the fee will be applied toward tuition and fees. If the student does not enroll the fee will NOT be refunded.
6. If the number of readmission or advance placement requests exceeds space availability, applicants will be evaluated according to their program GPA. If a tie occurs, the overall college GPA will be considered.
7. Students seeking readmission will be admitted under the guidelines of the current catalog.
8. Students readmitted into any nursing course will be expected to have mastered all previously taught skills. Validation of these skills may be required.
9. A student may be required to complete a refresher requirement to update clinical skills in order to be readmitted.
10. **Students that fail any one course in the first semester of the program, may return based on availability but must take all courses.**

All nursing courses required for the Associate of Applied Science degree in Nursing must be completed within a three-year time frame. Students who do not complete the nursing program within this specified time frame will be required to repeat all nursing courses for credit.

Procedures for Dropping, Withdrawal or Failure

Drop/Add procedure –

- A student withdrawing from the program **must follow the drop/add policy in the RLC catalog.** A student may not drop a class after the published last day to drop without penalty.
- Exit Interview- Student must meet with the Director of Nursing for exit interview. The exit form must be completed and signed.

Rend Lake College



Nursing Dismissals and Withdrawals

Section 1

Semester (circle one): Fall Spring Summer

Year _____

Student ID# _____

Name _____

Address _____

Primary Phone _____

Email _____

Course Number	Section Number	Course Title

This section will be filled out by the Nursing Director or the Dean of Allied Health

The student is withdrawing from a course/Nursing Program.

The student has failed a nursing course.

The student has been dismissed from the Nursing Program.

This section will be filled out by the student

I am withdrawing from a nursing course.

I am withdrawing from the Nursing Program.

I have failed a nursing course.

I have been dismissed from the Nursing Program.

Please initial the following statements

I understand that if I have been dismissed from the program, I will receive a failing grade.

I understand there may be no refund for the course(s) withdrawn or dismissed from.

I understand that I will receive a "W" on my transcript for all withdrawn courses.

I have read and received the Rend Lake College Nursing Handbook and policy for readmission.

Section 2

This section will be filled out by the student who chose to withdraw from a class(s) or the nursing program.

Withdrawal questionnaire

Reason for withdrawing are as checked below: The primary reason is circled.

Academic:

- Studies were too time consuming
- Courses were too difficult
- I had not developed adequate study techniques
- The instructor(s) and/or teaching methods were poor
- My pre-college preparation was poor
- Tutoring services offered did not meet my needs

Financial:

- Lack of money or did not qualify for financial aid
- I took a new job

Health:

- Personal health issues
- Family member with health issues

Personal:

- Personal relationship disrupted college plans
- Dissatisfied with the experience
- I changed my major or mind about nursing
- I lacked interest
- I plan to enter military
- Family/personal needs forced me to withdrawal
- I had transportation issues

Student Signature:

Date: _____

Director of Nursing:

Date: _____

Please keep a copy for the student file, give the student a copy, and deliver a copy to student records.

Classroom Testing Policy

During all classroom testing the student will follow the instructor's directions related to backpacks, books, and any other personal items, including cell phones. Please refer to the academic dishonesty policy in both the nursing and Rend Lake College Student Handbook.

Drug Calculation/Math Policy

Calculating medication dosages and intravenous rates accurately are necessary competencies to ensure patient safety. They are required skills for students in the Rend Lake College Associate Degree Nursing Program.

Dosage calculations will be incorporated into each exam and integrated in lab and clinical courses.

Students will be shown the various methods for doing dosage calculations, and they choose their preferred method (i.e. ratio/proportion, dimensional analysis, etc.)

Resources include addition of ATI modules, templates, and other items related to pharmacology and dosage calculations.

Math questions may include:

Metric and household measuring systems

Decimals and rounding

Equivalents/conversions among the measuring systems

How to read drug labels

Dosage calculations based on body weight

Reconstitution of powdered drugs

Pediatric dosage calculation methods

IV rates and times

IV drug titration calculations

Word/story problems

Intake and output (I & O)-beginning to complex

Drug bolus calculations

Loading vs maintenance dose

Course Examinations:

Nursing (theory) course examinations will consist of 10% dosage calculation problems

Students will be allowed to use non-programmable calculators for the math questions

Math rules:

Question type: Correct answers will be consistent with actual dosage recommendations for specific drug

Labels: Questions may be accompanied by a drug label

Math Instructions:

All examinations will clearly list math ***instructions*** relevant to the math questions on the tests. ***The following is a list of general rules for solving math questions if instructions are not provided in the exam question:***

Rounding:

For adult patients the answer will be rounded to the nearest tenth

For pediatric patients the answer will be rounded to the nearest hundredth

Do NOT do any rounding till the end of the problem

IV Calculations (rate-mL/hr and gtt/min)

Although some IV pumps do allow calibration to the tenth or hundredth, for the purpose of exams, IV rate calculations will be rounded to the nearest **whole** number

IV-time related calculations

IV-time calculations must be accurate to within 5 minutes

Equivalents:

Knowledge of equivalents is needed for calculations, i.e. 60 mg = 1 grain will be used

Drug calculation safety considerations:

To promote safety, a zero must be placed to the left of the decimal point in answers that are less than one. No zero is allowed to the right of the decimal point in answers that are whole numbers.

Examples .5 mg must be answered as **0.5 mg**

5.0 mg must be answered as **5 mg**

Labeling:

All answers must be labeled correctly. No label or an incorrect label makes the answer incorrect

Academic Dishonesty

Cheating of any form will not be tolerated in the classroom or clinical. Instances of academic dishonesty (including plagiarism) will be grounds for a failing grade in that course or courses and possible probation or dismissal from the program or College.

A more detailed listing of further academic policies and regulations is contained in the Rend Lake College Student Handbook. *Student Handbook* page 40

Probation

A student who engages in behavior that compromises the safety of patients, students or staff or who demonstrates a lack of professionalism may be placed on probation. If a student accumulates three probations at any time during the length of the program, he/she will immediately be terminated from the program. Examples of probationary offenses include, but are not limited to:

- Medication errors
- Failure to ID patient before a procedure or meds
- Performing an invasive procedure without instructor presence or permission
- Infection control or safety violation that is not recognized
- Failure to use safety devices properly
- Improper disposal of sharps or medical waste
- Failure to report patient status change
- Disregard for dress code or appearance
- Disruptive behavior or communication that is rude, threatening, or judgmental
- Illegal, indecent, or obscene conduct or activity
- Giving or receiving, without authorization, information or answers to an exam
- Lack of confidentiality or respect or privacy
- Incivility or bullying
- Cultural insensitivity
- No call, no show for clinical

- Dishonesty

This is not an exhaustive list, only a few examples of situations that may result in probation. Any action or neglect that may put the patient in danger; or any behavior that is not professional will result in probation. A near miss report will be completed for unprofessional behavior that has been contemplated that did not result in an adverse event for the client. Probation will result in 10 points off of the clinical evaluation. A near miss will result in a three-point reduction. Three near miss reports equal one probation.

Students given a probation or near miss, for whatever reason, must complete a “Corrective Action Plan” form. (See Appendix)

Nothing contained herein shall limit the right of the college to dismiss a student for misconduct which is deemed serious enough to warrant dismissal.

Reasons for Removal from The Program

1. Deceit on application to program
2. Failure of any core course
3. Academic dishonesty
4. Dismissal from a clinical site with inability to place in another site
5. Violations of privacy (HIPAA)
6. Portraying self as faculty on E-books
7. Accumulating three probations
8. Positive drug screen
9. Abusive treatment of others
10. Illegal or obscene conduct

This is not an exhaustive list, only a few examples of situations that may result in removal from program.

STUDENT SUPPORT INFORMATION

Faculty Advisement

It is the responsibility of the student to seek out the advisor, following the curriculum plan and Rend Lake College policies.

- The ADN curriculum is designed to allow students to take certain courses each semester. Some of these courses are required before a student can progress to the next semester. Students can drop a course only after speaking with the Director of Nursing/Division Dean and completing the paperwork with student records. Dropping required courses could result in dismissal from the program or a delay in graduation.
- Students who plan to seek direct entry into a baccalaureate nursing program (BSN) should discuss their plans early in the education process. The student desiring a higher degree is advised to seek counseling regarding the transfer of courses by the educational institution or program that will be accepting the credits.

Career Technical Education Student Success Center Requirements

A Career Technical Education Student Success Center has been established on campus with the help of Title III funds. This will be a place in which healthcare majors can seek out a variety of services. Services will ensure students are successful in their vocational and educational goals, while keeping them up to date with healthcare's industry needs and demands.

The CTE is located in the Mary and George Slankard Learning Resource Center Room 142 and 114. For more information contact the Center Coordinator at Ext. 1769.

Library Services

Nursing students are encouraged to utilize the Rend Lake College Library. Throughout the nursing program, students will be required to seek references related to nursing. Students should familiarize themselves with all college services available (see RLC catalog for services and hours). Students enrolled in RLC Online Courses may utilize the open Computer Lab located in the Mary and George Slankard Learning Resource Center (LRC) to participate in classes. RLC utilizes the Canvas Learning System to offer online courses.

Librarian Ext: 1249

Financial Aid

All students are encouraged to visit the Financial Aid office and complete a financial aid application. This information is used to determine eligibility for grants and scholarships. A variety of financial resources are available to help students meet their educational goals. Grants, scholarships, tuition waivers, loans, and student employment are available to RLC students. Students who are eligible for financial aid may defer payment of tuition, fees, books, and supplies up to the amount of aid they are receiving.

Financial aid not used to cover direct costs will be issued to the student via the RLC Access Card. Veteran's services are also available in the Financial Aid office.

Foundation Office Ext: 1214/1324

Financial Aid Office Ext: 1385

Student Nursing Club

Students are encouraged to join the Rend Lake College Nursing Club. This group offers the student an opportunity to be involved in a professional group. Membership extends to nursing students (any students who are considering nursing as their major area of concentration). Student members are encouraged to run for the following offices: president, vice president, secretary, treasurer, and newsletter editor.

As **president**, the student will have a number of responsibilities, including presiding at meetings, enforcing order at meetings, preparing agendas for meetings, conducting elections, serving as a mentor for the president-elect, calling special meetings, and bringing decisions to association made by committees.

The **vice president** will share some responsibilities with the president, including presiding at meetings when the president is gone. This student will also serve as ex-officio member of all committees and submit information for campus newspaper.

The **secretary** will handle all correspondence for the nursing club, plus keep minutes at meetings, post minutes on the nursing bulletin board, and maintain current membership records.

As the **treasurer**, the student will manage the club's finances and maintain accurate records. They will also be responsible for providing monthly verbal treasury reports at meetings.

Finally, the **newsletter editor** will keep the bulletin board (located in LRC classroom) updated, prepare the newsletter for distribution, and submit articles to various locations when appropriate.

Graduation Activities

During the last semester there are several activities that students need to complete.

- Application for licensure to Illinois Department of Financial Professional Regulation for Registered Nurses, to include fingerprinting and criminal background check.
- Application for graduation (see registrar and check policy in catalog). This will include a request for appropriate size cap and gown. **A graduation application is required even if the student does not attend the ceremony.**
- Any delinquent fees should be paid prior to graduation.
- All books should be returned to the Rend Lake College library.

A. List of Clinical Affiliates

Carbondale

Southern Illinois Hospital Services
Memorial Hospital of Carbondale
405 West Jackson Street
Carbondale, IL 62901

Centralia

SSM Health St. Mary's Hospital
400 North Pleasant
Centralia, IL 62801

Chester

Chester Mental Health Center
1315 Lehman Drive
Chester, IL 62233

Harrisburg

Mulberry Center
100 Dr. Warren Tuttle Drive
Harrisburg, IL 62946

Herrin

Southern Illinois Hospital Services
Herrin Hospital
201 South 14th Street
Herrin, IL 62948

Marion

Heartland Regional Medical Center
3333 West DeYoung Street
Marion, IL 62959

Franklin-Williamson Bi-county Health
Department
8160 Express Dr,
Marion, IL 62959

McLeansboro

Hamilton Memorial Hospital
611 South Marshall Street
McLeansboro, IL 62859

Mt. Vernon

Crossroads Community Hospital
8 Doctors Park Road
Mt. Vernon, IL 62864

SSM Health Good Samaritan Hospital
1 Good Samaritan Way
Mt. Vernon, IL 62864

Pinckneyville

Perry County Health Department
907 South Main Street
Pinckneyville, IL 62274

Pinckneyville Community Hospital
5383 State Route 158
Pinckneyville, IL 62274



REND LAKE COLLEGE

468 NORTH KEN GRAY PARKWAY
INA, ILLINOIS 62846

(618) 437-5321

www.rlc.edu

TO: _____
ADN Student

FROM: _____

DATE: _____

RE: Probationary Status

On _____

_____. Therefore, you are being placed on probation. I know you fully realize the serious nature of your error. I trust you will learn from this incident and review clinical guidelines as defined in the Nursing Program Handbook.

Student's Signature

Date

Instructor's Signature

Date

Director's Signature

Date

Dean's Signature

Date



Corrective Action Plan

Course: _____ Date: _____

Student Name: _____

DEFICIENCY (Describe action / behavior)

PLAN:

Due date: _____

I have read the plan and discussed it with my instructor.

Student Signature

Instructor Signature

Completion of the corrective action plan is required for continuation in the program. Successful completion of this plan does not negate the probation.



REND LAKE
COLLEGE
DEPARTMENT OF NURSING

NEAR MISS/INCIDENT FORM

A near miss report should be completed when an event or circumstance has not impacted a client. If a client has been impacted, then an occurrence/probation report needs to be completed. This form is to be utilized by the faculty/clinical faculty/students or hospital clinical staff involved in the event. The form is used to identify situations seen as potentially dangerous to a client, visitor, student, or the student is deemed to be practicing in an unsafe manner. A completed copy of the report is to be forwarded to the Director of Nursing and/or Dean/Vice President. The student will then be referred to the Student Success Center/skills lab for skill enhancement to correct the deficiency prior to the student returning to the clinical site.

Clinical Instructor/Clinical Personnel: _____

Date: _____

Student Name: _____

Describe the Incident:

Identify the Department/Unit where the event occurred: _____

Identify witnesses to the event: _____

Was the event discussed with the student involved? YES NO

The student has been referred to the Student Success Center/skills lab for remediation of the following:

Faculty/Clinical Personnel Signature _____

STUDENT:

What do you think the worse outcome could have been if the event had not been caught?

STUDENT SUCCESS CENTER/SKILL LAB PERSONNEL COMMENTS:

Date Remediation Completed: _____



DEPARTMENT OF NURSING

CLINICAL INCIDENT REPORT

Date/Time: _____

Clinical site: _____

Name/Title: (person filling out form) _____

Description of Incident:

Injuries: _____

Action taken:

Person(s) notified: _____

Follow up required:

Signature/Title: _____ Date: _____

Signature/Title: _____ Date: _____

Exam Question Clarification Form

Read and follow all instructions on form completely. Failure to submit the form with complete information within 7 days will result in a loss of opportunity to request clarification of the exam question/answer. The instructor will respond to your request within 7 days of the form submission.

Directions:

1. Fill in all blanks completely and thoroughly
2. Provide an explanation of the question you are requesting clarification.
3. Provide 2 documented sources with references so the instructor may refer to these sources.
4. Return the completed form to the instructor whom administered the exam within 7 days of receiving the exam score.

Course: _____

Instructor: _____

Date of Exam: _____

Exam Name/Number: _____

Question/Answer needing Clarification:

Explanation of Concern:

Written sources supporting your explanation with references (must provide one other source other than your text).

Student Signature: _____

Date Submitted: _____

Instructor Resolution:

Instructor Signature: _____

Date Returned: _____