



Lakeshore Technical College

2020-2021
2021-2022

Associate Degree Nursing and Practical Nursing Technical Diploma Program Student Handbook

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- *Lakeshore Technical College is accredited by the North Central Accreditation Team.*
- *The Nursing Associate Degree is approved by the Wisconsin Board of Nursing and is accredited by the Accreditation Commission for Education in Nursing 3343 Peachtree Road, NE, Suite 850, Atlanta, GA 30326 phone: 1.404.975.5000. Website: www.ACENursing.org.*
- *The Practical Nursing Technical Diploma program has been granted authorization to admit by the Wisconsin Board of Nursing and is accredited by the Accreditation Commission for Education in Nursing 3343 Peachtree Road, NE, Suite 850, Atlanta, GA 30326 phone: 1.404.975.5000. Website: www.ACENursing.org*

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INTRODUCTION

Welcome to the Associate Degree and Practical Nursing Programs. The following policies and information are in addition to those contained in the Lakeshore Technical College Student Calendar, College Handbook and College Catalog. Students will be held responsible for information contained in this handbook.

Policies and procedures may be more defined in the nursing program student handbook in response to local employer requests, to meet accreditation requirements, for the purposes of student success, to ensure equitable treatment of students, or a combination.

The student is directed to reference each course syllabus for specific academic information, direction, and requirements.

In the event that a process or responsibility in the nursing handbook differs from the college's process or responsibility, the nursing student handbook will be followed. Faculty may modify policies, given sufficient cause. These policies are intended to be current but are subject to change. The most current edition of the handbook is available on the LTC website: <http://gotoltc.edu>.

ADN: Click on: "Academics" then

- "Degree Programs"
- "Nursing Associate Degree"
- "Admissions Information" tab
- "Nursing Program Handbook"

PN: Click on: "Academics" then

- "Degree Programs"
- "Practical Nursing Degree"
- "Admissions Information" tab
- "Nursing Program Handbook"

In the event of questions, or need for clarification, the student is urged to confer with the current course instructor or Associate Dean of Nursing.

MISSION, VISION AND PHILOSOPHY STATEMENTS

WTCS Nursing Program Mission

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

We value:

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

WTCS Nursing Curriculum Philosophy: 2013

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

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

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

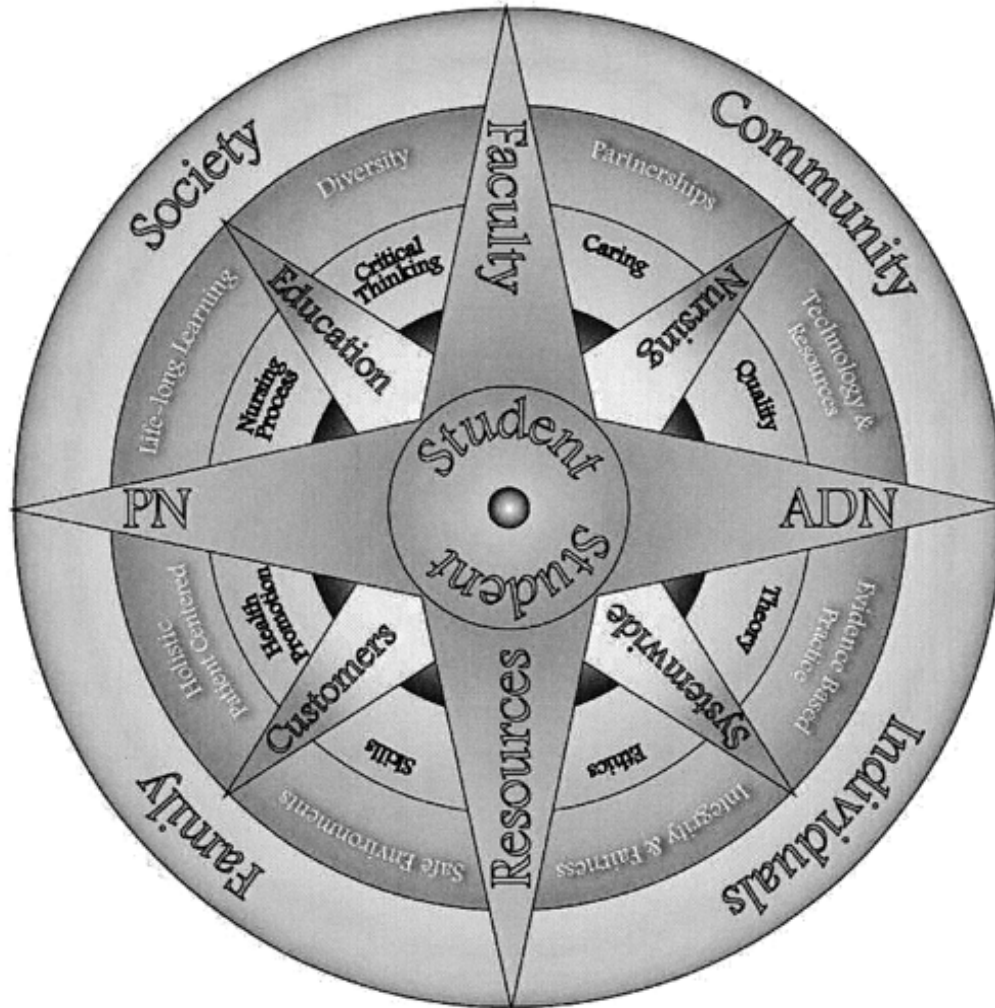
Nursing education facilitates the development of knowledge, attitudes and skills appropriate to the learner's level of nursing practice. Nursing education integrates concepts from nursing and other disciplines and takes place in institutions of higher learning. As a practice discipline, nursing education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

System-wide Curriculum

The WTCS nursing programs provide a seamless curriculum, which is flexible and accessible for learners on a statewide basis. Prior learning, experience and career mobility are valued and efforts

are aimed at facilitating articulation between levels of nursing. Information gathering within the community network that includes advisory committees, employers, and health care consumers enhances curriculum review and revision.

CONCEPTUAL FRAMEWORK



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

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

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

STUDENT PROGRAM OUTCOMES

PRACTICAL NURSING STUDENT PROGRAM OUTCOMES	ASSOCIATE DEGREE NURSING STUDENT LEARNING OUTCOMES
<p>The graduate of the Practical Nursing program will be able to:</p> <ul style="list-style-type: none"> • Implement one's role as a nurse in ways that reflect integrity, responsibility, ethical practices, and an evolving identity as a nurse committed to caring, advocacy, and quality care while adhering to evidence based practice. • Demonstrate appropriate written, verbal, and nonverbal communication in a variety of clinical contexts. • Integrate knowledge of social, mathematical, and physical sciences, pharmacology, and disease processes while participating in clinical decision making. • Provide patient centered care under supervision by participating in the nursing process across diverse populations and healthcare settings. • Minimize risk of harm to patients, members of the healthcare team, and self through safe individual performance and participation in system effectiveness. • Collaborate as an active member of the multidisciplinary health care team to provide effective patient care throughout their lifespan. • Use information and technology to communicate, manage data, mitigate error, and assist with decision-making. 	<p>The graduate of the Associate Degree Nursing program will be able to:</p> <ul style="list-style-type: none"> • Implement one's role as a nurse in ways that reflect integrity, responsibility, ethical practices, and an evolving professional identity as a nurse committed to evidence based practice, caring, advocacy, and quality care. • Demonstrate appropriate written, verbal, and nonverbal communication in a variety of clinical contexts. • Integrate social, mathematical, and physical sciences, pharmacology and pathophysiology while participating in clinical decision making. • Provide patient centered care by utilizing the nursing process across diverse populations and healthcare settings. • Minimize risk of harm to patients, members of the healthcare team, and self through safe individual performance and participation in system effectiveness. • Lead the multidisciplinary health care team to provide effective patient care throughout the lifespan. • Use information and technology to communicate, manage data, mitigate error, and support with decision making.

Student Achievement Outcome Data

According to Accreditation Commission for Education in Nursing (ACEN), student achievement outcome data must be made publicly accessible. LTC data is available on the LTC Nursing program web page.

NURSING CURRICULUM AT A GLANCE

Practical Nursing Technical Diploma

The Practical Nursing Technical Diploma is a 5-semester part-time program (with 3 semesters of core nursing classes). Upon graduation, a student will have completed 31 credits.

Term 1	Credits
10809188 Developmental Psych	3
10801195 Written Communications	3
6 Credits	
Term 2	
10806103 Body, Structure, and Function* OR	3
31509302 Human Body in Health & Disease	
10801196 Oral/Interpersonal Communications	3
6 Credits	
Term 3 (Summer)	
31543101 Nursing Fundamentals	2
2 Credits	
Term 4	
31543102 Nursing Skills	3
31543103 Nursing Pharmacology	2
31543104 Nursing Intro Clinical Practice	2
7 Credits	
Term 5	
31543105 Nursing Health Alterations	3
31543106 Nursing Health Promotion	3
31543107 Nursing Clinical Care across Lifespan	2
31543108 Nursing Intro Clinical Care Management	2
10 Credits	

Curriculum Notes:

- *Grade of "B" or better is required for Body Structure and Function (or Human Body in Health & Disease).
- Grades of "C" or better are required for all other courses included in the Practical Nursing program.
- All 2nd semester nursing courses must be taken at LTC.

Nursing Associate Degree

After completion of the general education courses, the Associate Degree Nursing program consists of four semesters of nursing core courses. Upon graduation, a student will have completed 65 credits.

General Education classes:	Credits:
10801195 Written Communication	
10806177 General Anatomy and Physiology*	4
10809188 Developmental Psychology	3
10801196 Oral/Interpersonal Communication	3
10806179 Advanced Anatomy and Physiology*	4
10806197 Microbiology	4
10809198 Introduction to Psychology	3
10809172 Introduction to Diversity Studies OR	
10809196 Introduction to Sociology	3

Term 1

10543101 Nursing Fundamentals	2
10543102 Nursing Skills	3
10543103 Nursing Pharmacology	2
10543104 Nursing Intro Clinical Practice	2
9 Credits	

Term 2

10543105 Nursing Health Alterations	3
10543106 Nursing Health Promotion	3
10543107 Nursing Clinical Care across Lifespan	2
10543108 Nursing Intro Clinical Care Management	2
10 Credits	

After the first year, a student may choose to take the NCLEX PN and either exit the program or continue to Term 3

Term 3

10543109 Nursing Complex Health Alterations I	3
10543110 Nursing Mental Health Community Concepts	2
10543111 Nursing Intermediate Clinical Practice	3
10543112 Nursing Advanced Skills	1
9 Credits	

Term 4

10543113 Nursing Complex Health Alterations II	3
10543114 Nursing Management & Professional Concepts	2
10543115 Nursing Advanced Clinical Practice	3
10543116 Nursing Clinical Transition	2
10 Credits	

*Recommended Support/Elective Courses:

10543124 Virtual Clinical for 2nd Semester Nursing	1
10543125 Virtual Clinical for 3rd Semester Nursing	1

Curriculum Notes:

- *Grades of B or better are required in General and Advanced Anatomy & Physiology courses.
- Grades of "C" or better are required for all other courses included in the nursing program
- All 4th semester nursing courses must be taken at LTC.

GENERAL INFORMATION

Admissions

Students are admitted to the associate degree nursing program core courses in the fall and spring semesters, and students are admitted to the practical nursing program core courses in summer. See website, college catalog, or program information sheets for admission and enrollment process.

Licensed practical nurses with current licensure may be admitted to the ADN program through the bridge pathway after admission and enrollment requirements are met.

HESI Entrance Exam Requirements

The HESI Admissions Assessment is an enrollment requirement. It must have been completed within three years from when the student was placed on the program ready list. There is a fee to take the HESI. Please see LTC website for further details.

PN program

Completion of a HESI entrance exam with a Language Composite score of **70%** is required for admission to the PN program prior to starting core nursing classes.

1. A student may take the exam a maximum of 3 times. It is recommended to use the HESI admission resources. See LTC website for details.
2. After the first unsuccessful attempt, the student must meet with the advisor and complete Body Structure and Function (or Human Body in Health & Disease) with a B or better and Written Communication before trying the second attempt.
3. After a second failed attempt, the student must meet with the advisor and complete a one-year health-related technical diploma program before taking the admission assessment for the third and final time. Examples include Medical Assistant, Ophthalmic Medical Assistant, EMT-Paramedic, and Pharmacy Technician. This would require the student to step out of the nursing program at this time.

ADN program

Completion of a HESI entrance exam with a Language Composite score of **75%** is required for admission to the ADN program.

1. A student may take the exam a maximum of 3 times. It is recommended to use the HESI admission resources. See LTC website for details.
2. After the first unsuccessful attempt, the student must meet with the advisor and complete General Anatomy and Physiology (with a B or better) and Written Communication before the second attempt.
3. After the second unsuccessful attempt, the student must meet with the advisor and complete a one-year health-related technical diploma before taking the admission assessment for the third and final time. Examples include: Medical Assistant, Ophthalmic Medical Assistant, EMT-Paramedic, and Pharmacy Technician.

Background Information Disclosure

Beginning October 1, 1998, the 1997 Wisconsin Acts 27 and 281 requires all students completing an educational clinical requirement (any contact with patients or children with the student in a caregiver role) to have a caregiver background check. LTC is required to perform these background checks to allow students to be placed into clinical facilities.

As part of the program application process, each student is required to complete a Background Information Disclosure form, enclose the current processing fee payable to LTC, and return both to LTC.

If a record is found, LTC will pursue an investigation in conjunction with area clinical facilities to make a determination on whether the student can be placed in a clinical assignment. Clinical agencies, in order to comply with federal regulations [42 CFR 483.13(c)(iii)] will not permit clinical experiences for students who have had a finding entered into the Wisconsin Nurse Aide Registry of abuse, neglect, mistreatment of residents, or misappropriation of resident's property. To ensure compliance with these regulations and conditions, LTC cannot provide a student with a clinical experience unless they meet the guidelines of the facilities.

Caregiver background checks need to be done initially as part of the program application process and then it must be repeated every four years. Upon entry to the first year and second year of the core nursing classes, the student needs to have sufficient time remaining on the BID check to complete the program. If not, the student needs to repeat the caregiver background check at the time of entry or reentry into clinical courses.

LTC self-disclosure requirements:

Your program acceptance is tentative until confirmation is received by the college from the Department of Justice on your background disclosure information. If a conviction is found, your program acceptance is tentative until review and approval by the clinical agencies. No clinical spot will be assigned until approval has been given.

From the time you complete the Background Information Disclosure form until you graduate from or drop the program, you must **report any new charges and convictions for felony, misdemeanor, or municipal ordinance violations to the Lakeshore Technical College Nursing Associate Dean or Health and Human Services Dean within one school day.** This investigation regarding charges and convictions may result in your suspension from clinical, which may delay or prevent your graduation from the program. In addition, your failure to report will result in your removal from the program. Background Information Disclosure Forms can be found online at https://gotoltc.edu/Assets/gotoltc.edu/pdf/admissions-forms/Background_Information_Disclosure_Information.pdf.

CPR Certification

Students are responsible for maintaining current Basic Life Support (BLS) American Heart CPR certification designed **FOR HEALTHCARE PROVIDERS**. Check carefully that the class offering is designed for healthcare providers rather than for community learners which would be called Heartsaver. CPR classes that are fully online are not acceptable; demonstration of CPR skills must be done in person. CPR certification must be current throughout the entire clinical course. Proof of certification must be provided to instructor during clinical orientation. Lack of current certification will result in the student being dismissed from clinical and may result in failure of the course. LTC offers these courses on a regular basis.

Nursing Assistant Skills

It is highly recommended that students work at least 160 hours as a Certified Nursing Assistant during the six months prior to starting the nursing core courses. If students do not meet this recommendation, they must complete a nursing assistant (NA) course no more than one semester prior to the start of Intro to Clinical. (Spring or summer semester NA course for fall starts; summer or

fall semester NA course for spring starts.) If students do not meet this timeline, they would have to take the NA refresher course or provide documentation of passing the knowledge and skills portions of the NA Registry exam within one semester prior to the start of Intro to Clinical.

Health Requirements

Admission to the nursing program is contingent upon completion and approval of health records. This information can be found on the program website by clicking on Academics, Degree Programs, Nursing-Associate Degree or Practical Nursing, Admissions Information, Health/TB Tetanus Form. Students must submit the form with all immunizations completed. Once returned, the College health nurse either approves the student's checklist or contacts the student and works with them until all items are completed.

The following ongoing health requirements are required:

1. Tuberculin (TB) skin test, TB Gold blood test, or T-spot test in the last year. The College nurse is able to do the TB skin test on the Cleveland campus. If you have tested positive in the past, you need to submit a copy of the positive skin test, chest x-ray report, any treatment received, and complete a previous positive form (available from the college nurse).
2. Influenza vaccination is required for all students and staff. If applying in late spring and summer, flu shots are not available. In that case, you will need to get the shot as soon as it becomes available in fall. If you are unable to receive the vaccination due to health reasons or religious convictions, you will be required to fill out the Waiver Form and have your health care provider or clergy complete the appropriate sections.

Vaccines can be obtained from the local public health department, the occupational health departments at your local clinic or hospital, or your private physician. Proof is submitted by a provider signature on the form or a copy of the record. Students are responsible for any costs for the above services. Please see the Wisconsin Immunization Registry for more information.

Annual Health Requirements

Completing ongoing health requirements such as annual TB and flu vaccinations are the responsibility of the student and must be completed with test results forwarded to the college health nurse by the determined dates in order to enter the clinical agency.

Lack of obtaining ongoing vaccinations/skin test will prevent the student from attending clinical courses which result in decreased grades in their clinical evaluation. If a student does not have current health records, this situation will cause the student to get a "2" (needs improvement) score for 1 day without results to school nurse and "0" for days after the initial day without results.

Medical Restrictions

If you have any type of medical restrictions or change in health status during the course of your clinical experience, you MUST obtain a release from your health care provider that you can safely provide care in a clinical setting and that you can fulfill all of the technical standards. Submit a copy to your clinical instructor and the college health nurse prior to being allowed entry into the clinical area.

Post-Blood Borne Pathogen Exposure

In the event of exposure to blood borne pathogens,

1. Obtain first aid.
Needle stick/cut:

- Encourage bleeding.
- Wash thoroughly with soap/warm water.
- Use plenty of friction!

Mouth:

- Rinse with water or mouthwash.

Eyes:

- Flush with water/normal saline or eyewash for at least 10 minutes.

Open areas of skin:

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

2. Inform instructor.
3. Identify source individual, if possible.
4. Instructor should contact clinical agency for their review of source risk category.
5. Clinical agency policies for exposure should be followed.
6. Clinical agency rep should contact source individual for consent to test for HIV, Hepatitis B and Hepatitis C.
 - a. Blood tested – results given to student and student’s healthcare provider.
 - b. Source not tested/unknown- treated as if positive with consideration of risk status.
7. Student should seek medical evaluation as soon as possible for a high risk exposure.
8. Complete LTC’s forms.
 - a. LTC’s Incident report: Original to college health nurse; copy to student and instructor.
 - b. LTC’s Significant Exposure form: Original to agency, copy to student, college health nurse and instructor.
9. Post exposure recommendations: review with students before having student sign.
10. Students are responsible for the costs incurred following the above steps.

DISCLAIMER

Students must adhere to prescribed safety measures and follow standard precautions whether working with patients or with blood and body fluids either in the school laboratory or in the actual clinical setting. Faculty cannot assume the responsibility for assigning students to work with blood or body fluids that are free from communicable diseases such as AIDS or Hepatitis. It is the responsibility of the student to work safely and take the proper safety precautions to minimize exposure to such diseases. LTC, its faculty, or clinical agencies will not be held liable for accidents, injuries, or infections incurred by students during their course of study.

Technical Standards

The American with Disabilities Act (ADA) of 1990 (42 U.S.C & 12101. et seq), the ADA Amendment Act of 2008, and Section 504e of the Rehabilitation Act of 1973 (29 U.S.C & 794), prohibits discrimination of persons because of disability. In keeping with this law, Lakeshore Technical College makes every effort to ensure quality education for all students.

Students enrolled in the Nursing & Practical Nursing career path programs should be able to meet the established technical standards identified below. The technical standards for the Nursing & Practical Nursing programs are reflective of those found in the Nursing profession.

- Ability to move, transport, push or pull clients or equipment up to 250 pounds, potentially with occasional, frequent or constant exertion.
- Ability to conduct one’s self in a professional clinical environment.
 - Example: Awareness, control, and expression of emotion

- Students must have sufficient endurance, strength, mobility, balance, flexibility and coordination to perform client care activities and emergency procedures.
- Students must have sufficient sensory (auditory, visual, smell, tactical) ability.
 - Example:
 - Ability to complete client assessments.
 - Ability to detect environmental necessities.
 - Depth perception, detect and identify differentiation of color.

Americans with Disabilities Act (ADA) Statement

If you have a documented physical or cognitive disability that may affect you from meeting the course requirements, please see the LTC Student Handbook – Disability Support Services or click on the [Accommodation Services](#) link.

Technical Skills Attainment (TSA).

As part of your education through the Wisconsin Technical College System, you will participate in a Technical Skills Attainment (TSA). This TSA is an evaluation of your performance at meeting the program outcomes. This assessment will be done through monitoring the completion of the NCLEX licensure examination. This TSA process is not part of your academic grade, but used for reporting to the WTCS office how well our students perform at meeting the listed program outcomes. If you have any questions on this process, please feel free to contact the Associate Dean of Nursing.

Guidance for Pregnant and Parenting Students under Title IX

Title IX of the Education Amendments of 1972 (“Title IX”), 20 U.S.C. §1681 et seq., is a Federal civil rights law that prohibits discrimination on the basis of sex—including pregnancy and parental status—in educational programs and activities.

Classes and Activities:

- Students who are pregnant or parenting are allowed to continue participating in classes and extracurricular activities even though they are pregnant. This means that students can still participate in advanced placement and honors classes, clubs, sports, honor societies, student leadership opportunities, and other activities.
- Students will be provided with reasonable accommodation(s), such as a larger desk, elevator access, or allowing you to make frequent trips to the restroom, when necessary, because of your pregnancy.

Excused Absences and Medical Leave:

- Excused absences due to pregnancy or childbirth for as long as your medical professional identifies as necessary.
- Students are allowed to return to the same academic and extracurricular status as before their medical leave began.
- Students are allowed the opportunity to make up any work missed during the excused absence timeframe without penalty.
 - Instructors may not refuse to allow you to submit work after a deadline you missed because of pregnancy or childbirth. If your instructor’s grading is based in part on class participation or attendance and you missed class because of pregnancy or childbirth, students will be allowed to make up the participation or attendance credits they did not have the chance to earn.

Process for Establishing a Title IX Pregnancy & Parenting Accommodation Plan:

- Students requesting Title IX Pregnancy & Parenting accommodation(s) are required to submit the following documents to Accommodation Services:
 - Accommodation Request Form (.PDF Document Get Adobe Acrobat Reader),
 - Pregnancy/Parenting Documentation Form (.PDF Document Get Adobe Acrobat Reader)
 - Completed by your doctor, and returned to Accommodation Services.
- Schedule an appointment with Accommodation Services
 - This appointment includes writing a Title IX Pregnancy & Parenting Accommodation Plan.

Please note: In most cases, the Pregnancy/Parenting Documentation Form is required, and satisfies the requirement for documentation. However, in the case of adoption, hospitalization, serious/terminal illness, or death of a child, other forms of documentation will also satisfy this requirement.

If you have any questions, or to schedule an appointment with Accommodation Services, contact 920.693.1222.

ADN/PN Program Priority Enrollment

Priority Selection Criteria

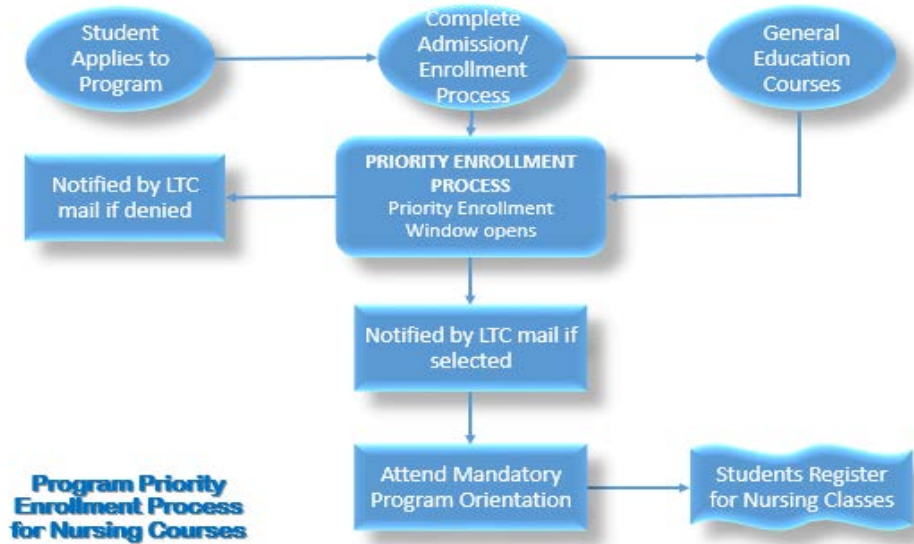
A priority enrollment process is used for students to self-identify when they are ready to begin their nursing theory and clinical courses (core nursing classes).

1. In order to enroll in core nursing classes, students must be on the program ready list. Students on the program ready list will be invited to submit a priority enrollment form when the priority enrollment timeframe opens for the following semester.
2. The program ready list refers to a list of students that have all their enrollment steps complete prior to nursing core courses.
3. Students with all general education classes complete at the time of priority enrollment, will be given the first spots available in the program (Tier 1).
4. Students currently in their last general education classes (Tier 2), but will be finished prior to the program start, will be given the remaining spots available in the program in order by who has most general education classes complete. For the fall Associate Degree program start, students who complete their last general education classes in spring will get priority over those completing their last general education classes in summer.
5. If there are more students requesting enrollment than there are spots available and two or more students present with identical accomplishments, the student with the highest GPA from the program required general education classes will drive the final decision.
6. If there are two or more students with the same GPA, then the final decision will be made based on the earliest enrollment date.

Priority Enrollment Dates

The Practical Nursing Technical Diploma enrolls students into the core courses once per year in the summer. Students will apply for priority enrollment by submitting Appendix C-2 during the open priority enrollment application timeframe (during the last two full weeks of February).

The ADN program enrolls students into the nursing core courses twice per year; in the fall and in the spring. Students will apply for priority enrollment by submitting Appendix C-1 during the open priority enrollment application timeframe (during the last two full weeks of February for fall program start and the first two full weeks of September for spring program start).



NURSING PROGRAM INFORMATION

Professional Expectations

Students are expected to conduct themselves in a manner consistent with the standards governing the nursing profession which includes the American Nurses Association Nursing Code of Ethics, the Board of Nursing Rules of Conduct/Standards of Practice, as well as the Student Conduct Code in the LTC Student Handbook.

Civility Standard

Civility is a critical principle of professionalism in healthcare. Civility is behavior that:

1. Shows respect toward another.
2. Causes another to feel valued.
3. Contributes to mutual respect, effective communication and team collaboration.

All students are expected to conduct themselves, both inside and outside of the school in a civil manner and to comply with the requirements of the following standards of professionalism. Failure to comply with any of the following items or other policies in this Handbook may result in a conference with the Associate Dean or his/her designee to discuss the difficulty.

Consequences for violation of these guidelines may include, but are not limited to reprimand, loss of course credit for specific assignment, failing grade, suspension, or dismissal from the program. The following is a description of the general academic and professional responsibilities of a nursing student:

1. **Attentiveness** – Students are required to regularly attend class and be on time and not leave early. The student should be alert during class/lab/clinical and demonstrate attentiveness.

2. Demeanor – The student has a positive, open attitude toward peers and faculty. The student functions in a supportive and constructive fashion in group situations and makes good use of feedback and evaluation.
3. Maturity – The student functions as a responsible, ethical, law-abiding adult.
4. Cooperation – The student demonstrates his/her ability to work effectively in large and small groups and with other members of the health team, giving and accepting freely in the interchange of information.
5. Personal Appearance – The student's personal hygiene and dress reflect the high standards of the nursing profession.
6. Moral and Ethical Standards – The student respects the rights and privacy of other individuals and is knowledgeable and compliant with applicable professional code of ethics.
7. Academic Integrity – The student completes academic work honestly and in accordance with instructions. Plagiarism, unauthorized work sharing, use of unauthorized devices or reference materials are examples of violating the professional standards.

Examples of uncivil behavior which may form the basis for sanctions, including dismissal from the program, include but are not limited to:

- Demeaning, belittling or harassing others.
- Gossiping about or damaging a classmate/instructor's or clinical site employee's reputation.
- Habitually interrupting instruction.
- Lack of attention to instruction or school communications.
- Sending emails or posting information online or via social media that is inflammatory in nature.
- Yelling or screaming at instructors, peers or clinical staff.
- Habitually arriving late to class or leaving early before class end.
- Knowingly withholding information needed by a peer, preceptor, instructor or clinical staff.
- Deliberately discounting or ignoring input from instructors/faculty or preceptors regarding classroom and/or clinical performance or professional conduct.
- Not sharing credit for collaborative work or not completing an equitable share of collaborative work assigned.
- Threatening others, including physical threats and intimidation, verbal/nonverbal threats, and implied threats of any kind of harm.
- Inappropriate displays of temper.
- Use of unauthorized technology or unauthorized materials during examinations or completion of assignments.
- Breaking equipment without notifying the appropriate staff/faculty or preceptor.
- Rudeness that escalates into threatened or actual violence or threat of violence against any other person.
- Using inappropriate language.
- Inappropriate use of equipment or electronics.
- Disclosing protected patient information without consent.

Standards of Safe Care

In addition to civility standards, nursing students are expected to comply with safe patient care standards at all times. Failure to comply with any element of safe care standards will result in disciplinary action, up to and including immediate dismissal from the program. All students shall comply with the following standards:

1. A student shall, in a complete, accurate and timely manner, report and document professional assessments or observations, the care provided by the student for the client and the client's response to that care.
2. A student shall immediately and in an accurate manner report to the appropriate practitioner and instructor any errors in or deviations from the current valid order.
3. A student shall not falsify any client record or any other document prepared or utilized in the course of or in connection with nursing practice.
4. A student shall implement measures to promote a safe environment for each client, practitioner and faculty.
5. A student shall delineate, establish and maintain professional boundaries with each client.
6. At all times when a student is providing direct care to a client the students shall:
 - a. Provide privacy during examination or treatment and in the care of personal or bodily needs.
 - b. Treat each client with courtesy, respect, and with full recognition of dignity and individuality.
 - c. A student shall practice within the appropriate scope of practice set forth by the regulatory and licensing entities.
 - d. A student shall use universal blood and body fluid precautions.
 - e. A student shall not engage in behavior that causes or may cause physical, verbal, mental or emotional abuse to a client.
7. A student shall not misappropriate a client's property.
 - a. Engage in behavior to seek or obtain personal gain at the client's expense.
 - b. Engage in behavior that constitutes inappropriate involvement in the client's personal relationships.
8. A student shall not self-administer or otherwise take into the body any controlled substance or prescription in any way not in accordance with legal, valid prescription issued for the student. Students enrolled in clinical courses are expected to report any ingestion of prescription medications that may alter the student's perception, thinking, judgment, physical coordination or dexterity including any and all narcotics to the assigned faculty or preceptor prior to participating in a clinical experience.
9. A student shall not use chemical substances or alcohol that impairs ability to practice prior to participating in a clinical experience.
10. Students may be dismissed from the course or the program in situations where a clinical site refuses a student from returning to complete their rotation.
11. Students may be dismissed from the clinical if they are perceived to be emitting any strong odor including perspiration, perfume, aftershave, tobacco, or alcohol.

Students who breach the standards of civility or standards of safe care will be subject to disciplinary action or may be immediately dismissed from the course and/or program. The status of dismissal is at the discretion of and determined by the Associate Dean of Nursing. Disciplinary sanctions may include but are not limited to: academic warning, behavioral contracts, suspension, course failure, and/or removal from the program.

A student who is dismissed from the nursing program due to violation of safety and/or professional standards is not eligible to apply for readmission to the nursing program.

Academic Integrity

As an academic community, it is fundamental that every member of the college, including students, be responsible for upholding the highest standards of honesty and integrity. Activities that have the

effect or intention of interfering with the institution's mission, its educational programs, the pursuit of knowledge, or the fair evaluation of a student's performance are prohibited.

Examples of violating the academic integrity code include, but are not limited to:

- Copying from another student during an exam
- Copying work from another student and representing it as your own (examples may include copying another student's medication sheet, patient profile, or care plan)
- Using unauthorized study aids in an exam (unauthorized notes or use of information)
- Accessing unauthorized web sites to study for exams (test bank web sites)
- Unauthorized use of hand held technology in the classroom or clinical setting
- Copying, removing or attempting to remove exam items or notes about an exam
- Getting help from someone who already took a test in answering/reviewing test questions or test content
- Sharing test information/content to another student after taking a test
- Falsifying or fabricating clinical, classroom data or completion of assignments
- Plagiarism (copying or paraphrasing from a book, article, or internet source and not giving credit to the source)
- Dishonesty about academic performance
- Lying about having completed assignments or having completed assignments on time.
- Lying about/falsifying clinical or classroom data.
- Failing to immediately report clinical errors or omissions so that corrective action can be taken.
- Knowingly helping or attempting to help another violate any provision of this code (e.g., working together on a take-home exam).
- Attempting to gain unauthorized advantage over fellow students in an academic exercise (e.g., gaining or providing unauthorized access to examination materials; obstructing or interfering with another student's efforts in an academic exercise; lying about a need for an extension for an exam or paper; continuing to write, even when time is up, during an exam; or destroying or keeping library materials for one's own use).
- Theft of or damage to College property or personal property.

The Associate Dean of Nursing and faculty member will review all instances of students who have violated the academic integrity code. They may formally initiate a hearing through the Health and Human Services Dean and Student Services Office designee. The following consequences will affect students who have been found to have violated academic integrity:

1. The first violation of the academic integrity codes will result in a "0" on the assignment or related competency and a letter of concern in the student's file.
2. The second violation of the academic integrity code will result in failing the course and a letter of concern in the student's file.
3. The third violation of the academic integrity codes will result in removing the student from the nursing program.

Students who have a reasonable suspicion of dishonest or unprofessional behavior should report their observations to the course instructor or to the Associate Dean of Nursing who will then proceed to investigate the behavior as the situation warrants. If you are comfortable, tell the student to stop the suspicious behavior, thus giving them a chance to self-correct and self-report. Student reports will be kept confidential unless the student gives permission for release of information.

Attendance or Absenteeism

The Nursing program at LTC is preparing professional nurses. Therefore as in the workplace, punctuality and mandatory attendance is the expectation for every classroom, lab, and clinical experience. Instructor and clinical units telephone/voice mail numbers will be announced at the beginning of each class and/or clinical rotation.

1. Notify instructor per voice mail of necessary absence from class or learning lab. State name, program, time scheduled, and reason for absence.
2. In the event of clinical absence, phone the clinical unit and/or the instructor as directed at least one hour before scheduled time.
3. If a student does not participate in 2 consecutive or 3 intermittent assignments/quizzes/exams/discussions, the instructor will make a concerted effort to contact the student to mutually discuss the absences. The student's advisor will also be contacted at that time. At that point, the instructor and advisor will discuss the student's attendance with them and recommend that they drop the course. If the student withdraws before the last day of being able to drop a class without penalty, a grade of "W" will be given. After that time a grade of "F" will be assigned per the LTC grading policy. Stopping attendance in class does not constitute withdrawing from class and comes with financial implications. Students are responsible for officially dropping or withdrawing from class(es). Click for more info on how to add, transfer or withdraw/drop a class. <http://globaldatebooksonline.com/flipbooks/ltc/#p=30>.
4. See LTC Student Handbook for school closing guidelines. Upon the instructor's discretion, students may be asked to make up missed class activities due to school closings in the form of class rescheduling, online technologies, or other teaching and learning methodologies. It will be the responsibility of the student to check his/her LTC email in the event of the instructor needing to contact students to communicate a possible plan for making up missed course content.
5. If a student is called for jury duty, the student will not be excused from school responsibilities. It is recommended that if the student wishes to progress in the nursing program, that the student seeks an excuse from serving on a jury until the program is completed. Please contact the Associate Dean of Nursing or his/her designee for a written excuse.
6. In the event a student is called to active Military Duty, all attempts will be made to give credit for all prior course work completed. All options will be reviewed to facilitate seamless re-sequence into the nursing program.
7. Promptness and regular attendance are considered mandatory in order to assure:
 - Satisfactory student progress.
 - Accurate evaluation by faculty.
 - Safe performance in the clinical area.

Code of Ethics Regarding Social Media

This code provides LTC nursing students with rules for participation in social media. The term social media includes but is not limited to blogs; social networks such as Facebook® and Twitter®; podcasts; video sharing; Instagram; Really Simple Syndication (RSS) feeds; and on-line collaborative information and publishing systems.

- Students may not disclose any confidential or proprietary information regarding any clinical affiliate, its patients, visitors, vendors, and medical, nursing, and/or allied health staff.
- Students may not use or disclose any patient identifying information of any kind in any social media. This rule applies even if the patient is not identified by name where the information to be used or disclosed may enable someone to identify the patient.
- Students are not permitted to use a clinical affiliate logo or LTC logo in any internet posting.
- Students are personally responsible for what they post.

Please view “Social Media Guidelines for Nurses” <https://www.ncsbn.org/347.htm> and then sign Appendix E – Nursing Program Handbook Signature sheet.

Students determined to have breached the Social Media Code of Ethics will be subject to disciplinary action or may be immediately dismissed from the nursing program. The status of dismissal is at the discretion of and determined by the Associate Dean of Nursing.

Advice to Students: Be careful of what you post on any social media site – you want to be viewed as an ethical, responsible employable person! It is important to monitor what others post on your wall as well as monitor photographs in which you are “tagged.” It is becoming common for potential employers to search for the social network profiles of potential hires and there are many examples of people not being offered a job because of findings on social media sites.

Technology Usage Policy

Students have access to computing, network and mobile resources in order to support the programs mission to provide quality educational experiences. The LTC nursing program requires students to purchase a mobile device for use in the classroom and clinical settings. The use of a device is subject to all requirements of legal and ethical standards of the college. Mobile devices such as android or I-phones or tablets are acceptable. Kindle devices are not recommended as they do not support some required software.

Mobile Device Regulations

- Bring the mobile device fully charged to class/clinical.
- Keep mobile device on vibrate or silence mode while in clinical or classroom.
- Request permission from instructors prior to recording lectures or class activities.
- Students are required to purchase and download the required applications to the mobile devices.
- No electronics are allowed during any exams. Students should not be able to see/hear/feel these devices during exams [devices are to be left in purses/backpacks; no devices on any person].
- Personal use of mobile devices for texting, e-mail, phone, using social media or any other application is strictly prohibited during classroom or clinical time.
- Still and video photography may not be used to capture any patient data, patient identifiers or patient images.
- Patient data may not be collected or stored on the mobile device.
- Devices must follow institution infection control practices in the settings in which they are used.
- If you use the mobile device to access information using required course applications in a patient room you need to clearly communicate to the patient or family what you are doing.
- Use of mobile devices in clinical is regulated by the specific clinical agency.
- **Inappropriate handheld device use and/or violation of HIPAA guidelines is cause for termination from the Nursing program.**

Telephone function may need to be turned off during clinical depending on agency regulations by placing devices in “Airplane” mode (see below for instructions to place phones in “Airplane” mode). Students are fully responsible to ensure that they adhere to all regulations at all times whether at school, at clinical, on break, or anywhere else. This includes proper management of confidential client information.

Using Airplane Mode – (iPhone)

1. Go to “Settings.”
2. Tap “Airplane” mode ON.
3. Tap Wi-Fi ON.
4. You will not be able to receive phone calls/text messages online. You will be able to get online clinical applications.
5. If students need to give a number to family members for contact, give the facility number provided by your clinical instructor.

Handheld Device Hygiene

- Wash hands before using handheld device.
- Avoid using device with contaminated gloves, plan ahead for procedures.
- Wipe down handheld device using solutions ONLY recommended by manufacturer. Some devices have an optional plastic cover to make this safer and easier to do.
- Avoid areas that can possibly contaminate device, e.g., laying device on bedside tables or patient bed.
- Do not take device into isolation rooms. Access to needed information can be retrieved outside of the room.
- Think before using handheld devices in clinical setting. Remember handheld device will be brought home and used with family and friends.

Communication

Student Support Hours/Phones

1. Instructors will post student support hours for each quarter. Students interested in meeting with an instructor should make an appointment during student support hours located in the Health and Human Services office. Please check in with the Administrative Specialist at 920.693.1293 and limit requests for faculty member’s time to student support hours whenever feasible.
2. Special appointments, if necessary, should be arranged with the instructor in question. Students may schedule an appointment or leave a message for the instructor by calling the LTC number and requesting Health and Human Services or by accessing the faculty person’s voice mail.
3. Students may be given their instructors cell phone numbers. It is expected that you do not share this number and use it for any purpose other than to communicate in class/clinical as directed by your instructor.

Communicating Concerns

The Nursing students, faculty, associate dean, dean, and student services are all on the same team with one objective of student success. We know at times there are concerns or suggestions for improvement that arrive in a course. To best meet the students’ needs in these instances, we require that the student use the following channels for communication within a term.

1. Initially confer with the instructor regarding the concern.
2. The instructor and student may reach out to the Associate Dean of Nursing after their initial meeting.
3. If no resolution has been reached, the Dean of Health and Human Services may be contacted.

E-mail and Electronic Communications

Communication to students and from students should occur through their LTC email account.

- Students must recognize that all electronic communications are considered public, not private and therefore subject to discovery in legal matters, and can be made available to the general public.
- Patient data, patient identifiers, and other sensitive personal health information must not be transmitted electronically.
- Students must check their LTC email daily as this is the primary mode of communication between faculty, staff, and students.

Change of Address/Phone Numbers

To facilitate communication and ensure receipt of grades and important notifications, students should notify instructor and student services immediately upon change of address, name, or phone number. Addresses and phone number updates can be made through the student's My LTC Student Center. Name changes must be completed in-person at Student Services.

Student Faculty Forum Meetings

Student Faculty Forum consists of students, faculty and the Associate Dean of nursing to discuss program policies, program updates, and student concerns. The goal of the forum is to provide an avenue for student input into the program. Meetings are held every quarter. Separate meetings will be held for PN and ADN program due to scheduling. Students and faculty may bring up topics of interest to the program as a whole for discussion and input. Minutes of the meeting are emailed to all current students.

Clinical Skills Lab

The skills lab serves as a communication center for the nursing program. Bulletin boards contain a variety of information, and they should be checked regularly for announcements, messages, scholarship information, employment postings, NCLEX review course information, and conference or seminar opportunities.

Learning Management System

The nursing program use the Blackboard Learning Management system. Students will be required to access the Blackboard system to access course information, grades and course announcements and communication. Students may self-enroll in the Blackboard Student Orientation course. Working through activities in the orientation course will familiarize you with common tasks you may be asked to complete in your classes.

1. Log in to Blackboard.
2. Click on Blackboard Student Orientation course listed in the Course Catalog.
3. Mouse over the course title and select "Enroll" from the drop-down menu.
4. Click the Submit.
5. Return to "Home" and click on the course in the "My Blackboard Courses" section.

Blackboard System Requirements

If you are taking a class that is using Blackboard, make sure your computer meets the necessary requirements that will enable you to successfully navigate your course and complete all activities. A summary of system requirements is shown below with additional details below the summary:

Check the following system requirements to ensure accessibility to your Blackboard courses:

- **ACCESS:** High speed Internet access - DSL, Satellite/Cable Broadband or Mobile DSL recommended. Dial-up connections are not reliable and therefore not recommended.

- **OPERATING SYSTEM:** Microsoft Windows XP, Vista or Windows 7 (LINUX OS and variations may work, but are not supported or recommended).
- **BROWSER:** Internet Explorer 9 or higher, Mozilla Firefox 21 or higher, or Chrome 27 or higher.
- **SOFTWARE:** Most courses require some assignments to be word-processed outside of Blackboard. Lakeshore Technical College faculty only may accept work created in Microsoft Office or software capable of saving as an MS Office file. Some courses may require additional software or purchase of an access code to open publisher content.
- **OPTIONAL EQUIPMENT:** Computer speakers or headset. Many courses include videos or audio lectures which require use of speakers or headset, microphone, or headset with microphone. A microphone may be required if your course includes live audio chat or audio responses. You can purchase a computer headset with microphone at most office supply or electronics stores.

Software Requirements

- **JAVA**
 - To verify that you have java installed, go to <http://www.java.com/en/download/installed.jsp> and click Verify Installation.
 - Download the latest java plugin: <http://www.java.com/en/>
- **JAVASCRIPT**
 - Download the latest java plugin: <http://www.java.com/en/>
 - Please keep in mind that upgrading your browser or installing new security software or security patches may affect your JavaScript settings.
- **ACROBAT READER 7 or newer**
 - Download Adobe Acrobat Reader
 - <http://www.adobe.com/products/acrobat/readstep2.html>
- **FLASH PLAYER (most recent version)**
 - Download Adobe Flash Player <https://get.adobe.com/flashplayer/>
- **QUICKTIME PLAYER (most recent version)**
 - Download the free version of QuickTime <http://www.apple.com/quicktime/download/>
- **WINDOWS MEDIA**
 - Download Windows Media Player
 - <http://windows.microsoft.com/en-us/windows/windows-media-player?src=ia&iaaid=50003000&ialnk=title>

Blackboard Help for Students

Contact the Help Desk for technical problems. They can be reached at 877-446-9582 or via the [LTC Technology Help Desk](#) link. If you are on campus, call #61767. If you have technical problems that may result in your not being able to meet one of the course criteria (e.g., unable to upload an assignment or unable to log on to the discussion board) please contact instructor via email.

Guidelines for Success

Outside of Class Work

An average course will require two to six hours of theory attendance per week. Anticipate two to three hours of preparation for every hour of class to be successful at the college level. Additional time for practicing in the Skills Lab will not show up on class schedules since portions of practice is scheduled by the student. Time varies with each student's needs and course requirements.

- Avoid heavy work schedules and social commitments.
- Study with your peers.
- Study own references; do not depend on notes from others.
- Have a special place to write down each class and clinical assignment or requirement so that you don't miss something - using your LTC planner may be helpful.
- Prepare well for clinical, including practice in the Skills Lab.
- Ask for help right away; do not be afraid to ask (or ask too late).
- Accept the grades you get. B's and C's are okay. A's are not absolutely essential.
- Communicate with your instructor.
- Use your program advisor for questions or guidance.

Outside Employment Recommendations

Research demonstrates delayed responses on the part of health care staff experiencing fatigue due to lack of adequate sleep. In the interest of patient safety and optimal learning, we advise that students not work more than 12 hours at a place of employment and your program clinical courses (combined) within any 24-hour period. Students will not be allowed to practice in clinical that is scheduled on a day shift after working outside employment on the night shift. Successful students balance work, school, family, and self, making sure they maintain adequate time for theory and clinical requirements.

NURSING ACADEMIC POLICIES AND PROCEDURES

Program Progression Policies

1. Students must successfully complete courses in one term before progressing to courses in the next term.
2. Students must successfully complete Skills and Fundamentals prior to entering Intro to Clinical. If students are unable to start Intro to Clinical due to course failures, then they must complete the Nursing Assistant Refresher course, document 160 hours of work, or provide documentation of passing the knowledge and skills portions of the NA Registry exam within the 6 months prior to re-enrolling in any term 1 courses.
3. Any Term 1 student who does not pass Fundamentals, drops Intro to Clinical before week 4 of the course, or who takes a semester off, must successfully complete a 10-543-126 Beginning Skills Refresher course at the time of reenrolling.
4. Students must successfully complete 10-543-115 Nursing Advanced Clinical Practice prior to taking 10-543-116 Nursing Clinical Transition.
5. Students must be actively enrolled and participating in a co-requisite theory course to be able to continue in the clinical course.
6. Students need to complete the first year of the nursing courses within two academic years. Students continuing on to the second year or entering as Bridge to ADN need to complete the second year courses within two academic years. Failure to do this will result in the dismissal from the program.
7. Students are allowed **one** unsuccessful enrollment (failure or withdrawal) in each year (two terms) of the nursing program. If a student has a second unsuccessful enrollment between terms 1 and 2, they would be out of the program. Students have the option to appeal for an attempt to return to the program and retake the course(s) they were unsuccessful in. Similarly, if a student has a second unsuccessful enrollment in terms 3 and 4, the student would be out

of the program. Students have the option to appeal for an attempt to return to the program and retake the course(s) they were unsuccessful in.

- a. Any unsuccessful enrollments that occurred in terms 1 and 2 do not apply to terms 3 and 4. The student starts anew once reaching term 3.
 - b. It does happen that a student might have three unsuccessful enrollments in one semester. For example, a student might come into term one and fail Fundamentals, Pharm, and Skills. In this instance, students have the option to appeal for an attempt to **start over** in term 1 of the program. If the three unsuccessful enrollments happen in any term, the same rule applies: the appeal would be to start that year of the program over.
 - i. Three unsuccessful enrollments semester one or two – restart program in semester one.
 - ii. Three unsuccessful enrollments semester three or four – restart program in semester three, which may require taking ADN Bridge courses.
 - c. **ONE** appeal is allowed per year of the nursing program. For example, if a student has two unsuccessful enrollments in term 1, appeals, and is allowed to return, any one subsequent failure in terms 1 or 2 would result in removal from the nursing program.
 - d. Appeals will be reviewed after each semester in May, August and January. Please see your advisor for specific deadlines.
 - e. If an appeal is granted to return to the program, each year of the program must still be completed within **2 calendar years** from the date Nursing Fundamentals or Complex Health Alterations 1 was started.
8. All students who do not remain in the usual course progression (Example: for course failure) must speak with their program advisor. Call 920.693.1109 to make an appointment. Students who do not remain in the usual course progression are not guaranteed a spot in clinical or skill course registration.
9. A student who is unsuccessful in a clinical course may ask to repeat the course within the same semester if there is an available opening in that clinical section. Students are not permitted to enroll in only a part of a clinical. For example, students cannot register for only the behavioral health section of Intermediate Clinical. The entire clinical must be repeated. If there are not enough clinical spots open for the number of students who want them, the following criteria will be followed:
- a. Students who were not able to complete the clinical due to extenuating circumstances would get priority.
 - b. Students who did not meet the clinical competencies after attending the entire clinical course would be allotted an open clinical spot based on their clinical grade, with the highest grades accepted first.
 - c. If more than one student presents with the same clinical grade and not enough spots exist to place them, the spots are then awarded to the students in order of the date they requested a second attempt.
10. Sometimes a student has successfully completed a nursing course, but would like to enhance their knowledge and/or skills in that particular course. In the event the student chooses to repeat a course, the student must successfully complete the minimum requirements of that course during their repetition in order to progress through the program.
11. An ADN student may step out of the program for one semester. The student must notify their advisor of their intent to step out and plan for returning. Prior to re-enrollment the student must also confirm with the advisor the intent to return. Re-enrollment will be on a space available basis as noted above. Keep in mind that students must complete the first year of the program in two academic years, and the second year of the ADN courses within two years.
12. Any student not participating in the program for more than one semester must meet with the Program Advisor to explore options to re-enroll. Students who will be out of clinical for more

than one semester will be required to demonstrate current competency in selected skills and assessments prior to returning to clinical. If they are unable to demonstrate the competency, they may need to repeat previous skills or clinical courses. Options may include additional coursework or starting over. First year students, whether ADN or PN, will need to take the Beginning Skills Refresher course (10-543-126) in order to come back into the program after being out for 6 months or two terms.

13. Priority registration for students is as follows:
 - a. LTC enrolled nursing program students will get priority for registration in nursing courses.
 - b. Students who remain in the usual course progression will be given priority for available class and clinical space.
 - c. First semester nursing courses will be filled with students who are newly admitted before students who withdrew or failed will be allowed to register for courses.
 - d. Students who register for a course BEFORE the registration deadline has passed will be given priority over students who failed a course. After the registration deadline is passed, spots are on a first-come, first-serve space-available basis.
 - e. Student registration after the first failure in a course will occur according to space availability. The student will be assigned to the clinical site or skills class based on spots available. If there are multiple students who need one available clinical or skills class spot, preference will be given based on program ready date. If two students have the same program ready date, preference will be given based on application date.
 - f. Students who must repeat a class due to failure/withdrawal for the first time will be given priority enrollment over students who are continuing in the program based on a successful appeal.

All students but especially those who have delayed graduation need to:

1. Consult with the College Health Nurse to assure an up-to-date health file.
2. Provide written proof of current professional CPR certification (Health Care Provider from the American Heart Association prior to attending a clinical course.
3. Have completed the Standard Precaution requirements before attending a clinical course.
4. Completed an updated Background Information Disclosure (BID) as required by the school.

Hurst Live Review

The Hurst NCLEX-RN Live Review is required as part of the Complex Health Alterations 1 course. Students must attend the 3-day live review in its entirety to meet the CHA 1 requirement and proceed to fourth semester nursing courses. The review is held on the LTC campus at the end of each semester. The Hurst Live Review code can be purchased in the LTC bookstore or online on the hurstreview.com site.

Grading Rationale

Nursing faculty believe that course performance and test scores are highly correlated to success on the NCLEX-RN and PN. With this belief, the following grading policies are in place:

Theory Courses

- Students must attain a minimum 80% overall score in the theory course to demonstrate achievement of course competencies.
- In addition, students must attain a minimum 80% test score average in the class. If the student does not achieve the 80% average, they will fail the course regardless of the other course work.

- There will be no rounding of any grades, extra credit or alternative testing to achieve the 80% course score.

Clinical Courses

- Students must attain a minimum 80% overall score in the clinical course to demonstrate achievement of course competencies.
- There will be no rounding of any grades, extra credit or alternative testing to achieve the 80% course score.
- In addition, students must demonstrate achievement of each clinical competency (a score of 4 or higher) in order to pass the clinical course. If the student does not demonstrate achievement of each competency (they receive a score of 2 or lower), they will fail the clinical course regardless of the other course work.

The grading scale in the Nursing Programs is:

A = 92%-100% B = 85-91% C = 80-84% D = 70-79% F = < 69%

Clinical Skills Lab

Prior to the performance of a nursing skill with a client in the clinical area, a student must satisfactorily demonstrate the knowledge and ability to perform the skill in the lab. Students are not allowed to be present in the lab without the presence of an LTC employee. Inappropriate behavior or academic integrity concerns in the Clinical Skills lab will be addressed by the lab staff and shared with the appropriate faculty member. Consequences for inappropriate behavior will follow the professional standards guidelines. Policies specific to nursing skills classes are found in the course packet.

Any student who demonstrates difficulty with skills performance in the clinical area may be required to return to the Clinical Skills Lab for additional practice to continue in the clinical practicum.

Lab hours are posted weekly outside of the lab entry. Lab staff can be reached at 693-1215 or 1-888-gotoltc, extension 1215.

Clinical Dress Code

Uniforms will be clean, odor-free, and modest and be loose enough to allow students to engage in full activities and movement (including bending and reaching) while still maintaining modesty. If a student's appearance does not meet the requirements of the dress code or is judged as inappropriate by the instructor, the student will not be allowed entrance into the clinical area for that day and will not be allowed to make-up the clinical absence.

Be aware that clinical agency's dress code policies may be more restrictive than the LTC's nursing dress code policy; the policy that is the most restrictive is the one that will be enforced.

1. UNIFORMS ARE TO BE FRESHLY LAUNDERED EACH DAY YOU ARE IN A CLINICAL SETTING. If you have consecutive clinical days, you are required to wash your uniform prior to wearing it on the second day. **HIGHLY RECOMMENDED home-laundrying method:** A hot-water wash cycle (ideally with color-safe bleach) followed by a cycle in the dryer is preferable. Rationale: A combination of washing at higher temperatures and tumble drying or ironing has been associated with elimination of both pathogenic gram-positive and gram-negative bacteria.
2. Any style of clean, black or white leather or leather-type shoes may be worn. Canvas, mesh or cloth shoes are not allowed. Platform, open-toe or open-heel shoes are not allowed.

3. Student clinical badges are part of the uniform and must be worn when the student is in the clinical area. They must be clearly visible, located below either shoulder. Clinical badges are obtained through Student Services. Students will be charged for replacement clinical badges.
4. A wristwatch with a second hand, stethoscope with a bell and a diaphragm, pen light, and bandage scissors are part of the uniform.
5. Nails will be clean and will not exceed the length of the fingertips. **No artificial fingernails are allowed.** Clear nail polish will be allowed providing there is no chipping of polish.
6. Tattoos that are visible and not covered by the uniform must not be offensive or contradictory to the college's or clinical agency's mission. Tattoos that are visible and offensive or do not align with the mission may be cause for denial to practice in the clinical setting.
7. Only the following jewelry may be worn:
 - Pierced earrings will be small, unobtrusive posts--no multiple-pierced earrings, no dangling jewelry; **only 1 will be allowed in each ear lobe.** No nose rings, eyebrow rings, or tongue studs, etc., will be allowed.
 - Plain rings may be worn. A plain wedding band rather than jeweled engagement ring is encouraged (but not required) as people often experience engagement rings getting caught on bed or other hardware while working.
 - Ear gauges will need to be approved by the student's affiliating clinical facility. If it does not fit with that facilities dress code, it may be cause for denial to practice in the clinical setting.
 - A wristband activity monitor may be worn. All alarm functions must be silenced.
8. Hair longer than the top of the collar must be pulled back and styled to prevent interference with client care. Use no extreme hairstyles, colors or hair ornaments. Natural colored hair dyes are acceptable. Colors of pink, blue or orange, etc. are not allowed.
9. Minimal use of cosmetics will be allowed.
10. Perfumes and colognes must be avoided, as well as other strong scents such as smoke.
11. No gum chewing on units.
12. Stethoscope charms are not allowed.
13. Students may wear appropriate medical/surgical or religiously prescribed head coverings. These must be in a solid black or white color. If the color is a concern due to cultural values or beliefs, please bring this to the clinical instructor's attention for further discussion.

Uniform Guidelines

Any black uniform-style top and black uniform-style pants/skirt may be chosen with the following stipulations:

- Style – scrub suit, dress, or top and skirt may be worn. Tee shirts are not acceptable as a top. No lab coats may be worn while providing client care. Capri styled pants or lace will not be permitted.
- Sweaters will be black and clean. Sweaters will not be worn when giving direct client care.
- All uniforms must have pockets.
- Scrubs or tops will not have words printed on them.
- Skirt or dress length – minimum length of all skirts and dresses is below the knee.
- Pant length will be at the top of the shoe. Pants will not touch the floor.
- Waist bands will hit the waist level at all times.
- Sleeve length – all uniform tops and dresses must have sleeves. The length shall not exceed $\frac{3}{4}$ length.
- Undergarments – a full-length white or black slip will be worn with dress style uniforms. Undergarment must be clean and fit properly.
- Shirts worn under the scrub top must be plain white or black.
- Stockings – full-length stockings are required for skirt-style uniforms. Stocking color may be shades of beige.

- Socks – black or plain beige over-the-ankle socks are to be worn with pantsuit style uniforms.
- All facial hair must be neatly trimmed or clean-shaven. Beards may need to be covered.

Students may be assigned to community settings, health expos, health fairs, or come to the clinical agency for non-patient care related activities. The student may be allowed to wear non-uniform personal attire. The student is reminded that they continue to represent LTC and the nursing profession and should dress in a professional manner. Guidelines for dress are below, but are not all inclusive:

- Clothes should be clean and neatly pressed.
- Wear LTC name badge.
- Denims, jeans, shorts, and athletic, open-toed shoes are not acceptable.
- Skirts or dresses should be knee length or below.
- Clothing worn should be appropriate to the setting the student is assigned to attend.

On campus, students continue to be a representative of the nursing program and the nursing profession. Students are encouraged to dress accordingly. In adherence with recommended asepsis precautions, students must change from uniforms to street clothing before returning to campus for classes, whether coming from clinical or from work. No scrubs are allowed on campus except as part of simulation experiences. When doing any simulations in the Skills lab, students are expected to dress as they would for a clinical course and change before attending any other classes.

Confidentiality

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

Each healthcare facility has established policies and procedures to protect the confidentiality of protected health information (PHI) about their patients. Some examples are:

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

Health care workers and nursing students can protect privacy by following the “need to know” rule which states, “Use only the minimum necessary information needed to do your job”. Students can share healthcare information only with person(s) identified by the client. Any violation of client confidentiality is a breach of nursing ethics, a violation of state and federal law and will result in disciplinary action up to and including dismissal from the nursing program.

Electronic Health Record Access

During your experience as a student nurse, you will be providing supervised care for patients at a variety of clinical agencies. In order to document your care in the medical record, you will need to gain access to the clinical agency’s medical record system. Many clinical agencies are using an electronic health record (EHR) system. Each individual who accesses the record needs to have his or her own unique access code when utilizing the electronic system. The clinical agencies need

information for the students prior to their arrival on the clinical unit. The request for computer access and the ultimate delivery of the unique access code may take as long as 3 weeks to process.

In order to expedite the processing of the request for access to clinical records, the student will need to provide information and sign a form which will give the nursing program at LTC permission to share information with the clinical agency. Students must provide this information in a timely manner after receiving the necessary request form from the nursing program or access to the EHR may be delayed which will prevent the student from reviewing the patient's chart and document provided care. The lack of providing the necessary information to request access to the agency EHR when requested from the nursing program may result in removal from the clinical course.

Registration Guidelines of Nursing Program Courses

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

1. You must register following the school registration calendar. Make an appointment with the program advisor if you have questions or need help. You are not guaranteed a clinical or skills course spot if you do not register on time.
2. The total number of students in any course will not exceed the established class maximum. If the class maximum capacity is met, the student will be put on a wait list.
3. Be aware of general education courses that must be taken as pre- and co-requisites to the nursing courses. Your progression with nursing courses may be delayed if you do not take the necessary general education courses.
4. You must register for nursing courses that occur in the same semester. For example, you may NOT register for a first semester course and a second semester course at the same time. You must complete all classes required within a semester before progressing to the next semester.
5. Students will initially register for "generic" clinical courses without a specific assigned day, time or clinical agency. This will provide the nursing program with information on the number of clinical spots that are needed.
6. At the end of the semester, students will register electronically for a specific clinical agency and clinical time. Registration will be available for 24 hours and registration will be received on a first registered/first served basis. Due to the work involved by the clinical facilities to provide student security and computer access prior to clinical start, there will be no switching of clinical classes/sites for any reason after registration closes.
PLEASE NOTE: Student clinical registration will be honored whenever possible, but changes in the availability of clinical agencies, number of available clinical classes, and number of available slots or available faculty may necessitate reassignment of clinical sites and clinical days by the nursing program. All clinical schedules are subject to cancellation or reassignment.
7. Students who withdraw from a course during the semester or fail a course are not guaranteed a clinical and/or skills course spot for the next semester. Students who have changed their progression due to course failure or withdrawals must wait until other students have registered prior to registering for clinical and skills courses. This allows ongoing students to have first priority for nursing courses. The remaining students will then be assigned as space allows.

Nursing Courses at Other Technical Colleges

LTC nursing students, in the core courses of the program, who want to register for nursing courses at other Wisconsin Technical College System colleges must follow the protocols listed below:

1. Student will submit a Notice of Intent (See Appendix B) to their program advisor at least 2 weeks prior to taking the course.

- a. This request **MUST** be made **BEFORE** registration for the course.
- b. The letter will identify the school that is offering the course and the course they are planning on taking.
- c. One Notice of Intent must be completed for each course to be transferred back to LTC.
2. The student must email the Associate Dean of Nursing requesting approval to take a class at another campus. **The student must get approval prior to starting the course.**
 - a. The student email to the Associate Dean of Nursing provides automatic authorization for the Associate Dean to email the other technical college's Dean or Associate Dean of their nursing program stating the student is in good standing.
3. Failure for students to pre-plan with LTC for nursing courses taken at another college may result in failure of the course to be accepted for transfer and no space in the LTC classes available. Student progress may be delayed.
4. If this course is a co-requisite for another clinical course you are in, you must remain enrolled in the course in order to remain enrolled in the clinical course. If you withdraw from the other college's course, you must immediately notify the LTC nursing program and will need to withdraw from the clinical course.
5. Any nursing course taken at another college will be considered an attempt and may impact progression through the nursing program. If you fail or withdraw from this course, this counts as an unsuccessful attempt at the nursing course.
6. If the nursing program from which you are taking the course requires a grade of B or better to be considered passing, you need to meet the standard for their school in order to transfer the grade back to LTC for graduation. For example, NWTC requires a grade of B or higher in all 10-543-xxx courses. Therefore any student who takes Nursing Pharmacology at NWTC must earn a grade of B or higher to be considered passing the Nursing Pharmacology course and transferring it back to LTC.
7. The student must provide an official transcript from the college's Student Services at the end of the course. The program advisor must receive your official transcript **PRIOR** to registering for the next semester's skills or clinical courses.
8. The Student Transfer Policy applies to students who take courses from another college during their program progression at LTC.
9. WTCS nursing schools may share information about students enrolling in nursing courses at other WTCS schools without an additional authorization to release information.
10. Students must complete all final semester courses at LTC.
 - a. ADN: All fourth semester courses must be completed at LTC in order to graduate from LTC ADN program.
 - b. PN: All second semester courses must be completed at LTC in order to graduate from LTC PN program.
11. Students must complete 25% of total program credits and 25% of core nursing course credits at LTC in order to be eligible to graduate from the LTC ADN or PN program.

Program Transfer Policy

Lakeshore Technical College (LTC) welcomes students transferring from other institutions of higher education. The following process ensures that students transferring from other institutions meet the same performance and academic standards required for current LTC nursing program students.

1. Students transferring from other institutions of higher education must meet the published admission and enrollment requirements established for all students entering the specific program.
2. A new Background Information Disclosure must be completed at the time of application to LTC.
3. An emailed letter of good standing **must be sent from the previous institution directly** to the Nursing Program Advisor at LTC. This letter supports that the student transferring is in good standing in that program and should include why the student is leaving the former nursing

program and would the student be allowed to return if they chose. The Nursing Program Advisor will review the letter and discuss the circumstances with the Associate Dean of Nursing. A decision on transfer and admission/enrollment will be made based upon the information provided, current LTC policies and standards, as well as the standards and policies of the program of enrollment.

4. If an extended period of time has passed between the most recent enrollment and transfer to LTC:
 - a. Each year of the program must be completed within two years.
 - b. Transfer students who will be out of clinical for two semesters will be required to demonstrate current competency in selected skills and assessments prior to returning to clinical. If they are unable to demonstrate the competency, they may need to repeat previous skills or clinical courses. Options may include additional coursework or starting over.
 - c. All courses must have been passed with a grade of C or better, unless a B is noted as the requirement.
5. If a student has been dismissed from a previous college on the basis of clinical or academic performance, or if previous clinical or academic performance provide the basis for the request for transfer, the request will be evaluated on the basis of the same standards of clinical and academic performance applicable to LTC students as published in the program handbook. In addition, students requesting transfer will be evaluated under the standards prescribed by the LTC Academic Integrity Code and the Student Conduct Code.
6. If a student is transferring from another Nursing program, they must be in compliance with LTC's nursing policies. If they are in violation of LTC nursing policies, they must submit official transcripts from all previous institutions and a letter of good standing from their Dean of Nursing or Clinical Chair. The letter must explain why the student was unsuccessful and if the student would be allowed back into their program. The student would then follow LTC's Appeal Process as detailed in this handbook. Transfer is not guaranteed and decision made by the nursing faculty is final.
7. LTC students get registration preference for all courses over non-LTC students.

Disapproval of Transfer

Subsequent to review of records or inquiry, LTC reserves the right to decline a transfer and to refuse admission to an applicant on the basis of, but not limited to, any of the following, as applicable:

1. Conduct upon which a professional license or certificate in the program of enrollment will not be issued by the applicable regulatory authority.
2. Previous involuntary removal from a clinical education program, clinical practice program, or clinical procedure component of a course of study in a health care field or the program of enrollment.
3. Poor academic standing.
4. Violation of professional standards, student conduct or academic integrity code.
5. Suspension, limitation, or revocation of a current or previously held license or certification in a health care field or the program of enrollment.
6. Being listed on the Wisconsin caregiver misconduct registry.
7. "Misconduct" within the meaning of section N 7.04 of the Wisconsin Administrative Code, as amended.
8. "Abuse" within the meaning of section HFS 13.03(1) (a) of the Wisconsin Administrative Code, as amended.
9. Conduct or convictions not acceptable for clinical placement with affiliated clinical agencies.
10. A criminal conviction of a serious crime within the meaning of Section 50.065 1. (e), of the Wisconsin Statutes, or conviction of a crime which is substantially related to client care within the

meaning of section 50.065 (5m) of the Wisconsin Statutes, as amended, and section HFS 12.06 of the Wisconsin Administrative Code, as amended.

11. Dismissal from other institutions of higher education system program or enrollment.
12. Conduct incompatible with the national accreditation and program standards.
13. Any other conduct presenting a substantial danger or detriment to the health, welfare, or safety of patients, members of the LTC community, or the public.

MEDICAL ASSISTANT BRIDGE TO PRACTICAL NURSING PATHWAY

Bridge Policy

Medical assistants may be eligible to enter the practical nursing program and receive experiential credit based on education and work experience.

Preparation for MA Bridge to PN Pathway

1. Students should apply for the practical nursing program indicating they are wanting to come in via the MA bridge pathway and complete all college admission and program enrollment requirements for the practical nursing program.
2. Students must have completed a course of study in Medical Assistant and submit necessary official transcripts.
3. Students must submit verification of employment. The MA must have earned MA certification/registration and worked 3,000 hours within the past 3 years. If not credentialed, the MA must provide verification of 6,000 hours of employment within the past 3 years. Please note that in order to be considered for priority enrollment, ALL hours AND documentation of those hours (Appendix D) must be completed, turned in, and approved by the priority enrollment deadline. Students are not eligible to apply to the PN core without hours and documentation of those hours completed.
4. All program general education courses need to be completed prior to enrollment.
5. A priority enrollment process is used for students to self-identify when they are ready to begin their nursing theory and clinical courses. (See ADN/PN Program Priority Enrollment)
6. Students must complete two courses prior to starting 31-543-304 Introduction to Clinical Practice.
 - a. MA Bridge to PN Fundamentals 31-543-311
 - b. MA Bridge to PN Nursing Skills 31-543-312
 - If students are not successful in these support courses, they will not be allowed to progress through the PN program.

Term	Course	Credits
1	10809188 Developmental Psychology 10801195 Written Communication	3 <u>3</u>
	Total	6
2	10801196 Oral/Interpersonal Communication	<u>3</u>
	Total	3
3	31543311 MA Bridge to PN Fundamentals	<u>2</u>
	Total	2
4	31543312 MA Bridge to PN Nursing Skills 31543104 Introduction to Clinical Practice	3 <u>2</u>
	Total	5
5	31543305 Nursing Health Alterations 31543306 Nursing Health Promotions	3 3

Total

24

LICENSED PRACTICAL NURSE BRIDGE TO ASSOCIATE DEGREE NURSE PATHWAY

Bridge Policy

Licensed Practical Nurses may be eligible to enter the second year of the Associate Degree Nursing Program on a space-available basis. They must currently possess an unencumbered license as an LPN.

1. Students should apply for the associate degree nurse program and indicate that they wish to come in via the LPN bridge pathway and complete all college admission and program enrollment requirements.
2. All program general education courses and elective credits need to be completed prior to enrollment.
3. If the LPN completed their PN-NCLEX more than three years prior to starting the bridge courses, the student must complete the HESI PN Exit test at a level of 850 to demonstrate their current competency. If the score is not met, the student can retest. Only two attempts will be allowed. (Example: If taking the PN bridge courses starting summer of 2021, the student should have passed the NCLEX no earlier than 2018.)
4. Students must complete two courses prior to entering 3rd semester clinical courses:
 - a. Bridge to Clinical Skills 10-543-120
 - b. Bridge to Virtual Clinical 10-543-121
5. If students are not successful in these support courses, they will not be granted ability to progress in the second year of the ADN program.
6. Students enter bridge and third semester courses on a space-available basis.

Bridge for Returning Third Semester Students

(Out of the program for two semesters and who are not licensed practical nurses).

1. ADN students who have been out of the LTC program for two semesters after completing the first year of the program may be eligible to enter the second year of the associate degree nursing program on a space available basis.
2. All program general education courses and elective credits need to be completed prior to continuing or being readmitted into the program.
3. The student must successfully complete the PN NCLEX to demonstrate their current competency.
4. Students need to contact the advisor to communicate their intent to continue or be admitted/readmitted to the program. The advisor will verify the student's ability to progress in the program based on the LTC student handbook progression policy and will develop a program plan for entry into the nursing courses.
5. Students must complete two courses prior to entering 3rd semester clinical courses:
 - a. Bridge to Clinical Skills 10-543-120
 - b. Bridge to Virtual Clinical 10-543-121.
 - If students are not successful in these support courses, they will not be granted ability to progress in the second year of the ADN program
6. Students enter bridge and third semester courses on a space available basis.

Transportation to Clinical Sites

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

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

HESI STANDARDIZED TESTING

PURPOSE: The purpose of taking standardized testing and completing remediation throughout the nursing program is to improve student's critical thinking, reasoning and test taking skills with a final outcome of achieving NCLEX success.

Exit Exams

All students enrolled in the Lakeshore Technical College nursing program will take nationally normed, standardized, proctored Exit Exams. The PN Exit exam is taken in the second semester of the PN and ADN programs and the RN Exit Exam is taken in the final semester of the ADN program. Students should aim to achieve a score of 850 or higher on each exam. Research demonstrates that scores in this range on the Exit Exam are highly predictive of NCLEX success. Progression within the program or the ability to graduate will not be prevented based solely on the failure to obtain the recommended score of 850 or higher; however, students who do not achieve a score of 850 or higher will be required to complete remediation according to the remediation plan. In addition, students who do not score 850 or above on the RN Exit exam will take Version 2 of the RN Exit Exam after completing remediation and prior to completing the Nursing Transition course.

Specialty Exams

To prepare for the comprehensive Exit Exams and provide student feedback in areas of strength and weaknesses, all students enrolled in the Lakeshore Technical College Nursing program are required to take assigned nationally normed, standardized proctored specialty exams that are placed throughout the program. Students should aim to achieve a score of 850 or higher. Students who do not achieve a score of 850 or higher will be required to complete remediation. The remediation requirements are dependent on each individual student's score for each exam. Students are responsible for providing documentation of remediation to their instructor. Timeline for completing and providing documentation will be identified in specific course syllabi.

Students who are out-of-district and registered for a course with a standardized test as part of the grading plan will be required to meet the same course requirements as in-district students. The out-of-district student may come to LTC campus to take the proctored exam or they may take it at their college's assessment center. Students must communicate with their instructor about their intent on where to take the proctored exam and supply the name of the school's proctor, e-mail address, phone number to their instructor prior to the start of the course.

Remediation Guidelines

Remediation is defined as “The process of identifying the need to take action to remedy a situation that, if left unresolved, will result in unfavorable outcomes, whereas implementing intervention strategies will successfully address the situation” (Cullieton, 2009). Remediation is required for students to focus on areas of reported weakness to increase their potential to pass the NCLEX exam. Students will receive their exam reports and correlating online remediation within 72 hours of the exam being closed. From their exam student report, students can develop their personal remediation plan using the guidelines below unless otherwise instructed. Students with lower exam scores will require more intense remediation. Students will not be eligible for admission into the second version of any exam or progression into a new exam in a subsequent semester unless they complete the specified remediation activities. Students will complete a remediation plan and contract and submit it to their instructor within a week after completing any proctored, standardized testing exam.

Students have 2-6 weeks to complete the remediation requirements. Specific remediation schedules and requirements will be identified in each course syllabi. Remediation **MUST** be done online in order to track content of remediation and total number of hours spent in remediation activities. Students should **NOT** print off content of remediation to work offline as you will not receive credit for any remediation activities that cannot be tracked online.

Students must complete the work on their own and sharing of information or working with other students is considered academic dishonesty and may lead to student dismissal from the nursing program.

Grading Plan for Standardized Exams

Exit exams and specialty exams will be included in the grading plan for the courses in which they are taken. Please see the course syllabus for specific grading details.

MANDATORY ACADEMIC COACHING

In an effort to increase student success and maintain student progression in the nursing program, a number of academic support strategies will be implemented for students who have previously failed a course and/or do not obtain a passing grade on any of the learning plan exams. These students are **REQUIRED** to participate in supplemental academic coaching also known as intrusive advising in order to continue in the course.

The student is required to consistently collaborate with the instructor throughout the course. Specific requirements for mandatory academic coaching will be listed in each course syllabus. The instructor will provide direction to the student on the specific academic tutoring and additional college resources to use such as the Academic Specialist, peer tutor, and program advisor.

Initial Instructor Communication

- Students who have previously failed a course must meet with the instructor prior to taking the course for the second time.
- Students who have failed a learning plan exam must meet with the instructor within a week after completing the exam.

Students must meet with the instructor to review their performance and identify strategies to increase success. Self-reflection is an important component of this process so students are required to identify strengths and/or barriers to their success in the nursing program by completing a self-perception appraisal and then developing a specific performance improvement plan with a specific strategies, action plan and timeline for implementation. These documents must be completed and submitted to the instructor. Lack of completion may result in removal of the nursing program. Because there are many potential factors that may impact student success, instructors will review the self-perception appraisal survey with the students and will recommend additional college resources for the student.

Ongoing Instructor Communication

Students are encouraged to meet regularly with their instructors throughout the course. They are required to meet the instructor within the week after completing an unsuccessful learning plan exam to review and analyze the rationale for not being successful. Students will share their perceived reason for lack of success with the instructor and develop/modify their improvement plan that they will follow for the next exam.

Academic Tutoring

Students who were unsuccessful in the course on a previous attempt or who have failed a learning plan exam must participate in academic tutoring per course requirements listed in the syllabus. The instructor will identify if the tutoring will be completed by an Academic Specialist or a peer tutor. Students may seek out additional academic support with peer tutors, study groups and/or the instructor if desired. Students must complete and submit to instructor acknowledgment of tutoring activities using the Academic Support Log prior to taking the next module exam per instructor guidelines. Please see course syllabus for instructor guidelines and to locate the Academic Support Log.

Program Advising

Students must meet with the program advisor at least once a semester or more frequently if requested by the instructor or the program advisor. The advisor will assist in academic program planning and assisting with non-academic factors that may impact success in the nursing program.

College Support Services

Students should participate in college support services based on personal need or by the referral of the instructor or the program advisor. College support services may include accommodation services, financial services, counseling, etc.

Students who have previously failed a course or who failed a learning plan exam are required to follow the mandatory academic coaching guidelines that are outlined in the nursing handbook and the course syllabus.

DISMISSAL FROM THE NURSING PROGRAM

Academic Dismissal

Students who will not continue in the ADN or PN program are encouraged to contact their program advisor to discuss future available options.

Potential Reasons for Dismissal

The student may be dismissed from assigned experiences, the course, or the program for the incidences listed below. This is not all inclusive and there may be other situations that warrant the student's dismissal.

1. Any behavior that threatens the health or safety of clients, client's family, members of the healthcare team, nursing students, and/or nursing faculty are subject to disciplinary action that may include immediate removal from the nursing program. Some actions may result in permanent expulsion from the nursing program.
2. Students may be dismissed if in the judgment of the faculty, the actions of the student may be detrimental to the program or the profession.
3. Students may be dismissed from the course and/or program for breaks in confidentiality.
4. Students may be dismissed if they are under the influence of alcohol or drugs.
5. Students may be dismissed from the course or the program in situations of violating professional standards including violation of the academic integrity code or theft of any nature.
6. Students may be dismissed from the clinical if they are perceived to be emitting any strong odor including perspiration, perfume, aftershave, tobacco, or alcohol.
7. Students may be dismissed from the course or the program in situations where a clinical site refuses a student from returning to complete their rotation. If a student is denied access to a clinical site for any reason while in the nursing program, even for something that happened outside of the nursing program, they will not be allowed to enter any other clinical site. Therefore, the student would be dismissed from the nursing program.

Appeal Process for Re-Entry to Program after Academic Dismissal

Students who will not continue in the ADN or PN program are encouraged to contact their program advisor to discuss future available options.

A student who is dismissed from the program because of two failures/withdrawals as per the Program Progression Policies or is taking longer than two years to complete one year of the program may appeal to continue in the nursing program. A delay in the appeal process may result in the student repeating course work if the appeal is granted. ADN students who choose not to continue in the ADN program due to receiving grades of W, D, or F twice (as per above) and wish to transfer to the PN program will need to appeal to start the PN program.

Students who are dismissed from the nursing program for disciplinary reasons including unsafe practice or due to violations of the Academic Integrity code are **NOT** eligible for readmission.

Students are not able to appeal to re-enter the program more than one time for the first year (term 1 and 2) or for the second year (term 3 and 4) of the nursing program.

The students must take the following steps if they wish to appeal to re-enter the nursing program:

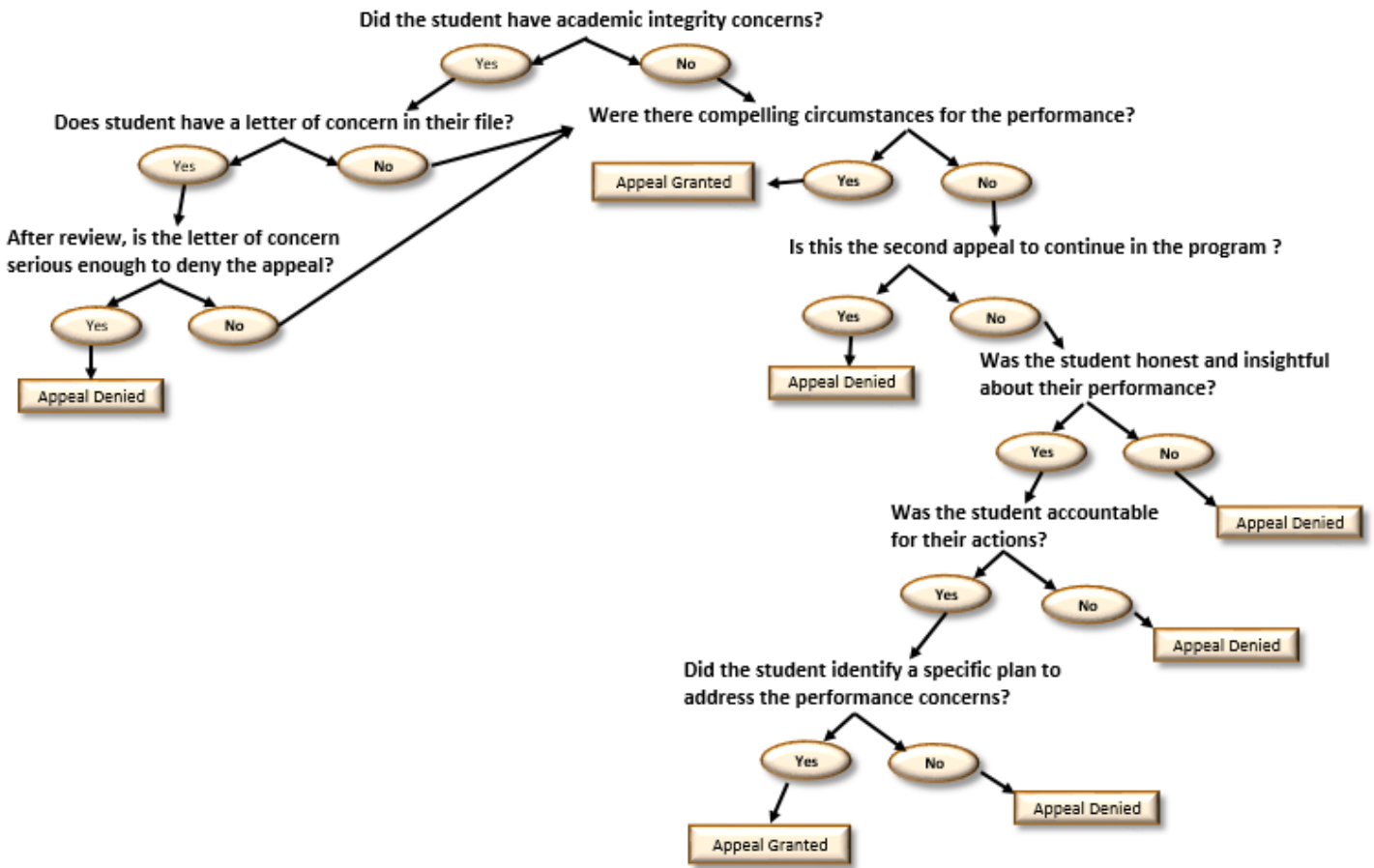
1. Meet with the advisor for the nursing program to review the extenuating circumstances and to develop a re-entry plan and letter of appeal.
2. The letter should be an honest and insightful detailed description of the following:
 - The extenuating circumstances and/or reasons for the dismissal.
 - The factors that have prevented previous satisfactory performance.
 - Evidence of remediation of the deterring factors.
 - A detailed, specific plan for achieving successful completion of the nursing curriculum in the allotted timeframe if allowed to return.

3. Submit the plan and letter of appeal to the Advisor who will review it for content. Advisor will then forward it to the Associate Dean of Nursing.
4. The appeals will be reviewed and discussed by the nursing faculty during their faculty meetings.
5. The appeal decision will be communicated to you via your LTC email account and by letter from the Associate Dean of Nursing.
6. See Appendix A for the appeal process handout.

If the appeal is granted, re-admission to the nursing program or the granting of advanced standing in any previously completed nursing courses will be determined by nursing faculty. The decision of the faculty will be final.

If the appeal is successful, the student must comply with the faculty stipulations for the appeal which may include intrusive advising and demonstration of previous competencies. If the student is not successful taking the courses which were previously taken and failed, the student will be dismissed from the nursing program.

Appeal Decision Making Process



Process to Appeal to Return to the Nursing Program after an Appeal Denial

Students who have been denied an appeal after failing two courses and being dismissed from the nursing program may not appeal to the program for a minimum of 18 months. After this time has elapsed, students wishing to appeal to return to the nursing program will need to fill out the appeal

paper work and meet with the program advisor. If the appeal is granted, the student will be subject to all nursing policies found in the Nursing Program Handbook at the time of returning to the core nursing program.

The student would be required to complete mandatory academic coaching for the entire semester in Pharmacology, Health Alterations, and/or CHA 1 if they were unsuccessful in these classes previously. The student entering term 1 would have to take a CNA refresher course. The student starting over in term 3 would have to take 2 one-credit Bridge Courses (Bridge Skills and Bridge Clinical) in summer before starting fall classes.

Upon readmission, the student will have one attempt for all remaining program courses in that term. If the student passes term 1 and term 2 on the first attempt, then the student progresses into term 3 & 4. The policy in the handbook applies allowing for 1 failure/withdraw only in term 3 & 4. If a second failure/withdraw occurs, the student would be dismissed from the program without the ability to appeal.

If the student was dismissed from the ADN program and now is coming into the PN program as a new program, the student will follow the failure policy in place in the handbook at the time of starting the PN program. Should the student be dismissed from the PN program, the student would need to wait a minimum of 18 months to appeal to come back into either nursing program. If unsuccessful, no further appeals would be granted to return to either the ADN or PN programs.

Final Course Grade Appeal

Students who appeal a final course grade must follow the procedures outlined in the LTC Student Handbook.

COLLEGE SERVICES

LTC offers a variety of support services to help students succeed in their program of study including advising, counseling, tutoring, and supplemental instruction and accommodation services. In addition, there are many college services available to students. Listed below are a few of the services nursing students may use. Complete details may be found in the Student Handbook and catalog.

Academic Skills Center - Cleveland

The Skills Center is located on the first floor of the Lakeshore Building, Room L139. This area provides services to assist students with study skills, test-taking skills, math/dosage calculation, reading, English, chemistry, and other general education courses.

Bookstore

The bookstore is located at the main LTC campus year round. Students can rent and purchase new, used and digital textbooks as well as purchase their required course supplies.

Supplemental Instruction

The LTC nursing programs have an academic specialist who can be utilized to assist students in understanding the course material for courses which have been identified as challenging to students on an appointment basis. Contact your instructor for availability.

LTC Library

The library has a broad selection of resources to support the training and education of nursing students. This includes print and electronic books, professional journals, evidence-based medical databases, citation software, and reference librarians to instruct and assist with student research assignments. You may access library resources from home, clinical sites, nursing skills labs- anywhere that you have Internet access. When off-campus, some library resources will ask you to login to verify that you are a LTC student. We encourage students to contact Library staff by email, chat or phone for assistance.

The library has small study rooms that may be reserved and many computers for use while in the library. They also have technology such as laptops, hot spots, I-pads, Nooks and Kindles that may be checked out to students.

Peer Tutoring

Peer tutoring in technical courses is also coordinated through the learning support coordinator. Please contact the Academic Support Center Specialist at 920.693.1121.

Student Advising

Advisors are intended to guide and advise students throughout their program. Advisors are most effective when students maintain contact. Students may make an appointment to see the advisor or may contact the advisor during walk-in hours.

Students are expected to contact the nursing advisor at the following times:

- Each semester for educational/course planning.
- In cases of academic/course failure and/or withdrawals.
- With changes in progression plan.
- As a resource for questions regarding the nursing program.

Student Counseling

A counselor is available as a support to student with personal or mental health issues such as stress, anxiety, difficulty outside of school, test taking strategies, etc. Students may make an appointment to see Kristi Irving, the LTC counselor at 920.693.1663.

STUDENT ORGANIZATIONS

Lakeshore Chapter Student Nurse Association (LCSNA)

The Lakeshore Chapter Student Nurse Association (LCSNA) is a constituent of the Wisconsin Student Nurse Association (WSNA) and the National Student Nurse Association (NSNA). They are also affiliated with the American Nurses Association (ANA).

Membership in LCSNA provides students with a global perspective of nursing. Fund-raising activities allow members an opportunity to attend the WSNA convention where students are able to network with other associate and baccalaureate degree students. Together, the students participate in legislative activities, which are carried forward. Additionally, students participate in community service projects, educational events, and social activities. LCSNA is a way for students from all levels of the program to support and encourage each other as they move toward a common goal. Pre-nursing students are also invited to attend.

Student Government Association (SGA)

Representatives from the student body will be elected to represent the nursing student group at the Student Government Association.

LICENSURE OPTIONS FOR NURSING STUDENTS

Licensure Options for Associate Degree Nursing Students

Students who complete the first year of the state-wide aligned curriculum will have the option of taking the NCLEX-PN. Some students may decide to leave the program at that point, while others may take the exam to enhance their income and their job potential during their final year in the program. Still others may decide to wait until the end of the program to take the NCLEX-RN.

PATHWAY I:

FIRST YEAR ADN → SECOND YEAR ADN → NCLEX-RN → WORK

PATHWAY II:

FIRST YEAR ADN → NCLEX-PN/SECOND YEAR ADN → NCLEX-RN → WORK

PATHWAY III:

FIRST YEAR ADN → NCLEX-PN → WORK *Consider PN Bridge to ADN option in the future

Pathway I: Traditional Associate Degree Nursing Program

The student who wants to go directly through both years of the program will be able to apply for RN licensure after successfully completing the associate degree nursing program.

Pathway II: LPN Interim Option for Associate Degree Nursing Students

Students who finish the first year might find this pathway inviting. By completing the NCLEX-PN, they could earn more and take on more responsibility in their part-time jobs in the second year. They would complete the requirements to take the PN licensure exam, but continue directly into the second year. With this option, the student would need to pay for the examination and licensure fees for the practical nursing and later for registered nursing. In addition, the student needs to see the program advisor to assure the college records classifies them as a completing the first year of the program and eligible to receive a certificate of completion in addition to being an ADN program student.

Pathway III: "Job-Out"

A student who has struggled academically, financially, emotionally, or personally may feel that it is just too difficult to continue in the program at this point. Perhaps the increased accountability and responsibility of the RN role is simply not something he or she wants to take on without some work experience in a rewarding but less demanding role. This student could complete the first year requirements and be eligible to receive a certificate of completion and to take the PN NCLEX. The student needs to see the program advisor to assure the first year program requirements are completed. At a later date, this person may reapply for the ADN program as an LPN-to-RN bridge student. This would require waiting for an available space in the third semester.

Licensure Option for Practical Nursing Students

After graduation from the PN program, students will have the option of taking the NCLEX-PN.

PATHWAY:

Pathway: Traditional Practical Nursing Program

The student who completes the PN program will be able to apply for PN licensure after successfully completing NCLEX-PN exam.

GRADUATION REQUIREMENTS

Students must attain a grade of "C" or better in all required courses and maintain a grade point average of 2.0 or above to be eligible for graduation. The student assumes the ultimate responsibility to see that all credit requirements for graduation are met. Required courses include general education courses.

* For Associate degree students - electives must be associate degree-level courses.

To graduate with a nursing degree or diploma from Lakeshore Technical College, the student must:

- Obtain at least 25% of the credits from LTC (i.e. 17 credits for a 65 credit program; 8 credits for a 32 credit program) AND
- Obtain at least 25% of the nursing credits from Lakeshore Technical College (i.e. 10 credits for the associate degree in nursing; 5 credits for PN).
- Take all Term 2 for Practical Nursing or Term 4 for Associate Degree Nursing semester courses at LTC.

NCLEX Requirements

Sections 441.04 and 442.10 of the Wisconsin Statutes outline the qualifications needed in order to be eligible for admission to NCLEX - RN & PN State Board examinations. One of the requisites is: "Does not have an arrest or conviction record, subject to SS.111.321, 111.322, and 111.335 Stats." The question, "Have you ever been convicted of a criminal offense, **excluding minor traffic violations?**" appears on the application for registration of licensure to be answered "yes" or "no." If "yes" is the response, submission of follow-up information is required. That explanation needs to be sent to the Wisconsin Board of Nursing. An investigation may follow depending upon the circumstances and all facts related to the situation.

If the question regarding "criminal offense" is not answered truthfully and the necessary steps are not taken to clear the record with the Wisconsin State Board of Nursing, admission to examination will be delayed three to six months until an investigation is completed and the board of nursing has acted on the evidence.

If you have any further questions, please contact:

Department of Safety and Professional Service
Wisconsin Board of Nursing
1400 E. Washington Avenue
P.O. Box 8935
Madison, WI 53708-8935
Phone: 608.266.0145

Licensing and NCLEX Information

You can begin the process of applying for nursing licensure and registering for the NCLEX up to six weeks before graduation. The process can be done electronically which is recommended for faster processing of your application. For specific questions pertaining to your individual application or questions on how to complete the application, you should contact the Wisconsin Board of Nursing.

The DSPS credentialing staff is available to answer any questions that you may have about your application, Monday through Friday 7:45 am to 2:00 pm. They can be reached at 608.266.2112 or <http://dsps.wi.gov>.

Secure Licensure Application Materials

1. Go to the Wisconsin Department of Safety and Professional Services website: https://olas.wi.gov/Documents/Manual_Applicant.pdf . This site will provide you with directions for creating a username/password for the online licensure application system and also directions how to apply for the NCLEX exam.
2. Complete the application for licensure and provide payment with a credit card. It is important that you provide payment at the same time you submit the application.

IMPORTANT to remember!

After you apply remember to send an e-mail to lrc.records@gotolrc.edu so they can confirm with the WI State Board of Nursing that you are a graduate from the LTC nursing program. You will not be able to take the NCLEX without the school confirmation of your graduation status.

If you are planning to apply for licensure in another state, please contact that state's Board of Nursing to verify the information you need to submit in your application. Information on other states' Board of Nursing can be found at: <https://www.ncsbn.org/contactbon.htm>.

Graduation

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

Pinning

Traditionally, nursing program graduates have participated in an additional ceremony giving special recognition to their new status as graduate nurses. This ceremony has been titled "Pinning" and is organized and implemented by the LCSNA members. The "Pinning" ceremony is a time-honored nursing school tradition, dating before the turn of the twentieth century. It is an event that you will want to share with your family and friends. It is usually held the evening before graduation day.

Articulation Agreements with BSN Programs

Nursing graduates wishing to further their education can transfer to a four-year college or university to obtain a Bachelor's degree. Lakeshore Technical College has articulation agreements with numerous colleges and universities making the transition from LTC an easy one. These articulation agreements detail credit for previous learning and requirements for completing a BSN degree at the respective colleges.

Alverno College
3401 S. 39th St; PO Box 343922
Milwaukee WI 53234-3922
1.800.933.3401

Bryant and Stratton College
2410 North Forest Rd
Getzville, NY 14068
716.250.7500

Carroll University
100 N East Ave
Waukesha, WI 53186
262-547-1211

Concordia University BSN Completion
12800 North Lake Shore Drive
Mequon, WI 53097-2418
262-243-4233

Marian University
45 S. National Ave
Fond du Lac WI 54935-4699
920.923.7600

Marquette University College of Nursing
Marquette Hall, 106
PO Box 1881
Milwaukee, WI 53201-1881
1.800.222.6544

Mount Mary University
2900 N Menomonee River Pkwy
Milwaukee, WI 53222
414.930.3000

Purdue University Northwest-Hammond
2200 169th St
Hammond, IN 46323
855.608.4600

Silver Lake College
2506 S. Alverno Road
Manitowoc, WI 54220
920-684-6691

University of Wisconsin Collaborative Nursing Program/BSN @ Home with
UW Eau Claire, UW Green Bay, UW Madison, UW Milwaukee, UW
Oshkosh, UW Stevens Point - Contact Preferred College

Upper Iowa University
Department of Nursing
700 Bell Drive SW
Cedar Rapids, IA 52404
319.848.8488

Most other nursing programs readily accept LTC graduates into their completion programs.

- A list of RN to Baccalaureate programs may be found on the AACN web site at <http://www.aacn.nche.edu/Education/pdf/RNBSNPrograms.pdf>.
- The good list of RN to MSN programs is available on AACN web site at <http://www.aacn.nche.edu/Education/pdf/RNMSNPrograms.pdf>.
- Another resource for progression programs is the Wisconsin Center for Nursing website.

APPENDIX A

Appeal Process

- I. Meet in person with program advisor to discuss appeal process.
- II. Appeal needs to be 1-2 pages long:
 - *Complete in a Word document
 - *Include Student Action Plan for Success form
 - *Include explanation of any letters of concern that were received while in the nursing program
 - *Double-space
 - *Succinct and specific
 - *Attach to email
- III. **REASONS FOR UNSUCCESSFUL PERFORMANCE**

Identify the extenuating and/or non-extenuating circumstances that contributed to your lack of success in the program/course

 - **EXTENUATING CIRCUMSTANCES** may include -
 1. **Death of an immediate family member that required an extended absence.** Provide a photocopy of the official death certificate or a dated obituary are required.
 2. **Medical emergency for self, spouse or dependent that is currently being treated which resulted in the inability to attend classes for an extended period of time.** Please have the patient's medical provider complete Medical Documentation statement. Documentation must include the dates of illness, dates of appointments and/or the dates of admission to the hospital that prevented you from attending classes. Medical documentation must be signed by a doctor, nurse practitioner or physician's assistant (one who is authorized to diagnose and treat patients and is a licensed healthcare provider whose care the patient is under) with a release and contact information provided for further information
 3. **Military activation or deployment that required an extended absence.** A copy of orders or call to duty is required.
 - **NON-EXTENUATING CIRCUMSTANCES**
 1. Identify the factor(s) that contributed to your lack of success in this class and other classes.
 - Be specific on all contributing factors such as academic, personal, work and family responsibilities.
 2. Share a detailed reflection on the cause of the failure(s).
 - Be specific. Be accountable. Take ownership.
 - Be honest and insightful about your performance.
 - Identify factors that were in your control.
 - Identify your approach/strategies to modify these factors during the course.
 - Identify any and all resources you used to help you be successful or plan to use if appeal is granted.
 - Discuss the impact of your approach to modify these factors. (How did it help or not help you become more successful?)

- Identify how you modified your efforts from your first enrollment in the course to your second enrollment. If there was no modification, why not?
 - Discuss how you could have done things differently to be more successful.
- **CREATE RE-ENTRY/ACTION PLAN** - How will I correct/resolve my unsuccessful performance if the appeal is granted?

Using the Student Action Plan for Success form, describe in detail your plan for achieving successful completion of the nursing curriculum in the allotted timeframe, i.e.

 - Identifying study skills
 - Mandatory academic support
 - Weekly meetings with instructors
 - Time management (give examples)
 - Use of college resources (i.e. TRiO, Academic Support Center, counseling, peer tutors, etc.)
 - How will you better manage work, home, and school?
- IV. Re-admission to the nursing program or the granting of advanced standing in any previously completed nursing courses will be determined by nursing faculty. **The decision of the faculty will be final.**
- V. The appeals will be reviewed and discussed by the nursing faculty in May, August, and January at their meetings after the semester is over. Please see your advisor for specific deadlines.
- VI. If approved, admissions checklist will be revisited and updated if necessary, i.e. background check, health form, HESI, etc.
- VII. **Submit email with appeal documentation to program advisor:**
- a. **Associate Degree Nursing –**
 Kristi Irving kristi.irving@gotoltc.edu
 - b. **Practical Nursing –**
 Bobbi Jo Johnson bobbi.johnson@gotoltc.edu

Lakeshore Technical College Student Action Plan for Success Form (Required for Appeal Process)

Student Name: _____ ID #: _____ Phone #: _____

Date: _____ Course: _____

*This action plan must be completed by: 1.) Students who failed the course previously and/or 2.) Students who failed one or more tests. Students should: A. Identify short-term and long-term goals (including employment goals), B. List **specific** actions planned to correct/resolve barriers that may hinder success or unsuccessful course performance, and C. Identify timeline.*

Short-term goals:
Long-term goals (include employment goals):

Reasons that may hinder success and/or reasons for Unsuccessful Performance	Action Plan This is how I will correct/resolve my barriers to success or unsuccessful performance.	Timelines This is when I will accomplish items in my action plan.
Academic Reasons		
Personal related issues		
Work related issues		
Family related issues		

APPENDIX B

Notice of Intent to Transfer a Core Nursing Course from another WTCS College

To Lakeshore Technical College Associate Degree and Practical Nursing Program

See “Nursing Courses at Other Technical Colleges” section of this handbook for the policy details to be eligible to transfer in core nursing classes. Failure to pre-plan with LTC according to the policy listed above may result in failure of the course to be accepted for transfer and no class space available. Student progress may be delayed.

By submitting this form, you are stating that you have read the above policy referenced in the handbook and agree to its terms.

Student Name: _____ Date: _____

Student Signature: _____ Student ID Number: _____

Core Nursing Course Intending to Transfer In: _____

College of Enrollment: _____

End of Semester Date for College Above: _____

Please Note: An email to the LTC Associate Dean of Nursing is also required per the “Nursing Courses at Other Technical Colleges” policy of the handbook.

Documentation of Completion: An **official transcript** must be submitted to your program advisor within two weeks of completing the course and **before** registering for the following semester’s courses.

Date Transcript Received (to be completed by advisor): _____

Return completed form to:

For ADN courses: Kristi Irving
For PN courses: Bobbi Jo Johnson
Lakeshore Technical College #7
1290 North Avenue
Cleveland, WI 53015-1414

APPENDIX C-1

Priority Enrollment for Associate Degree Nursing Core Courses

Carefully read the instructions!
Return by the deadline sent to you in your email
(No late submissions will be accepted)

I am applying for priority enrollment for (Select one) Fall or Spring of ____ and understand the following:

1. Students will be selected for priority enrollment based on the criteria as outlined under the ADN/PN Program Priority Enrollment process in the Nursing Student Handbook.
2. A grade of B or better is required in both General AND Advanced A&P.
3. Students must complete a nursing assistant course no more than **one semester prior to the start of Intro to Clinical.** (Spring or summer semester NA course for fall starts; summer or fall semester NA course for spring starts.) If students do not meet this timeline, they would have to take the nursing assistant refresher course, provide documentation of passing the knowledge and skills portions of the NA Registry exam, or provide documentation of 160 hours of employment in the past six months.

Please check your status:

- Successful completion of Nursing Assistant class one semester prior to the start of clinical.
- Successful completion of the Nursing Assistant knowledge and skills exam one semester prior to the start of clinical.
- Current Work Experience (at least 160 hours in the past six months)
- Will enroll in the 12-Hour Refresher Course (August for fall start or January for spring start)

Date: _____

LTC Student ID Number: _____

Name: _____

Signature: _____

Return completed form (via mail, fax, email, or in-person) by deadline above to:

Kristi Irving
Lakeshore Technical College #7
1290 North Avenue, Cleveland, WI 53015-1414
Fax: 920.693.1827
Kristi.Irving@gotoltc.edu

APPENDIX C-2

Priority Enrollment for Practical Nursing Core Courses

Carefully read the instructions!
Return by the deadline sent to you in your email
(No late submissions will be accepted)

I am applying for Practical Nursing Priority Enrollment for Summer and understand the following:

1. Students will be selected for priority enrollment based on the criteria as outlined under the ADN/PN Program Priority Enrollment process in the Nursing Student Handbook.
2. A grade of B or better is required in Body Structure and Function (or Human Body in Health & Disease, Human Diseases for the Health Professional, or General Anatomy & Physiology).
3. Students must complete a nursing assistant course no more than **one semester prior to the start of Intro to Clinical** (spring semester NA course for summer start). If students do not meet this timeline, they would have to take the nursing assistant refresher course offered in May, provide documentation of passing the knowledge and skills portions of the NA Registry exam, or provide documentation of 160 hours of employment as a Certified Nursing Assistant in the past six months. Please check your status:
 - Successful completion of Nursing Assistant class one semester prior to the start of clinical.
 - Successful completion of the Nursing Assistant knowledge and skills exam one semester prior to the start of clinical.
 - Current Nursing Assistant Work Experience (at least 160 hours in the past six months)
 - Will enroll in the 12-Hour Refresher Course in May

Date: _____

LTC Student ID Number: _____

Name: _____

Signature: _____

Please check your program path: MA Bridge to PN OR Practical Nursing

Return completed form (via mail, fax, email, or in-person) by deadline above to:

Bobbi Jo Johnson
Lakeshore Technical College #7
1290 North Avenue, Cleveland, WI 53015-1414
Fax: 920.693.1827
bobbi.johnson@gotoltc.edu

APPENDIX D

MA Bridge to PN Pathway Work Verification

To be eligible to enter the Medical Assistant Bridge to Practical Nursing Pathway, Lakeshore Technical College requires written verification from past and present employers to document Medical Assistant occupational experience. It is a requirement that students prove 3,000 hours of occupational experience in the past three years if they are a Credentialed Medical Assistant or 6,000 hours in the past three year if they are not credentialed. This form will be used to determine if a student's Medical Assistant occupational experience qualifies them to enter the MA Bridge to PN pathway.

After entering the pathway and successfully completing the fall core courses of the MA Bridge to PN pathway, the Program Counselor will submit student names to Lakeshore Technical College's Credit for Prior Learning Coordinator. Students will be contacted at that point to have necessary Credit for Prior Learning forms completed by past/current employer(s) to receive credit for the Practical Nursing course 31-543-307 Clinical Care Across the Lifespan. A fee will be required to process the credit for prior learning paperwork and add the credits to the student's transcript for graduation.

Student Directions: Complete the first portion of the worksheet (filling in your information and giving permission for your supervisor to provide this information to Lakeshore Technical College). ***If you are a Credentialed Medical Assistant (CMA or RMA), please attach a copy of your current card to this form.*** Once completed with your portion submit to your supervisor.

THIS SECTION TO BE COMPLETED BY APPLICANT

I, _____, am applying to the LTC Medical Assistant to Practical Nursing
Printed Name

Bridge pathway and authorize my past/current employer _____
Facility Name

to furnish the following information to LTC. I am a Credentialed Medical Assistant (CMA or RMA): Yes No
If you are a Credentialed Medical Assistant (CMA or RMA), please attach a copy of your current card to this form

Student Signature

Date

LTC Student ID Number

BELOW SECTION TO BE COMPLETED BY SUPERVISOR

Supervisor Directions: Please fill out the information below. When completed email directly to bobbi.johnson@gotoltc.edu.

Date: _____

The above named student is/was employed by us from _____ to _____ a period of
Date Date

_____ months. The student was/is employed as a _____
Number Job Classification

Please indicate how many hours the above person worked in the **past 3 years** (or if less than 3 years, then during the above time period) as a Medical Assistant. Total hours as a Medical Assistant in past 3 years: _____ hours

Supervisor Name: _____

Supervisor Signature: _____

Facility Name: _____

Facility Address and _____

Phone Number: _____



APPENDIX E

Verification of Employment as a Nursing Assistant Or Similar Position with Comparable Skills

Lakeshore Technical College requires written verification from past and present employers to document Nursing Assistant occupational experience for students wishing to enter the LTC Nursing programs. This form is intended to provide the official record of this occupational experience. Please complete the top part of this form which authorizes your former/present employer to furnish the information requested below.

THIS SECTION TO BE COMPLETED BY APPLICANT

_____ is starting the A DN PN program and authorize my
(check correct program)
former/present employer _____ to furnish the below information to LTC.

Student Signature Date LTC Student ID Number

BELOW SECTION TO BE COMPLETED BY EMPLOYER

Please **initial** each skill that your employee is proficient in:

- | | |
|--|---|
| 1. Washes hands _____ | 11. Assists client with use of bedpan _____ |
| 2. Measures and records weight _____ | 12. Provides catheter care _____ |
| 3. Provides mouth care _____ | 13. Counts and records radial pulse _____ |
| 4. Dresses client with affected (weak) arm _____ | 14. Counts and records respirations _____ |
| 5. Transfers client from bed to wheelchair _____ | 15. Puts knee-high elastic stockings on client _____ |
| 6. Assists client to ambulate _____ | 16. Provides foot care _____ |
| 7. Cleans and stores dentures _____ | 17. Feeds client who cannot feed self _____ |
| 8. Performs passive range-of-motion (PROM) _____ | 18. Positions client on side _____ |
| 9. Measures and records urinary output _____ | 19. Donning and removing PPE (Gown and Gloves) _____ |
| 10. Gives modified bed bath (face, arm, hand and underarm) _____ | 20. Provides perineal care (peri-care) for incontinent client _____ |

Please do NOT sign or submit this form unless employee is proficient in ALL of the above listed skills.

The above-named person was employed by us from _____ to _____ as a
Start Date End Date or Current Date
_____. Total hours worked in the past 6 months: _____ hours.
Employment Title (Must equal 160 hours minimum within the past 6 months)

Name of Person Completing Form Signature of Authorized Person Verifying Skills

Title Date

Employer: Please see the area completed by your employee above to determine which program they are in. Email this form directly to the appropriate advisor as per the below.

For ADN students, send to kristi.iring@gotoltc.edu
For PN students (including MA Bridge to PN), send to bobbi.johnson@gotoltc.edu



APPENDIX F

Technical Standards Associate Degree and Practical Nursing Programs

The American with Disabilities Act (ADA) of 1990 (42 U.S.C & 12101. et seq), the ADA Amendment Act of 2008, and Section 504e of the Rehabilitation Act of 1973 (29 U.S.C & 794), prohibits discrimination of persons because of disability. The purpose of this document is to provide information pertaining to the Technical Standards representative of those found in the profession.

Please note that you are provided with the opportunity to individually discuss these technical standards with an Advisor or other college representative. Accommodations are available for students with documented disabilities through the Accommodation Services Office. For more information related to the accommodations process, please visit: <http://www.gotoltc.edu/as>

In order to determine eligibility and to receive services, students must submit documentation. In general, documentation should be from within five (5) years of the date of request for services or admission to Lakeshore Technical College. An Individual Education Plan (IEP) alone will not necessarily be sufficient documentation for determining eligibility, depending upon the IEP content and identified disability. Documentation must include:

- Diagnosis and resulting limitations as determined by a qualified professional
- Limitations significantly limit at least one major life activity in an educational setting
 - Ex: mobility, vision, hearing, seeing, learning, etc.

Please note that program requirements will not be waived, but accommodations may be made to assist you to meet requirements. Please contact Christi Leonhard at 920.693.1222 (TTY 920.693.8956) or christi.leonhard@gotoltc.edu for assistance in formulating a reasonable accommodation plan. A request for accommodation(s) should be made as soon as possible.

This form is to be completed upon admission to the program AND at the time of clinical placement.

I have read and I understand the Technical Standards specific to the Nursing Associate Degree or Practical Nursing Program.

I am able to meet the Technical Standards as presented, and have been provided with information concerning accommodations or special services if needed at this time.

Student Name _____ Date _____

Student Signature _____ LTC ID Number _____

Return completed form to:
Student Services #7
Lakeshore Technical College
1290 North Avenue
Cleveland, WI 53015-1414



APPENDIX G

Nursing Program Handbook Signature Sheet

Read the statements below and check each box to identify that you have read and understood them.

Nursing Handbook: I have read and understand the Nursing Program Student Handbook at this time and agree to abide by its policies and guidelines. I understand that in the future, I am responsible to access and know the information included in the most current version of the handbook available on the LTC website. I will contact the Associate Dean of nursing or program advisor if I have any questions about the content of the handbook.

Academic Integrity: In academic and professional matters, I will not lie, cheat, steal, nor tolerate those who do. I will not disclose the content of examination items before, during or after the examination. I will not give nor receive, nor will I tolerate others' use of unauthorized help on exams and assignments. I understand that violation of the Academic Integrity Code will result in disciplinary action up to and including dismissal from the program.

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

Social Media: I have viewed the “**Social Media Guidelines for Nurses**” <https://www.ncsbn.org/347.htm>. I understand that I must not use social media while participating in clinical courses or to share patient information in any form. Violation of this is a breach of client confidentiality and program policy will result in disciplinary action up to and including dismissal from the program.

Student Name _____ Date _____

Student Signature _____ LTC ID Number _____

Return completed form to:
Enrollment Specialist #7
Lakeshore Technical College
1290 North Avenue
Cleveland, WI 53015-1414