

# Nursing Program Student Handbook



**Elgin Community College**

Elgin Community College  
Elgin, Illinois  
Revised  
08/2024

Accessible Version: [NUR Handbook](#)

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# **Welcome to the ECC Nursing Program!**

ECC's Nursing Program is approved by the Illinois Department of Professional Regulation for professional nursing and is accredited by the Accreditation Commission for Education in Nursing (ACEN). The [Accreditation Commission for Education in Nursing](#) may be contacted at 3390 Peachtree Road NE, Suite 1400 Atlanta, GA 30326 or by phone at 404-975-5000 or by fax at 404-975-5020.

## **Elgin Community College - Mission Statement**

The mission of Elgin Community College is to improve people's lives through learning.

## **Health Professions - Mission Statement**

The mission of Health Professions is to provide quality education that supports the development of health and wellness practitioners.

## **Health Professions - Vision Statement**

The Health Professions Division will be recognized as a leader in providing quality education using innovative teaching strategies. Our students will develop confidence in their discipline through training in simulated and clinical settings. We will utilize interdisciplinary activities to instill a sense of professionalism in our graduates and nurture an appreciation for lifelong learning.

## **Nursing Program Mission Statement**

To improve people's lives through learning by providing an equitable, quality education that supports the development of professional nurses to practice safe, quality, evidence-based nursing care in the current healthcare environment.

## **Elgin Community College Vision Statement**

To be the first choice for everyone to learn, grow, and dream in a culture that ensures access, advances innovation, and fosters success.

## **Health Professions Vision Statement**

The Health Professions Division will be recognized as a leader in providing quality education using innovative teaching strategies. Our students will develop confidence in their discipline through training in simulated and clinical settings. We will utilize interdisciplinary activities to instill a sense of professionalism in our graduates and nurture an appreciation for lifelong learning.

## Mission, Shared Values, and Philosophies

The Elgin Community College Nursing Program aligns with the values, philosophies, and goals of the greater campus community as published in the 2023 to 2027 strategic plan. [Mission, Shared Values, and Philosophies](#)

### **Elgin Community College Nursing Philosophy**

The Elgin Community College Nursing Program is a leader in our community in preparing students for contemporary nursing practice. A concept-based design is utilized to prepare the graduate to practice in a multifaceted, evolving health care environment. Based on changing community and global needs, there is a deliberate focus in the curriculum on wellness, health promotion, and the complex care needs of the older adult. Because nursing is an art and a science, students learn to provide safe, quality, evidence-based, holistic, and person-centered care to diverse populations with the goal of improving person-centered outcomes.

Faculty, students, and the community establish a partnership wherein the faculty provide diverse learning opportunities and the students are challenged to accept responsibility for active learning. Life-long learning is essential to maintain competence and accountability.

### **Shared Values**

Furthermore, the Nursing Program reflects the Shared Values of Elgin Community College:

**Excellence.** We strive to offer the highest level of excellence in our programs and services to achieve our Vision. We use research-based methods to strengthen curriculum and deliver high-quality learning-centered instruction and services.

**Freedom of Inquiry.** We believe learning is most engaging and viable when a spirit of free inquiry exists, allowing everyone the freedom to explore new and diverse ideas and to express their interests and attitudes. We strive to create environments where innovation and inquiry flourish.

**Ethical Practices.** We are responsible to carry out our work with honesty and integrity. Our Vision, not personal interests, guides our decisions and actions so that they will be enacted out of service to our students and community members.

**Accountability.** As a public institution, we commit to making the best use of resources. We are transparent in measurement and reporting, seek feedback from others, accept responsibility for our decisions and actions, and continuously improve our practices.

**Collaboration.** We are committed to serving students, employees, and community members. The decisions and actions we undertake in carrying out our Vision derive from working cooperatively with

all stakeholders.

Holistic Approach. As stewards of people's learning, we understand their perspectives and we use our insight and compassion to support them through challenging times. We believe in educating and supporting the whole person through a comprehensive approach that addresses the emotional, social, ethical, and academic needs of students, employees, and community members.

## **Conceptual Framework**

Concepts provide the foundation and structure of the Elgin Community College Nursing Program curriculum. The concepts are grouped into three major categories: the person, wellness/health and illness, and professional nursing. Selected concepts are supported by evidence-based practice and are integrated throughout the curriculum. Each concept has associated exemplars through which holistic, person-centered nursing care is learned.

The Elgin Community College Nursing Program Student Learning Outcomes and competencies incorporate the Institute of Medicine (IOM) and Quality and Safety Education for Nurses (QSEN) competencies, the National League of Nursing (NLN) core values, and professional practice standards. Courses within the curriculum are structured and leveled to facilitate students' achievement of the Program Student Learning Outcomes and related competencies.

The curriculum addresses nursing care across the lifespan while considering the uniqueness of persons, families, and communities in the achievement of optimal health and wellness. This curriculum reflects the multifaceted, nonlinear nature of nursing needed in the twenty-first century.

## **Program Organization**

### **Levels**

The Program is divided into four levels:

1. Level 1 is comprised of the first semester
2. Level 2 is comprised of the second semester
3. Level 3 is comprised of the third semester
4. Level 4 is comprised of the fourth semester

### **Courses**

A course is the subdivision of a level, carrying a course number and name, for example:

Nursing 142 Concepts of Nursing Practice I.

Nursing 144 Concepts of Pharmacology

Nursing 152 Concepts of Nursing Practice II

Nursing 242 Concepts of Nursing Practice III

Nursing 252 Concepts of Nursing Practice IV

## Course Student Learning Outcomes

Each course has student learning outcomes identified in the course syllabus. These outcomes are the focus of classroom discussion, academic testing, and lab and clinical expectations.

## Nursing Program Student Learning Outcomes with Competencies

The Nursing Program includes four semesters of nursing courses in addition to the general education courses required for the Associate of Applied Science Degree in Nursing.

1. Engage in clinical judgment to provide safe evidence-based, person-centered nursing care across the lifespan
  - a. Apply clinical judgment to provide safe, evidence-based care to persons with complex and chronic needs.
  - b. Manage potential complications based on anticipated risk and changes in health conditions.
  - c. Prioritize person-centered nursing care for individuals and groups efficiently in an evolving health care environment.
  - d. Create, implement and evaluate holistic person-centered teaching strategies to achieve optimal health outcomes.
  - e. Provide continuity of care to ensure safe, uninterrupted nursing care.
  - f. Perform Level 4 psychomotor skills safely and competently for efficient, effective, and compassionate person-centered care.
2. Integrate the knowledge, skills, and attitudes that create cultures of quality, safety, and excellence to improve person-centered outcomes
  - a. Model the knowledge, skills, and attitudes that create cultures of safety, quality, and excellence to improve person-centered outcomes.
  - b. Evaluate the impact of performance improvement measures on person-centered care and resource utilization.
  - c. Evaluate the clinical microsystem and its impact on the nurse's ability to provide safe, quality care.
3. Collaborate with the person, the person's support system, and members of the healthcare team to achieve best health outcomes
  - a. Demonstrate communication competence with members of the healthcare team, the person, and their support system to deliver person-centered care.
  - b. Evaluate effectiveness of communication strategies with members of the health care team including the person and support system.
  - c. Evaluate standards used that govern behavior among peers and colleagues to create a classroom and clinical environment that promotes cooperation, respect, and trust.



4. Incorporate information and technology to communicate, manage knowledge, prevent error, and support clinical decision-making
  - a. Utilize patient care and health information technologies to enhance safe nursing care and prevent error.
  - b. Evaluate data collected from health information resources to support clinical decision-making.
  - c. Document all aspects of nursing care provided in an accurate and timely manner.
5. Assimilate leadership, management of care, ethical and legal principles in professional nursing practice
  - a. Display awareness of own strengths, limitations, and professional identity as a team leader and member.
  - b. Apply delegation principles related to professional nursing practice when caring for a group of persons.
  - c. Demonstrate accountability by adhering to the ethical, legal, and regulatory standards within the Level 4 scope of nursing practice.
  - d. Create a professional development plan that demonstrates a commitment to continuous, lifelong learning.
6. Promote a culture of caring to provide holistic, compassionate, and culturally competent care
  - a. Demonstrate cultural competence in therapeutic relationships with persons across the lifespan.
  - b. Contribute to the promotion of a culture of caring in the health care environment.
  - c. Advocate for persons and support systems to promote self-determination, integrity, and ongoing growth as human beings.

# Nursing Curriculum Plan

## Associate of Applied Science in Nursing

### Entrance Requirements

Course	Credit Hours
BIO 110	4.0
BIO 245	4.0
BIO 246	4.0
PSY 100	3.0
PSY 218	3.0
Total	18.0

### First Semester

Course	Credit Hours
BIO 265	4.0
NUR 142	9.5
NUR 144	1.5
Total	15.0

### Second Semester

Course	Credit Hours
NUR 152	9.5
ENG 101	3.0
Total	12.5

### Third Semester

Course	Credit Hours
NUR 242	9.5
ENG 102	3.0
Total	12.5

### Fourth Semester

Course	Credit Hours
NUR 252	9.0
Liberal Studies*	3.0
Total	12.0

\*Recommended: HUM 216- Ethics

**Program Total: 70 credit hours**

# Policies and Procedures

All students must read and follow the updated Nursing Program Student Handbook each semester and as necessary. All students will be responsible for following any policy and procedure changes made and will sign the Health Professions Nursing Program Student Handbook Agreement page. All students must follow the ECC policies in the College Catalog.

## Academic Integrity Policies

### Nursing Professional Dishonesty Policy

“The students’ behavior represents him/herself, his/her profession, the College, the program, and the clinical environment. Professional and ethical behaviors are expected at all times throughout the program.”

Professional dishonesty (which includes unethical behavior) in the clinical setting is also a serious offense within the college community. Ethical agency is a standard of Elgin Community College’s Health Professions Division. Examples of dishonest/unethical clinical behaviors include but are not limited to:

- falsifying documentation
- lying about performance
- failure to self-limit when incompetent to perform a task
- failure to follow procedures according to policy (taking unsafe shortcuts)
- failure to report patient care mistakes to clinical instructor
- covering up for the unsafe behavior of another student
- practice as a nursing student when impaired from drugs or alcohol (Note: students suspected of being impaired from drugs or alcohol will be tested according to the institutional policies of the affiliating clinical facility and Elgin Community College. The student will be responsible for the cost of this testing.)
- any violations of the *Patient Care Partnership* (American Hospital Association, 2003).
- any violations of the [\*Code of Ethics for Nurses\*](#) (American Nurses Association, 2015).

Such violation(s) may result in a delay in completing degree requirements or in further disciplinary action against me by Elgin Community College.

### Contract of Handheld Technology

#### Classroom

**Smartphones/Watches, Handheld Computers/Tablets, or other Portable Electronic Devices** – No electronics are allowed during any exams. Students may not be able to see/hear/feel these devices during exams. If faculty allow a calculator in an exam, the calculator will be provided by the

school/instructor. Students requiring electronic devices related to disability must obtain accommodations through Elgin Community College [Student Access and Disability Services](#) in accordance with [Administrative Procedure 3.501](#).

Devices may not be used to record or photograph the instructor, students, or classroom without the permission of the instructor and students involved.

### Clinical/Lab/Simulation

**Smartphones, Tablets, Other Portable Electronic Devices** – Students using these devices in clinical will always follow these guidelines unless prohibited by the clinical agency:

- Personal electronic devices may only be used in the clinical/lab/simulation setting with the permission of the instructor.
- The camera will not be accessed at any time while in the clinical agency or a client's home.
- No pictures or videos will be taken of any person, equipment, or location that is related to clinical, lab, or simulation without prior written consent of the supervisor of that location, the director of the program, and the faculty member.
- No texting, email, or communication of any type using these devices will ever be done in front of a client or clinical agency staff member. At other times, the student must have express permission of the clinical agency and their faculty member. Students agree that they will sanitize their devices with an antibacterial wipe in accordance with basic universal precaution standard (after all patient interactions and at any time one would sanitize their hands/stethoscope).
- Cell phones, smart watches, or other portable electronic devices are never to be visible or accessed in a direct patient care environment such as hospital room, school setting, or client home.

Use of portable electronic devices in clinical is regulated by the clinical agencies, local, state, and federal regulations and laws. Students are fully responsible to ensure that they adhere to all regulations at all times whether at school, at clinical, on break, or any other time. This includes proper management of confidential client information. All students are fully responsible for following all regulations of the [HIPAA guidelines](#).

If there are any questions/concerns about whether or not certain data can be shared, stored, or transmitted, students agree to refrain until clarification can be made. It is important to err on the side of caution. Any electronic device used for the purposes of transmitting educational material that is related to clinical or client interactions must be secured with a password when not in use. This includes computers, phones, PDAs, and any other such device. Any communication about a clinical or client-related concept or event must be de-identified before transmission per HIPAA guidelines. (Adapted from document used with permission by Lewis & Clark Community College 8-2011)

Such violation(s) of the above may result in a delay in completing degree requirements or in further disciplinary action by Elgin Community College.

## Testing and Grading Policies

1. **All courses required for the Nursing Program must be completed with a C or better and are required to progress in the Nursing Program.** The grade will be based on an assessment of the individual student's demonstration of mastery of course objectives. Mastery (passing) is achieved when a grade of 80 percent or higher on evaluated learning activities is demonstrated. Learning activities appropriate to course content will be included in the syllabus. Learning activities may include but are not limited to: reading of text, professional journals or other literature, audiovisual or computer instructional materials, group discussion, case study analysis, written papers, simulation, clinical experience and related written work. The letter grade given will be based on assessment of student learning through written test scores and/or through evidence of learning achieved in other activities. The requirements for achieving mastery in each course are based on course content and will be determined by the instructor for the course. Criteria for mastery achievement will be given to students in written form on the first day of the course in the syllabus.
2. If a student must be absent from an exam, a make-up exam may be taken as agreed upon with the instructor. The student must contact the instructor in order to make the appropriate arrangements.
3. All requirements must be completed as indicated on the course syllabus. Failure to do so will result in a failure of the course.
4. *ECC Incomplete Policy:* All courses for which an incomplete grade (I) has been assigned must be completed by the due date assigned by the faculty member teaching the course. The college recommends completion within **120 calendar days after the last day of the semester**. A failing grade (F) will be recorded for courses not completed by the due date assigned. Under extreme circumstances, a student may obtain an extension if the instructor involved files a grade change form with the revised due date to the Records Office.
5. All grade changes must be completed within one calendar year of the course end date. (Related Administrative Procedure: 4.403 Appeal of Final Grade)

**Grading Scale**

<b>Percent</b>	<b>Grade</b>
92-100	A
85-91	B
80-84	C
75-79	D
Below 75	F

**A failure in the clinical portion of the course constitutes a failure of the entire course regardless of grades attained in the theory portion of the course. Failure of the course will also result if a student does not pass the required lab validations. (See Skill Validations section for more details).**

## Clinical Evaluation Policies

### **RATING SCALE: P = Pass, F = Fail, D = Deficient**

Students are evaluated on their progress toward accomplishing the clinical objectives at the midpoint (**formative\***) and at the end (**summative\*\***) of each course by the clinical instructor. All students must complete their self-evaluation form and turn it in prior to or at the individual evaluation conference. Individual conferences (formative) may be scheduled at any time, at the discretion of the instructor or upon request of the student.

**\*Formative evaluation** is a method of evaluating the performance of a student while the student is actively participating in the clinical rotation.

**\*\*Summative evaluation** is a method of evaluating the performance of a student at the end of the clinical rotation. The focus is on the outcome and determines if the student has met the course objectives.

Clinical evaluations are based on the student's ability to demonstrate that they meet the expectations in the performance of nursing skills, demonstrate professional behavior, abide by the Code of Ethics, and can apply new and previously learned knowledge appropriate to each course or semester in the program.

### **Definitions of Clinical Behaviors/Explanations**

The nursing faculty believes the number one priority in the clinical area is clients and their families. The student must consistently demonstrate physical and mental competence when in clinical areas in order to deliver safe client care. **For continued professional growth of the student, clinical evaluations may be shared with the student's next instructor(s).**

**PASS (P):** The student meets or exceeds the course objectives by demonstrating behaviors which include providing safe client care; completing all assignments; applying previously learned knowledge, behaviors and skills; communicating effectively; and utilizing clinical instructor supervision appropriately.

**FAIL (F):** The student demonstrates inconsistent, questionable performance. The student fails to progress to the level of clinical competence expected of all students in the provision of safe client care; is lacking in expected knowledge base and fails to recognize or correct deficiencies.

If a student demonstrates **unsafe and/or unprofessional behavior**, the student will be removed immediately from the clinical setting when this **unsafe and/or unprofessional behavior** causes a potential or actual threat to the client's physical or emotional well-being. Other examples of this **behavior** include, but is not limited to, violations of the ECC drug and alcohol use policy, violations of the Nursing Code of Ethics and the American Nurses Association's Nursing Practice Standards.

This **unsafe and/or unprofessional behavior** may result in the immediate failure of the course in which the student is enrolled and may include a recommendation for dismissal from the Nursing Program by the faculty to the Director of the Nursing Program and Dean of Health Professions. A dismissal by the Dean of Health Professions means the student may not return to the Nursing Program. (refer to Health Professions Division Statement on Safety, including Grade Appeal Process).

**DEFICIENT (D):** This rating may be given for identified weaknesses or inconsistent, unacceptable behavior and requires remediation whether in an entire category or single subset. A Probation Conference (formative) will be held with the student and specific areas needing improvement will be identified and corrective measures stated. This will be written on the clinical evaluation. The student must demonstrate significant improvement in the identified unacceptable behaviors in order to receive a passing (P) grade.

Any **FAIL (F)** rating will result in a failure of the course, **regardless of the theory grade**. Clinical failure is defined as consistent clinical behaviors which fail to demonstrate a level of competency commensurate with current placement in the program as reflected in the clinical evaluation tool. A failed clinical performance evaluation will result in course failure regardless of a passing grade in theory. A **DEFICIENT (D)** rating will not be acceptable at the final or summative evaluation and is considered a failure (**F**) for the course.

## Student Retention and Promotion

- Students must achieve a nursing (NUR) course grade of 80% to advance to the next course.
- Students receiving a grade below “C” in any nursing course must repeat the entire course.
- A student may repeat only one nursing (NUR) course. Exception: Failure of either or both NUR 142 and/or NUR 144 will always result in the requirement to repeat BOTH NUR 142 and NUR 144.
- **Two (2) nursing course failures and/or withdrawals** with a failing grade in the nursing program will result in dismissal from the Nursing Program.
  - Exception: Failure of NUR 142 and NUR 144 in the same semester will count as one course failure.
  - Withdrawal from a nursing course with a grade below 80% or with a clinical or skill validation failure will be considered an internal course failure even if this withdrawal occurs prior to the college’s withdrawal date for the course. An exception to this policy is the granting of a military or administrative withdrawal.
  - Withdrawal from a nursing course with a grade of 80% or higher will not be considered as a course failure in the Nursing Program.
- A failed clinical performance evaluation or third failure of a skill validation will result in immediate course failure regardless of a passing grade in theory even if the clinical or skill validation failure occurs prior to the college’s withdraw date for the course.

## Failure/Withdrawal & Re-entry Policy

Students must follow the college withdrawal policy. Refer to college catalog for this policy. Nursing students shall inform the individual instructor of withdrawal from a nursing course and the Director of the Nursing Program of failure from a nursing course and/or withdrawal from the course/program and complete the forms for failure/withdrawal. Students who wish to re-enter must complete the required Nursing Failure/Withdrawal Contract after the failure or withdrawal. Re-entry into the program/course is determined by the Director of the Nursing Program upon successful completion of the failure/withdrawal contract and a space available basis.

- Students who fail one or both first semester nursing course(s) on their first attempt must re-apply to return to the program. Students who fail either NUR 142 or NUR 144 prior to the completion of the semester reserve the right to continue through the end of the course in the other nursing course. Regardless of course outcome in the remaining course, upon re-admission, students will be required to repeat **both** NUR 142 and NUR 144.
- Students who withdraw from or fail either NUR 152, NUR 242, or NUR 252 will be placed on a waitlist to return to the program. Return to the program priority will be given to students who withdrew while passing. When there is more than one student waiting to return to the program and only one seat available, priority will be determined using the same ranking system as is used to rank applicants for admission to the program.
- Students re-entering the nursing program in the second, third, or fourth semester, regardless of the reason for their absence, must successfully re-validate their medication administration skills before their second clinical day. Students will have three attempts to pass this validation. All third attempts will be completed with the Director of the Nursing Simulation Center, and the student will be required to perform the skill in its entirety. This process ensures that students maintain the essential competencies for safe and effective medication administration in a clinical setting.

## Course Repeat Steps

### Step 1

Students who wish to repeat a nursing course must begin by completing the Nursing Course Failure/Withdrawal Contract (Handbook Appendix 1) with the faculty member of record. Return hospital ID badge and/or parking permit (if applicable). Also, if already registered for a nursing course for the following semester, the student must drop the course on the ECC student portal.

### Step 2

Meet with the Health Professions Academic Advisor.

### Step 3

Meet with the Director of the Nursing Program.

The time limit for completion of the ECC Nursing Program is five years from initial enrollment in the



first nursing course to graduation on a space available basis. If a student declines an offer to re-enroll for any reason, additional time will not be granted for program completion. Refusal of a second offer to re-enroll for any reason will result in program dismissal.

## **Advanced Placement Students**

We do not accept advanced placement students.

## **Student Complaint Procedure**

A student wishing to file a complaint regarding program policies and procedures must follow the [ECC Complaint Procedure](#).

Prior to implementing the official college complaint procedure, nursing students are expected to speak with the following people:

1. The faculty member
2. The Senior Director of the Nursing Program
3. The Dean of Health Profession

## **Classroom/Clinical Experience**

**Policy Statement:** Elgin Community College Nursing Department recognizes that students are entering a profession that places high value on the concept of life-long learning. To assist students in their professional role development, there is an expectation that students commit to full participation in the learning environment. To achieve this, attendance in all educational activities in the classroom, clinical and laboratory settings is expected.

## **Classroom/Didactic Attendance**

Students are expected to arrive on time, be prepared for every scheduled class, and stay for the duration. Each faculty member may have additional class attendance requirements in the course syllabus. If an absence is unavoidable, students are responsible for contacting their faculty at least 30 minutes before class starts via the preferred method (call, text, email, etc.) outlined in the course syllabus. Students are responsible for updating faculty regularly when unavoidable absences occur and for maintaining contact every few days during any necessary extended absence. Students are responsible for withdrawing from any class. If the absence resulted from a change in health status, such as but not limited to, injury/illness/mental health emergency/pregnancy, students will be required to provide a return to school release from their health care provider which states that they are able “to participate in class and clinical with no restrictions” prior to returning to class/lab/clinical. If the student has not attended class for two consecutive weeks (4 consecutive classes or 12.5% of course duration) without intentional, ongoing communication with faculty that includes plans to complete missed assignments, faculty may withdraw the student from the course. The student would then be subject to the course failure/withdrawal policy as outlined previously.

## Criteria for Written/Online Assignments

All written or online assignments should follow the individual faculty member's requirements in the course syllabus.

## Clinical/Lab

### Clinical Experience Attendance and Preparation

Attendance is required at all clinical/laboratory periods. Clinical hours are required to meet course learning outcomes. Students are expected to attend all clinical experiences including pre and post-conferences. Students must arrive on time and come prepared. Students must notify both their RN preceptor and clinical instructor prior to leaving their assigned clinical area/unit. No student is to leave their assigned clinical area without proper notification and approval.

**Tardiness:** Tardiness is defined as arriving after the start time of the clinical/lab. Two incidences of tardiness will be considered a clinical absence. A clinical make up activity will be assigned. Clinical absence due to tardiness will contribute toward course failure due to attendance.

**Absence:** If a student will be absent, they must contact the assigned health care agency and/or instructor at least 1 hour prior to the beginning of the clinical/laboratory day if they will be absent. Notification must be made via phone call or text messaging depending on instructor preference as outlined in the course syllabus. Emailing the instructor will not be considered acceptable notification. Failure to notify instructor according to instructor preference as outlined in the course syllabus will constitute immediate clinical probation. All clinical absences must be made up according to course instructor requirements prior to course grade submission. Students who miss a second clinical day will be placed on probation. **Students who miss a third clinical day will receive a course failure.**

Students must pass all required health screenings and wear personal protective equipment (PPE) required by clinical sites and Elgin Community College. Clinical attendance policies apply whether clinical experiences take place at a healthcare facility, on-campus simulation lab, or in an online setting.

Adequate preparation for performance in clinical and laboratory is required. If a student is not able to demonstrate the expected level of competence in the clinical location or laboratory, they may be dismissed from the clinical location or laboratory and assigned to the practice lab for additional validation of the skill.

Failure to be prepared will constitute an unsatisfactory clinical day and will be counted as a clinical absence. Students will be given a "Lab Communication Form" when remediation is necessary in the lab.

Students are required to perform basic and advanced medication administrations for the first medication administrations each semester with their clinical instructor present. For students who have successfully validated on a skill, other than medication administration, it is up to the discretion of the clinical instructor and clinical site policy to determine if a student may perform the skill with a staff RN.

### Patient Data in the Clinical Area

There cannot be any syncing of data on any personal electronic devices (examples but not limited to: PDAs, phones, flash drives, laptop computers, etc.) when in the clinical setting. All materials needed for care plans must be handwritten. In addition, computers in the clinical setting can only be used for entering patient data. **All** copies of patient data used to plan care must be placed in the shredder before leaving for the day. This complies with HIPAA regulations and must be adhered to at all of our clinical facilities (this violation will be grounds for dismissal from the Nursing Program).

Online clinical experiences, case studies, or simulations should be treated the same way as if caring for a patient in the clinical setting. Information from these experiences should not be shared with other students, except during the experience when having group discussions with other students and the instructor (for example, during post-conference).

Students should not care for patients who are relatives or close friends. Any student who identifies that a patient is a relative or close friend should notify the instructor immediately.

### Nursing Program Dress Code

Wearing the Elgin Community College Nursing Program monogram on your uniform distinguishes you as an important part of the health care team. Your image as you wear this uniform reflects the high standards of our school and should be worn with pride. The attention that you give to projecting a professional image communicates to the client the quality of care you will provide.

Uniform regulations must be observed in order to protect the physical and psychological well-being and safety of the persons in your care, your co-workers and yourself. Therefore, adherence to these regulations **is required** and is a part of the clinical evaluation. If you do not follow the regulations you will be sent home.

1. The school uniform is to be worn only during a clinical/lab experience as well as to and from the clinical area and must be laundered after each clinical experience. When validating in the campus lab, the uniform must be worn, or you may wear professional attire with a uniform jacket.
2. A short sleeve, navy blue scrub top, navy blue pants and a uniform jacket may be purchased at the ECC bookstore with the ECC logo and program embroidered on the scrub top and uniform jacket. Since your sleeves could become soiled while in the clinical setting, you are only allowed to wear short sleeve plain white tops under your uniform.
3. A picture identification (ID) badge is part of the uniform, and is to be worn with the uniform at all times. This officially identifies you as an ECC nursing student and provides access to the clinical agency. You may obtain your ID badge at the ECC [Student Life Office](#), B173. You are not to be in clinical agencies without your uniform and ECC nursing student ID badge, unless instructed

otherwise.

4. Shoes must be white, navy or black, made of leather or plastic (without any openings), without any ornamentation/colors, and must be kept clean. Shoes must provide for the safety and comfort of the wearer with flat heels and with a back on the shoe.
5. Hair needs to be neat and clean and not hang around the face or fall forward when providing patient care. If hair is long, it must be pulled back. Unnatural hair colors (green, fluorescent, orange, etc.) and hairstyles (i.e. mohawks, etc.) are prohibited. Make-up in all forms, including eye make-up, must be discrete and underplayed. Nails must be well manicured and are not to extend beyond the end of the fingertips. If nail polish is worn, it must not be chipped and is to be clear in color. In surgery and OB departments, no fingernail polish may be worn.

**ARTIFICIAL NAILS ARE FORBIDDEN IN ALL CLINICAL AREAS.** Scented products, such as body lotion, perfume, or after-shave products are not to be used, as some patients cannot tolerate strong scents.

6. Male students may wear short, neatly trimmed beards and/or mustaches. Mustaches must not extend beyond the lip line.
7. Wearing of jewelry in the clinical area is not recommended. Dangling jewelry, large rings and excessive jewelry including other items that could pose a hazard or harbor pathogens are not allowed. A plain wedding band and small stud-type earrings are allowed (no hoops or long earrings). Rings with stones may be damaged or lost and are reservoirs for pathogens. In surgery and OB departments, no jewelry may be worn. The student is responsible for any jewelry worn to the clinical area.
8. Students must wear an analog or digital watch with seconds indicated on the face of the watch.
9. Piercing: only two small stud earrings in each ear are allowed, and may not include extreme earrings (such as gauges, plugs, etc.). Gauges must be plugged with a neutral tone. Facial jewelry is not permitted (including tongue, eyebrow, lip, nose piercing jewelry, etc.). The use of a “band-aid” will not be acceptable over body piercing jewelry.
10. No gum chewing is allowed while in the clinical area. Eating and drinking is allowed only in designated areas.
11. Nursing faculty has reserve the right to request that students cover up visible tattoos and remove piercings. Students with visible tattoos are responsible to ask their instructors about whether they will need to cover the tattoo for each type of clinical experience.
12. Students must bring appropriate equipment for each type of clinical experience, including

stethoscopes, penlights, etc.

13. Dress codes and PPE regulations for all clinical agencies will be adhered to in addition to these guidelines.

## Health Requirements and Clinical Compliance

The nursing program has a number of clinical compliance and health requirements. Required health records are managed using a third-party vendor, CastleBranch. Each semester, a clinical compliance checklist is created with CastleBranch. Incoming students must purchase this clinical compliance checklist and upload all required documentation to CastleBranch prior to the deadline announced at nursing orientation. Returning students must maintain compliance with all health documentation on the CastleBranch system. Students are responsible for monitoring their own clinical compliance. The nursing program will frequently audit nursing student clinical compliance. Any student found to be out of compliance with a CastleBranch requirement will be denied access to attend class and clinical until the item has been returned to compliance. Any absences related to CastleBranch noncompliance will be held against students according to the attendance policy previously described. Absences due to lack of compliance can lead to course failure and/or program dismissal. Upload documents early as items must be **approved** by CastleBranch prior to the deadline. Students are responsible for ensuring that documents have uploaded successfully and been approved. CastleBranch Customer Service can be reached at (888) 723-4263.

Health Requirements Include:

**Personal Medical History Form** provided at nursing orientation and available by request at [nursinginfo@elgin.edu](mailto:nursinginfo@elgin.edu).

**Annual Tuberculosis Testing** Initially: two step tb skin test or blood test, subsequently, one step tb skin test or blood test. Individuals with a previous positive tb test must submit a negative chest x-ray.

**Mumps, Measles, Rubella, Varicella** Proof of immunity in the form of antibody titer lab results. Equivocal or Negative results will result in the requirement for additional vaccinations.

**Hepatitis B** Vaccination within the last ten years, Proof of immunity in the form of antibody titer lab result, or Hepatitis B Vaccination Declination form.

**Tetanus, Diphtheria, and Pertussis** Vaccination against tetanus, diphtheria, and pertussis within the last 10 years.

**CPR** Current American Heart Association Basic Life Support for Healthcare Providers.

**Covid Vaccine** Must meet current CDC Guidelines for “fully vaccinated” against Covid 19.

**Flu Vaccine** annual flu vaccination by October 15<sup>th</sup>

**Health Insurance** Must maintain personal health insurance coverage throughout enrollment in the nursing program.

**Nursing Program Student Handbook Signature Forms (5 total forms)**- Available [here](#). Upload signed/initialed and dated copy of all required forms. This is required for each semester enrolled in the nursing program. NUR Program Student Handbook Agreement, Health Professions: Nursing Program, Voluntary Assumption of Risk and Release of Liability, Confidentiality/AV/Photography Agreement, and Nursing Lab Simulation Center Consent Form

**Health Professions Policy and Procedures Form** Available [here](#).

Clinical Compliance also Includes:

[Background check and Drug Testing per ECC Administrative Procedure 3.406](#)

Failure to complete the annual drug test during the week assigned by the nursing program for any reason will constitute “cause” for a random drug test at student expense during the upcoming semester.

**HealthStream** – Students must complete annual clinical compliance courses within the HealthStream system. These courses are in addition to any clinical compliance educational modules required by a clinical agency. Assignments are typically completed during the first and third semesters. If a student is out of sequence in the completion of the nursing program, they may receive these assignments in second or fourth semester if necessary to maintain annual compliance. If students do not complete the mandatory assignments prior to the due date assigned, they are ineligible for clinical attendance and will be subject to consequences related to the attendance policy up to and including course failure and program dismissal.

The nursing program reserves the right to add or change clinical compliance requirements.

Students must have the ability to meet the academic and clinical requirements for each course. These requirements may include having no lifting or weight-bearing restrictions and being able to stand for prolonged periods.

A student who experiences a change in health status, such as but not limited to, injury/illness/mental health emergency/pregnancy, will be required to provide a return to school release from their health care provider which states that they are able “to participate in class and clinical with no restrictions” prior to participating in class/lab/clinical.

Note: Students diagnosed with COVID-19 or another infectious illness requiring quarantine must notify the Senior Nursing Program Director immediately, submit a clearance note from their healthcare provider before returning to campus/lab/clinical, and follow policies required by their clinical site.

## Liability Insurance

It is highly recommended that nursing students have Professional-Personal Liability Insurance coverage while enrolled in nursing courses. Application forms may be obtained from the HP office or may be purchased independently. The cost is subject to change.

## Clinical Experiences at Place of Employment

Students employed at a facility where they are scheduled to have clinical experience must communicate this to their instructor. The instructor has the discretion to assign students to various locations in a facility as appropriate based on student employment at a facility.

## Transportation to Affiliating Agencies

Students must provide their own transportation to and from all clinical sites.

## Snow Day Policy

Check the [ECC policy for emergency procedures](#) for current information about school closings.

**If it is a clinical day,** follow the policy that your instructor has given you regarding each agency.

Clinical agencies are located over a wide area and weather conditions vary greatly. The school cannot assume risk associated with weather conditions, therefore, the decision about when and where to travel is a matter of individual judgment. A clinical absence due to weather will require a make-up activity as assigned by your instructor.

## Emergency Alert System



Current students, faculty, and staff are automatically signed-up for ECC's new emergency alert system. You will receive text messages if there is a campus emergency.

No further action is required. When a situation arises that requires an emergency broadcast, the college will send a text message to the cell phone number you provided.

You can review and/or update your contact information in the alert system at [emergency.elgin.edu](http://emergency.elgin.edu). This way you can verify that the correct phone number(s) and emails(s) are entered in the system. To log in, use your ECC username (e.g., jdoe1234) and password.

**\*\*\*Making changes to your contact information in the emergency alert system does not change your contact information globally in ECC systems. You will need to contact the Registration office to update your contact information.**

## Simulation Experience

Simulation experiences will be integrated into classroom, lab and clinical settings. Participants should feel that the simulated experience is a safe environment that encourages active learning and reflection while supporting professional practice.

Students are expected to adhere to dress code and clinical requirements while participating in the simulation lab. Participants are expected to demonstrate professional and ethical behavior ensuring confidentiality, providing honest and clear feedback in an effective, respectful manner, and demonstrating mutual respect throughout the simulation learning experience. No food, drink, or ink pens are allowed in the simulation area. Personal electronic devices may only be used during pre-briefing, observation, and post-briefing areas with the permission of the instructor or lab staff.

## Probation

Nursing is a professional discipline in which every student should always display appropriate behavior. Those who display unsafe, irresponsible, or unprofessional behavior while in the clinical, lab, simulation, or classroom setting will be placed on probation. The student will remain on probation until course completion.

Listed below are some, but not all, of the offending infractions.

- Fails to show up for clinical as scheduled.
- Fails to contact instructor about expected tardiness or absences.
- Repeatedly arrives to clinical late (2 or more per rotation).
- Displays unprofessional manner of dress and/or unkempt appearance.
- Displays disregard for patient safety.
- Fails to meet clinical objectives and obligations consistently.
- Fails to take initiative during clinical opportunities/experiences.
- Performs skills that have not been validated.
- Violates professional or ethical behavior regarding patient confidentiality (HIPAA).
- Displays inconsistency with compliance with agency policies.
- Fails to take accountability for one's actions.
- Displays inappropriate behavior or communication while on the agency units.
- Displays insubordinate behavior to instructor(s)
- Other: \*Please refer to Nursing Program Student Handbook or ANA [Code of Ethics](#)

## Exams, Graduation, Licensure

### Standardized Testing

Standardized examinations are an academic **requirement** of the Nursing Program at ECC. These exams will be scheduled throughout the Nursing Program and will be included as a part of the grade



in a particular course.

A standardized comprehensive exam will be scheduled during NUR 252. Specific information regarding the date, time, place, number of attempts, and scoring will be found in the course syllabus.

## Degree Audit

All nursing students are required to complete general education courses along with nursing courses towards the Associate of Applied Science in Nursing Degree with a grade of C or above in order to graduate and take the NCLEX-RN exam. Students are required to run their own degree audit every semester to track their progress towards graduation. The steps to running a degree audit are:

1. Log in to AccessECC
2. Click on the Student tab
3. Under Self-Service, click on Student Academic Planning
4. Click on Program Evaluation
5. Select Program of study and click submit

## Graduation Requirements

The college procedure for application for graduation must be followed: Fall – October 1 and Spring – March 1. Watch for announcements throughout the college regarding this important deadline. Students planning to take the state licensing exam **MUST** apply for graduation. After completion of the requirements for the Associate of Applied Science Degree, you will have the privilege of participating in the ECC-sponsored graduation ceremonies which are held each year in December and May. You can log on to the [ECC website](#) to apply for graduation.

## NCLEX Examination

Following successful completion of the Nursing Program and appropriate general education courses, eligible students may apply online to the NCLEX-RN examination for professional registered nurses.

## Nursing Licensure

Elgin Community College provides the following for **purposes of information only**.

The Illinois Department of Financial & Professional Regulation will ask you to provide "yes" or "no" responses to questions pertaining to the following subject areas at the time you complete your application to take the state licensing exams for licensure as a practical nurse or a registered nurse. In most cases, that will occur about one month prior to graduation from ECC.

- Denial, at any time, of a license, permit, or privilege of taking an examination by any licensing authority

- Encumbrance of any previous or current license or permit (revoked, suspended, surrendered, censured, restricted, limited, placed on probation)
- Chronic physical impairment or disability (past and present)
- Abuse or addiction to alcohol, narcotics, barbiturates and other habit-forming substances (past and present)
- Chronic physical disease or condition (past and present)
- Chronic mental or emotional disease or condition (past or present)
- Conviction pertaining to any state and/or federal criminal offense
- Dishonorable discharge from military or from a city, county, state or federal parties
- Default on student loans or child support payments

The specific content of questions will vary and additional questions regarding your personal/medical background may be asked by the time you are ready to complete your application to take the RN licensure exam (NCLEX). You will also need to be fingerprinted again by the State of Illinois for a criminal background check.

You will be expected to answer truthfully all questions asked on the application. Falsification of any information is grounds for the Department of Professional Regulation to deny your license to practice or to take disciplinary action against your license once issued.

An answer of "yes" to any question pertaining to the general subject areas outlined above means that you will be required to write a detailed explanation and submit it along with your completed application.

The State Board of Nurse Examiners may then notify you in writing that you will be required to attend a hearing where your personal and/or medical history will be subjected to additional review and documentation. You will not be granted a license to practice until you go through the hearing process, if called upon to do so. You will, however, be allowed to take your licensing exams, but the results hold no bearing on the outcome of the hearing.

If the State Board of Nurse Examiners finds in your favor, you will be issued a written notification to that effect. In the event that the State Board of Nurse Examiners does not find in your favor, you will be notified in writing that your license to practice will not be granted.

## CNA Certification

ECC nursing students may sit for the Illinois CNA certification exam after successfully completing both NUR 142 and 144. Interested students should contact the Senior Nursing Program Director. Students will be required to complete and return a Background Check Authorization and Disclosure form for the Illinois Health Care Worker Registry. Students who are not already entered into the registry will need to complete an additional fingerprint background check at their expense. Upon verification that the student is either already included in the Illinois Health Care Worker Registry or the completion of

the fingerprint background check, the student will be entered into the system as eligible to test. The [Illinois Nurse Aide Testing website](#) has information about testing and a sample test. You have up to one year after registering to take the exam.

## Nursing Labs

Only currently enrolled nursing students are permitted in the nursing labs.

### Computer Labs

Refer to current ECC opening guidelines for computer lab availability. A 330 has 32 computers with printer availability. Please see policy in computer lab. All computers are connected to the Internet and ECC network. You will log in using your ECC Access ID and password. Please do not print more than 15 copies at a time. **Food or drinks are not allowed in the computer labs.**

### Nursing Skills Labs

- A306, A314 & A318 - Health and Life Sciences Building

Students will be notified of fall lab availability for their specific course. Please ask nursing lab faculty for assistance with validation equipment if necessary. Practice stations are available for validation practice in A306, A314, and A318. The actual validations are held in A 312 and A 325. These two rooms are not to be used for student practice/study except with permission from the lab instructor.

For learning and skill development purposes, students practice noninvasive procedures in both patient and nurse roles with each other.

**\*\*Note: All students MUST exit the ECC campus Mon – Fri by 10:30 PM (or closing time specified by the college).**

### Student Nurse Pack Purchasing Procedures

Students will purchase a lab pack for each semester in the ECC bookstore. This pack contains equipment and supplies to practice and validate for selected skills tied to the nursing courses.

### Skill Validations

Throughout the Nursing Program, there will be selected nursing skills the student must perform (validate) satisfactorily with a lab instructor either in person or virtually. Each skill is connected to a course. Not only will you perform the skill for the lab validator, but this will also be a time to fine-tune your skills, receive feedback, and to validate that you do know the skill.

The student must pass the validation in order to pass the course. Validations may not be completed before class content relating to that skill has been covered. Should a student re-enroll in a course, the skills will need to be repeated successfully. Skills are evaluated on a pass/fail basis. Students will have

**THREE** attempts to pass a validation by the deadline. If a student is unable to meet the deadline, the student **MUST** contact the Director of the Nursing Simulation Center or a lab validator prior to the deadline. Students who do not meet the validation deadline as indicated in the course syllabus will be placed on clinical probation. If student does not validate successfully within the parameters of the clinical probation, a course failure will occur. Any validations due week 15 must be completed by the end of week 15 or the student will not be able to sit for the course final.

Validations for NUR 144 must be completed according to the syllabus dates or students will not be allowed to sit for the course exams.

It is strongly advised to avoid attempting to validate two skills on the same day. Scheduling two skill validations on the same day has been shown to reduce student success.

### Scheduling Lab Faculty Appointments

Log on to one of your NUR courses in D2L and you will find a widget for the [Nursing Lab Web Site](http://nursing.student.elgin.edu) (nursing.student.elgin.edu).

Use your Google Docs ID and password to schedule your lab appointment. Appointments with lab faculty are made for 20 minutes to 1-hour time blocks. Students are not allowed to schedule appointments with lab faculty when they are to be attending class, campus lab, or clinical lab. Doing so will constitute one failure of the validation. Do not use the validation time as an excuse to be late to class, campus lab or clinical. When making an appointment, please include your name and the skill. A student may only sign up once per validation. Holding extra slots (i.e. in case they need to repeat or are unsure of their schedule) is unacceptable and considered poor professionalism. For student led demos, please list your initials, the skill, and that it is a demo. The student(s) that will be performing the demo must bold their initials. There is a minimum of three students and a maximum of ten students per demo. For further assistance and examples, click on "Nursing student website orientation" for a tutorial.

### **Appointments are made for the following reasons:**

1. The instructor requires the students to pass a skill validation (i.e. urinary catheterization, sterile dressing change, etc.) which is tied to a course. It is expected that the student practices the skill until an acceptable level of competence is mastered. After adequate individual practice, the student will perform the skill according to the requirement of the skill check list and the required time frame assigned to each validation.
2. All nursing students are required to maintain competency of nursing skills learned while in the Nursing Program. A student who has difficulty with a procedure in the clinical area **will be placed on clinical probation, receive remediation by an instructor, and must validate successfully with the Director of the Nursing Simulation Center. Student deficiencies must be completed within the parameters of the clinical probation contract.** Videos on skills are available for students to view via the nursing lab website. Students are encouraged to view the skills videos as part of remediation or prior to performing the skill in clinical. ***If a student***

***fails the re-validation twice and/or does not meet the requirements of the clinical probation action plan, the student fails the course.***

3. Group demo/practice sessions are an option. It is expected that the student has reviewed the procedure in the texts, and A-V materials, and practiced independently prior to the appointment. Bring the skills checklist book. This will allow for a more productive session. **A student cannot be involved with a demo or practice session within 24 hours of their validation appointment.**

#### Appointment Cancellations, No Show, and Tardiness

- A cancellation is when an appointment is canceled 24 hours or less prior to the appointment time.
- A student is granted **one** cancellation per course within the 24-hour period. Cancellations must be done by accessing the Nursing Lab Sign-up website by erasing name and notifying lab instructors by e-mail or voice message. A second cancellation will be considered one failure.
- A pattern of cancellations and “no shows” will be cause for a student to be placed on clinical probation regarding accountability and responsibility.
- A “no show” for an appointment is considered an automatic failure for that validation attempt.
- When the lab clock indicates that the student is 10 minutes late for a scheduled appointment, an automatic cancellation will be issued. The student must reschedule the appointment online.
- If a student cannot be validated because the dress code was not followed, it will be counted as a failure.

#### Success with Validations

The following components of a validation explain what constitutes a passing grade:

- The student brings correct supplies and equipment.
- Has practiced enough to have a flow and efficient actions with the skill.
- Applies all safety principles.
- Requires minimal coaching from lab validator.
- Follows skill checklist critical elements.
- Able to answer critical thinking questions
- Follows dress code.
- Performs within three weeks form the time of the instructor led demonstration.

If, in the judgment of the lab validator, the student has demonstrated all these aspects of a skill, the student will pass the validation.

#### Failure with Validations

The following components of an unsuccessful validation explain what constitutes a failure:

- The student comes unprepared with supplies and equipment

- Is lacking evidence of practice of the skill
- Doesn't apply safety principles consistently.
- Requires consistent prompting
- Omits critical elements of the skill checklist.
- Unable to think through and answer critical thinking questions
- Does not follow dress code.
- Does not perform within the timeframe assigned to the skill.

If in the judgment of the lab validator the student displays these behaviors, the student will fail the validation. All **third attempts will be completed with the Director of the Nursing Simulation Center**. All third attempts will require the student to complete the skill in its entirety.

If a student fails the same validation three times, the student fails the course to which the validation is attached.

All students must present a **signed copy** of the pink "Lab Communication Form" confirming that the student has practiced/remediated the required skill prior to validating the skill with the **current lab validator or course instructor**. The returning student may not validate with the same instructor who remediated them. A 24-hour minimum is required between validation attempts.

#### Dress Code for Validations

Professional attire will be required for all validations. This consists of either the student uniform or casual professional street clothes with a uniform jacket. Professional street clothes mean "dress like you would expect to see a professional in a clinic." For us, this means no jeans, no crop tops, no T-shirts, no shorts, etc. White, navy, or black walking shoes (**without colored stripes**, etc.) may be worn if they have the appearance of nursing shoes. They must be clean and in good condition. **Do not** wear the navy uniform over street clothes. Wear your picture ID badge. Long hair is to be tied back and off the face.

### **Student Lab Responsibilities**

It is expected students **WILL**:

- Leave the manikins and beds clean with supplies put away and repackaged appropriately.
- Keep all reference materials, lab equipment, and sharps in the nursing labs.
- Report any problems with the lab equipment, supplies, beds, and manikins to a lab validator.
- Keep appointments.
- **Be prepared** for validation.
- Be considerate of those around you - keep noise/voice level under control.
- Treat all supplies and equipment with respect.
- Cancel appointments you are unable to keep according to policy
- Bring required equipment to each validation.
- Push your chairs in when leaving an area.
- Respect the possessions of the school and other students.

It is expected that students **WILL NOT**:

- Interrupt the lab faculty during a skill validation or individual/group session for questions or personal attention.
- Take anything from the lab that does not belong to them.
- Bring children into nursing labs/validation and computer rooms at any time.
- Bring food or beverages into nursing labs.
- Bring family members or friends into nursing labs at any time.

## Resources

### Lockers

Lockers on the 3rd floor of A building are available for nursing student use. Please provide your own lock and remove it at the end of each semester. After each grading day, the locks will be cut off and any remaining items will be sent to lost and found or utilized in the open lab.

### Copy Machine and Student Printing

A copy machine is located on the third floor of the Health and Life Sciences Building. Refer to current ECC opening guidelines regarding building availability. If the building is open to students, copies can be made using your ECC ID number and PIN (birth date, mm/dd). If the copy machine is not operating properly, stop using the machine and notify the Health Professions Office Coordinator, ext. 7956. Students are permitted to print in the library. Students are NOT PERMITTED to print in building A computer labs.

### Multi-Media Materials

A330 will have specific software programs located only on the network, however, most programs are available online anywhere.

### Reference Materials

Text and reference books are available for use in the Nursing labs. Students may copy references only if they are on campus for a scheduled lab appointment. Please return books where you found them. Current nursing journals are located in the main campus library and online through the library by using the [online nursing journal databases](#) (CINAHL, Health Source, etc.)

**Students are not allowed to take reference books or other lab materials home! This is considered theft.**

## Spartan Success Early Alert Referral

When a student receives an Early Alert notification, he/she is encouraged to meet with the Health Professions Academic Advisor. The student needs to be aware of the following:

1. The Early Alert letter does not mean that a student will fail and it will not be reflected on an academic record.
2. The alert means that the instructor is concerned about certain specific issues (late or missing assignments, poor exam quiz scores, poor attendance, and other issues) that might be a roadblock to the student's success.
3. The student should also speak to the instructor about resolving an issue identified in an Early Alert Referral.

## Student Communication

### Students with Disabilities

Elgin Community College's Student Access and Disabilities Services Office supports student success and retention through various opportunities and accommodations. The office also advocates for a universally accessible environment in which physical, electronic, and social barriers are reduced and students with disabilities have an equal opportunity to succeed.

While the College will not compromise or waive essential skill requirements in any course or degree, students with disabilities may be supported with accommodations to help meet these requirements.

**The procedure for requesting accommodations is outlined [here](#).**

**Please refer to [Student Rights and Responsibilities](#).**

### ECC Student Email

All nursing students must activate their ECC student email account. All changes in policy and procedures, major announcements, etc., will be communicated to you through this email address. If you are not in the habit of checking this account frequently, please have all emails from this address forwarded to your personal email accounts.

### Revisions in Nursing Program Student Handbook

All nursing students are responsible for complying with the policies and procedures that are specified in the Nursing Program Student Handbook. This includes all revisions made to the Nursing Program Student Handbook. The most recent copy of the nursing program student handbook will be available on the [nursing page](#) at elgin.edu.



# Health Professions Division Statement on Safety

## **Policy/Procedure Name**

Adopted/Revised 2-26-14

Health Professions students are expected to practice safe techniques, remain drug and alcohol-free, maintain a clean criminal background check, and demonstrate professional behavior at all times while on campus or in the clinical setting.

Program directors or faculty may immediately remove a student from an educational experience and recommend to the Dean of Health Professions a failing grade for a student for unsafe behavior, drug or alcohol use, background check violation, or the demonstration of unprofessional behavior (such as but not limited to: physical or verbal threats, inappropriate comments, physical abuse, offensive touching or use of force on a person without the person's consent, verbal abuse, intimidation, harassment, coercion and/or other conduct which threatens or endangers the health or safety of any person). The recommendation for removal may result in permanent dismissal from the Health Professions Division.

A student may choose to appeal a failing grade through the Grade Appeal Process as stated in the college catalog. A student may choose to appeal a permanent dismissal from the Health Professions Division through the Disciplinary Procedures as stated in the college catalog

# Clinical Agencies

*Miles = 1 way from ECC Main Campus*

**ABBH**

Alexian Bros Behavioral Health 1650 Moon Lake Boulevard Schaumburg, IL 60194  
(847) 882-1600  
**(Miles = 15)**

**ABMC**

Alexian Brothers Medical Center 800 Biesterfield Road  
Elk Grove Village, Illinois 60007 847- 437-5500  
**(Miles = 20)**

**ARHP**

Alexian Bros Rehabilitation Hospital 935 Beisner Road  
Elk Grove Village, Illinois 60007 847-640-5600  
**(Miles = 20)**

**ASHP**

Advocate Sherman Hospital  
1425 N. Randall Road  
Elgin, IL 60123  
847-742-9800  
**(Miles = 5)**

**CDPH**

Northwestern Medicine Central DuPage Hospital  
25 North Winfield Road  
Winfield, IL 60190  
630-933-1600  
**(Miles = 20)**

**Cherished Place**

417 West Main Street  
W. Dundee IL 60118  
847- 586-5784  
**(Miles = 9)**

**CNIM**

Northwestern Medicine McHenry Hospital  
4201 Medical Center Drive  
McHenry, IL 60050  
815-344-5000  
**(Miles = 27)**

**COAK**

Assisi at Clare Oaks  
825 Carillon Dr  
Bartlett, IL 60103  
**(Miles= 15)**

**CHHN**

Northwestern Medicine Huntley Hospital  
10400 Haligus Road  
Huntley, IL 60142  
224-654-0000  
**(Miles =14)**

**DCHP**

Northwestern Medicine Delnor Hospital 300 Randall Road  
Geneva, IL 60134  
630-208-3000  
**(Miles = 10)**

**FRND**

Friendship Village of Schaumburg 350 W. Schaumburg Rd.  
Schaumburg, IL 60194  
**(Miles = 15)**

**GFLD**

GreenFields of Geneva Friendship Way Geneva, Illinois 60134  
(630) 232-9105  
**(Miles = 10)**

**Marklund Wasmond Nursing Home**

1435 Summit Street  
Elgin, IL 60120  
847-741-1609  
**(Miles = 7)**

**PSHP**

Ascension Illinois St Joseph Elgin  
77 North Airlite Street  
Elgin, IL 60123  
847-695-3200  
**(Miles = 3)**

**SAHP**

Swedish American Hospital 1401 East State Street Rockford, IL 61104  
(815) 968-4400  
**(Miles = 48)**

**SAMC**

St. Alexius Medical Center 1555 N. Barrington Road Hoffman Estates, IL 60194 847  
843-2000  
**(Miles = 15)**

**SANC**

OSF St. Anthony Medical Center  
5666 E. State St.  
Rockford, IL 61108  
815 226-2000  
**(Miles = 45)**

**TRHS**

Two Rivers Head Start Agency 1661 Landmark Rd,  
Aurora, IL 60506  
(630) 264-1444  
**(Miles = varies)**

The college reserves the right to add or remove clinical sites at any time.

## Health Professions Administration/Staff/Faculty

Dean of Health Professions  
Denise Kruckenberg, A106  
[dkruckenberg@elgin.edu](mailto:dkruckenberg@elgin.edu)  
(847) 214-7308

Senior Director of Nursing Program  
Heather Escobar, A335.03  
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### Nursing Faculty

You may direct dial any faculty extension by calling 847 214-XXXX (example: to reach Lisa West dial 847 214-7042). Email is preferred.

Nursing faculty may also be reached via e-mail. Simply use first initial & last name@elgin.edu. For example: [lwest@elgin.edu](mailto:lwest@elgin.edu), Lisa West.

Name	Location	Phone Extension
Jackie Dalke	A337.04	Ext. 7102
A'ja Ferguson	A337.03	Ext. 7300
Cathy Incapreo	A339.04	Ext. 7314
Margaret LeMoyne	A335.04	Ext. 7743
Lisa Stoltenberg	A337.02	Ext. 7304
Amy Schneider	A341.01	Ext. 7685
Barbara Tarin	A341.04	Ext. 7307
Taylor Bernard	A339.01	Ext. 7744
Lisa West	A339.03	Ext. 7042
Jessica Woloszyk	A341.02	Ext. 7741
Lisa Hodson	A339.02	Ext. 7148
Nursing Skills Lab	A334	Ext. 7734

## **Appendix Listing**

1. Nursing Course Failure/Withdrawal Contract
2. Notice of Probation
3. Nursing Student Handbook Agreement
4. Confidentiality Statement/Photography Release/Permission to Survey Future Employer
5. Voluntary Assumption of Risk & Release of Liability
6. Confidentiality/AV/Photography Agreement
7. Professional Guidelines, Confidentiality, and Consent for Simulation Agreement Form



# NUR Course Failure or Withdrawal Contract

Student's name: \_\_\_\_\_ ECC ID number: \_\_\_\_\_

Course number: \_\_\_\_\_

Student email address: \_\_\_\_\_

Student's cell phone number: \_\_\_\_\_

Final grade or grade at time of withdrawal: \_\_\_\_\_

Previous NUR course failure: \_\_\_\_\_

## Policy Statement

- Students must achieve a nursing (NUR) course grade of 80% to advance to the next course.
- Students receiving a grade below "C" in any nursing course must repeat the entire course.
- A student may repeat only one nursing (NUR) course.
- Two (2) nursing course failures and/or withdrawals with a failing grade in the nursing program will result in dismissal from the Nursing Program.
- Any type of withdrawal from a nursing course with a grade below "C" will be considered an internal course failure. An exception to this policy is the granting of a military or administrative withdrawal.
- Any type of withdrawal from a nursing course with a grade of 80% or higher will not be considered a course failure in the Nursing Program.
- Students who fail a first-semester nursing course (NUR 142 and/or NUR 144) on their first attempt may withdraw from the program and re-apply at a later time. Upon re-admission, students will be expected to enroll in both NUR 142 and NUR 144. Any subsequent failures in first-semester nursing courses will count toward the student's overall standing in the nursing program.
- A failed clinical performance evaluation will result in course failure regardless of a passing grade in theory (This includes clinical and/or lab).

## Procedure

### Students who fail a course are required to meet with the following individuals:

1. A faculty member of record
2. Health Professions Academic Advisor
3. Director of Nursing Program

**Step 1:** Meeting between faculty member and student regarding course failure/withdrawal.

Why do you think this course failure/withdrawal has occurred?

What are you planning to do to be successful when you repeat the nursing course if you are approved to return?

Faculty Recommendation:

Faculty member signature: \_\_\_\_\_ Date: \_\_\_\_\_

Student Signature: \_\_\_\_\_

**Step 2:** Meeting with Health Professions Advisor to formulate a plan for successful completion of the Nursing Program. If registered for a nursing course the following semester, this course must be dropped by the student on the ECC student portal.

Plan:

HP Academic Advisor Signature: \_\_\_\_\_ Date: \_\_\_\_\_

Student signature: \_\_\_\_\_

**Step 3:** Meeting with the Director of the Nursing Program to obtain permission to repeat a nursing course.  
Director's Recommendation:

Director of the Nursing Program: \_\_\_\_\_ Date: \_\_\_\_\_

**Step 4:**

**First-semester nursing students who have failed or withdrawn from NUR 142/NUR 144: You must contact the Records Office at records@elgin.edu to be considered for the next program admission screening.**

**Nursing students who have failed or withdrawn from NUR 152, NUR 242, and NUR 252 courses: Contact the Health Professions Office the Tuesday after the semester ends to find out if a space is available for you in the course for which you are requesting readmission. Eligible students who do not complete this contract within 1 week after withdrawing and/or failing a nursing course will not be considered for re-entry into a NursingProgram course. Students must return the hospital-issued identification badge to be considered for re-entry into the program.**



## Notice of Probation

The following student will be on probation as of the following date:

Student's name: \_\_\_\_\_ ECC ID number: \_\_\_\_\_

Date: \_\_\_\_\_

Course: NUR \_\_\_\_\_

Infraction (describe behavior or incident):

Re-mediation Plan and Deadline(s):

Consequences for Failure to Meet Remediation Plan:

Student Signature: \_\_\_\_\_ Date: \_\_\_\_\_

Instructor Signature: \_\_\_\_\_ Date: \_\_\_\_\_

By signing this document, you are stating that you understand the reason you are on probation and the necessary steps to take in order to ensure passing NUR \_\_\_\_\_.

## NUR Program Student Handbook Agreement

Elgin Community College's Nursing Student Handbook provides information regarding the policies and procedures in effect for the Nursing Program. Students will be fully informed of any changes to this document.

Students must indicate agreement with each of the following statements by initialing on the lines below.

I have received a copy of the Nursing Program Student Handbook.

I am aware that it is my responsibility to ask questions about the contents of the Nursing Program Student Handbook and have those questions answered to my satisfaction.

I understand that failure to follow any of the policies in the Nursing Program Student Handbook may result in my dismissal from the Nursing Program.

I agree to fully participate in the lab portion of the Nursing Program. I understand that this requires hands-on participation and that parts of my body will be exposed and touched.

I agree that while enrolled in the Nursing Program, I will treat my studies, campus labs, and clinical experiences as an employee would treat job responsibilities, recognizing that my instructor assumes the role of my supervisor. I will attempt to learn the technical skills required of a Nurse but also strive to develop professional behaviors and attitudes.

I fully understand the importance of maintaining confidentiality regarding personal or client issues (HIPAA) and understand that disclosure of such information outside of class/lab/clinical is cause for dismissal from the Nursing Program.

---

Student (signature)

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Date

---

Student (print name)

---

ECC Student ID Number



# Health Professions: Nursing Program

## Confidentiality Statement

(Official and Confidential Contact with Students)

I give permission to release information regarding my professional qualities, academic achievement, and clinical performance to the Director of the Nursing Program when responding to requests for employment consideration. This release does not include any information submitted by me or at my direction relating to medical records or reasonable accommodations under the Americans with Disabilities Act. This policy is revocable upon my written request to the Director of the Nursing Program.

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Student (signature)

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Date

---

Student (print name)

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ECC Student ID Number

## Photography Release

I give permission to release photographs taken for the sole purpose of identification of my status as a student enrolled in ECC's Nursing Program to the affiliated clinical facilities where I will be assigned.

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Student (signature)

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Date

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Student (print name)

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ECC Student ID Number

## Permission to Survey Future Employer

I give permission to survey my future employer as part of the Nursing Program's assessment process. I understand that this information will be kept confidential and will be used solely for the purpose of evaluating the effectiveness of the program meeting its goals.

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Student (signature)

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Date

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Student (print name)

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ECC Student ID Number



# Voluntary Assumption of Risk & Release of Liability

This Is a Release of Legal Rights. Read Carefully Prior to Signing.

Elgin Community College is a non-profit educational institution. References to Elgin Community College include its officers, Board of Trustees, employees, and its designated agents.

As a student in Elgin Community College's Health Professions Division, I (print your name)

\_\_\_\_\_, freely choose to participate in the (print your program name)

\_\_\_\_\_ program in which I am enrolled. I agree as follows:

Risks: I understand that the clinical education environment for the Program in which I am enrolled through Elgin Community College contains exposures to risks inherent in activities required for participation in the Program. These risks include, but are not limited to bodily injury, communicable and infectious diseases, epidemics, pandemics, and property damage.

## Health and Safety

I have been advised to consult with a healthcare provider regarding my personal medical needs. I have obtained the required immunizations. I recognize that Elgin Community College is not obligated to attend to any of my medical or medication needs, and I assume all risks and responsibilities. In case of a medical emergency occurring during my participation in this Program, I authorize the representative of Elgin Community College to secure whatever treatment is necessary. I agree to pay all expenses related to any treatment and release Elgin Community College from any liability for any actions.

## Assumption of Risk and Release of Liability

Knowing the risks described above, and in voluntary consideration of being allowed to participate in the Program, I hereby knowingly assume all risks inherent in this activity and connected activities. I agree to release, indemnify, and defend Elgin Community College and its officers, Board of Trustees, employees, and its designated agents from all claims of any kind which I, the student, may have for any losses, damages, communicable and infectious diseases, epidemics, pandemics, or injuries arising out of or in connection with my participation in this Program.

## Signature

I indicate that by my signature below, I have read the terms and conditions of participation in this Program and agree to abide by them. I have carefully read this Voluntary Assumption of Risk and Release of Liability and acknowledge that I understand it. The laws of the State of Illinois shall govern this Voluntary Assumption of Risk and Release of Liability.

\_\_\_\_\_  
Student Signature

\_\_\_\_\_  
Date

\_\_\_\_\_  
Witness Signature

\_\_\_\_\_  
Date

## Confidentiality/AV/Photography Agreement

During your participation in simulated clinical experiences at Elgin Community College (ECC), you will be both an active participant in simulated scenarios and an observer. Due to the unique aspects of this form of training, you are asked to maintain and hold confidential all information regarding the details of the scenarios and the performance of the participants involved in the scenarios.

By signing this form, you agree to maintain strict confidentiality regarding the details of the scenarios and both your and others' performance, whether seen in real time, digital recording, or otherwise communicated to you, throughout your enrollment in an ECC health careers program.

Continuous audiovisual digital recording is present in the simulation lab at ECC. Unless authorized by you, you will not be specifically identified. Recordings may be shown for purposes including, but not limited to debriefing, faculty review, educational, research, public relations, advertisement and/or promotional activities.

By signing this form, you consent to allow continuous audiovisual digital recording while you are in the simulation lab, throughout your enrollment in an ECC health careers program.

During your participation in the simulation lab at ECC, still photography (slides or prints) may be taken depicting your simulated clinical experience. Unless otherwise approved by you, you will not be specifically identified. Photographs may be shown for purposes including, but not limited to educational, research, public relations, advertisement and/or promotional activities.

By signing this form, you consent to allow still photography while you are in the simulation lab, throughout your enrollment in an ECC health careers program.

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Student (signature)

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Date

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Student (print name)

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ECC Student ID Number

# Nursing Lab Simulation Center Consent Form

## Professional Guidelines, Confidentiality, and Consent for Simulation Agreement Form

Simulation experiences at Elgin Community College are conducted in a safe environment that encourages active learning and reflection while supporting professional practice. To ensure the simulation is a positive experience, students are expected to abide by the following guidelines:

1. Student attendance is required at all scheduled simulation experiences. Failure to contact clinical faculty prior to the start of simulation or absence or tardiness will result in immediate clinical probation.
2. Students are expected to keep all events, procedures, and information used in conjunction with the simulation strictly confidential.
  - a. This includes pre-simulation prep, simulation scenarios, and the debriefing period.
  - b. Our goal is to offer standardized simulation throughout the curriculum, breaching confidentiality may impede learning opportunities.
3. Students will abide by all HIPAA regulations for each simulated experience.
4. Students will not bring food, drinks, or ink pens into the simulation area.
5. Students are expected to treat the simulator and standardized patients as real patients.
6. Students should treat the simulation as a real clinical experience.
7. Students should support and guide their peers in a positive and professional manner during the simulation and the debriefing period.
8. Students who are observers/recorders will participate by maintaining a professional demeanor and being prepared to participate fully during debriefing sessions. Each student can add to the learning of the group.
9. Students are to complete/review any preparation materials that faculty have provided prior to the start of simulation in order to safely care for the simulated patient.
10. Students acknowledge that simulation experiences are intended to reflect real-life clinical experiences for learning purposes. However, the scenarios may lead to emotional distress or mental anguish.
11. Students have (and should exercise) the right to discuss any participation concerns with their clinical faculty prior to each simulation experience.
12. Students who feel they cannot safely complete a simulation understand these clinical hours will need to be made up during the semester and at a time designated by clinical faculty/simulation staff.
13. Students agree to report any violations of confidentiality that they become aware of to their instructor or to the Manager of the Nursing Simulation Center.
14. Students will complete evaluations at the end of each simulation experience and submit them to the clinical faculty.

I agree to abide by these guidelines while participating in simulation experiences.

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Student (signature)

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Date

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Student (print name)

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ECC Student ID Number