



## NURSING STUDENT HANDBOOK

2012 - 2013 Academic Year

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## PREFACE

The Nursing Student Handbook is reviewed and updated annually to provide information specific to the nursing curriculum, program policies and procedures, and student rights and responsibilities. The handbook is a companion to the current college catalog as well as the CWC student handbook.

Students are expected to be knowledgeable of current policy as stated in the handbook. Changes in policies, procedures, or regulations will be communicated electronically in the online classroom to students who will assume responsibility for incorporating them into their handbook.

Please take time to familiarize yourself with the handbook. It provides an extremely useful and continuing orientation to the program. If you have a concern that is not adequately answered by the handbook, consult with your faculty advisor or the assistant director of nursing.

Students entering the program at any level will fall under the academic regulations and policies of the current year handbook.

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DISCLAIMER: The purpose of the Central Wyoming College Nursing Student Handbook is to provide students, faculty, and applicants to the program with consistent, current information about the program. While every effort has been made to ensure the accuracy of information presented, the college (nursing program) reserves the right to make changes as circumstances arise. The contents of the handbook do not, in whole or part, constitute a contractual obligation on the part of Central Wyoming College, its employees, or agents. The information provided herein is solely for the convenience of the reader and the college expressly disclaims any liability which may be otherwise incurred.

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## I. Nursing Program Purpose

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The purpose of the Central Wyoming College Nursing Program is to assist students in realizing their individual potential in the acquisition of knowledge, decision making skills, and attitudes necessary to enter into practice as competent and compassionate providers of care. The program encourages students to assume responsibility for self-development and lifelong learning, critical thinking, communication skills, technological literacy, commitment to the discipline of nursing, and high standards of nursing practice. The program further assists students in the utilization of the nursing process and a self-care model to guide nursing care of individuals, families, groups and communities. Students are prepared to function as providers of care, managers of care, and collaborative members within the discipline of nursing.

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## II. Nursing Program Philosophy

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The philosophy of the nursing program supports the mission and vision of Central Wyoming College and encompasses the interrelated concepts of person and society, health, nursing education, and the nursing profession. These concepts frame the curriculum and are used in curriculum development, assessment, and revision.

### *PERSON AND SOCIETY*

A person is an integrated being with intrinsic dignity and worth, characterized by uniqueness and the right to self-determination. Society is a dynamic system of individuals, families, groups, and communities. People, individually and collectively as a society, have a responsibility to take an active and collaborative role in self-care. Students are prepared to provide culturally sensitive, holistic nursing care in response to clients' values, beliefs, practices, and environmental influences.

### *HEALTH*

Health is a variable state of biopsychosocial, cultural, and spiritual well-being in which the person strives to meet basic needs in order to achieve optimal functioning. Health is individually perceived and is a state of well-being that exists when all basic needs are met. Perceptions are determined by developmental stages, past experiences, and cultural orientation. Alterations in health are a result of internal and external environmental factors.

### *NURSING EDUCATION*

Nursing education is a continuous and dynamic process, and one of commitment to the provision of safe, competent, and compassionate care to individuals, families, groups, and communities. Nursing education incorporates knowledge from a variety of disciplines, including biological, physical, social and behavioral sciences; humanities and mathematics; as well as oral, written, and technological communication. Through a variety of learning strategies, the student learns to effectively utilize the sciences and the arts in the application of theoretical knowledge to clinical practice.

Nursing education is a collaborative effort between faculty and students. Effective utilization of the learning process is based on consideration of each learner's unique needs. An effective learning environment fosters development of self-confidence and self-direction necessary for competent nursing practice.

Students assume accountability for goal directed, lifelong learning. The student must be involved in the assessment, planning, implementation, and evaluation of learning outcomes. Learning is an active process involving cognitive, affective, and psychomotor activities, and occurs when the educational experience is perceived by the learner as being meaningful and directed toward attainable goals. Learning progresses from simple to complex concepts. Learning experiences are organized and modified based on best practice and input from faculty, students, and other communities of interest.

### *NURSING*

Nursing is an accountable practice dedicated to assisting and advocating for individuals in all stages of life in the performance of those activities that contribute to health promotion, disease prevention, resolution of illness, and support through the dying process. Nursing is characterized by critical thinking, clinical competence, and a commitment to the value of caring.

The associate degree nurse is an essential member of the health care team and functions within three interrelated roles, as defined by the National League for Nursing: (1) provider of care, (2) manager of care, and (3) member within the discipline of nursing. In each of these roles, decisions and practice are determined based on knowledge of nursing concepts, principles, processes, skills, and technological literacy. Through utilization of the nursing process, nurses incorporate critical thinking and application of knowledge in the planning and delivery of evidence based care.

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## III. *N*ursing Program Curriculum Framework

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The Central Wyoming College Nursing Program is guided by the professional standards outlined in the National League for Nursing's Core Competencies for Graduates of Associate Degree Nursing Programs. Core competencies are those elements essential to the work of entry level registered nurses and inherent in the roles of associate degree nursing practice.

**Core competencies** that serve as the framework for curriculum development are:

1. Professional Behaviors
2. Communication
3. Assessment
4. Clinical Decision Making
5. Caring Interventions
6. Teaching and Learning
7. Collaboration
8. Managing Care

**Roles of associate degree nursing practice** are:

1. Provider of care
2. Manager of care
3. Member within the discipline

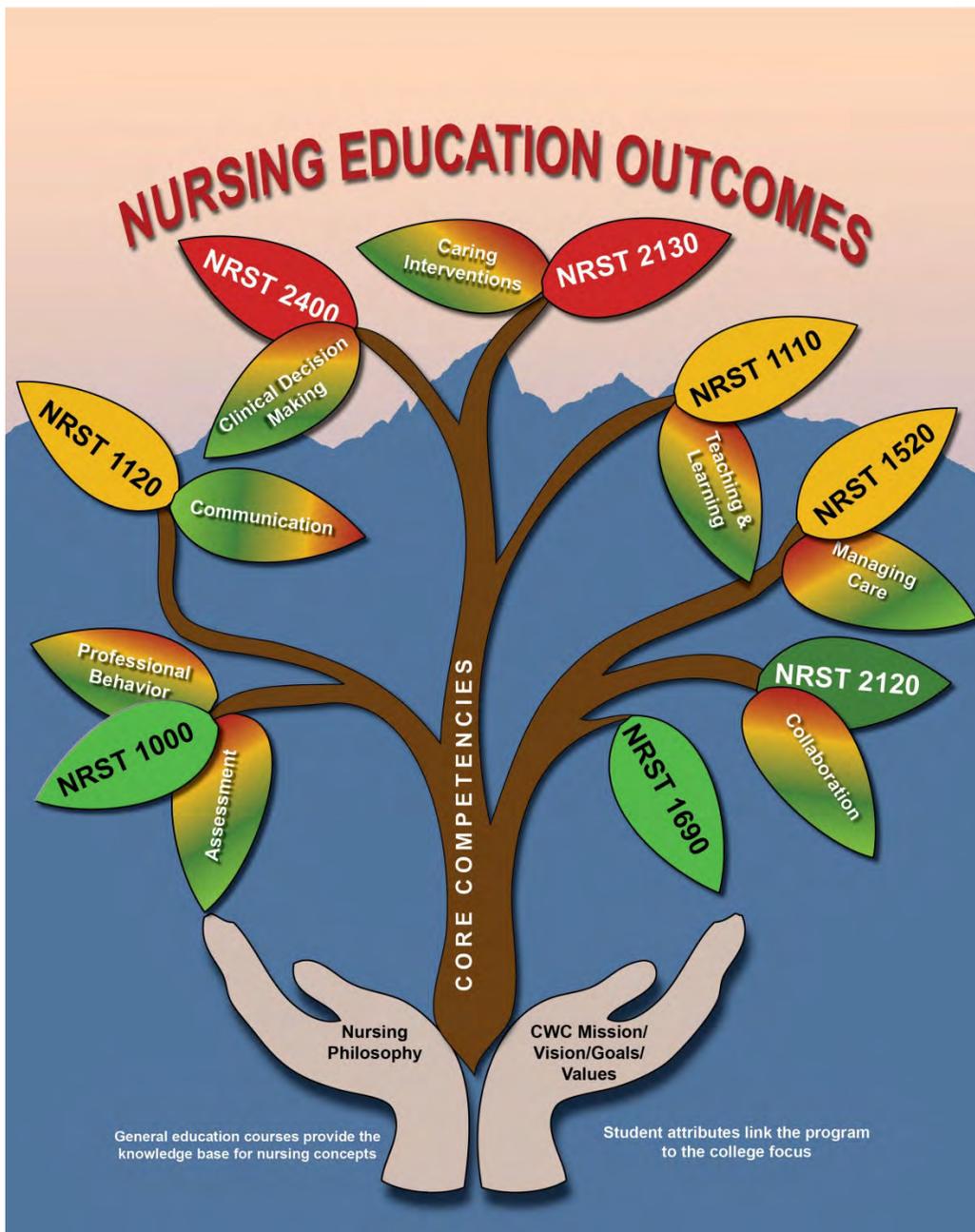
The associate degree in nursing curriculum prepares the graduate to function as a nurse providing direct care for individuals, families, groups and communities in a variety of health care settings, as described in the **nursing education outcomes** listed below.

At the successful completion of the program, the graduate nurse will be able to:

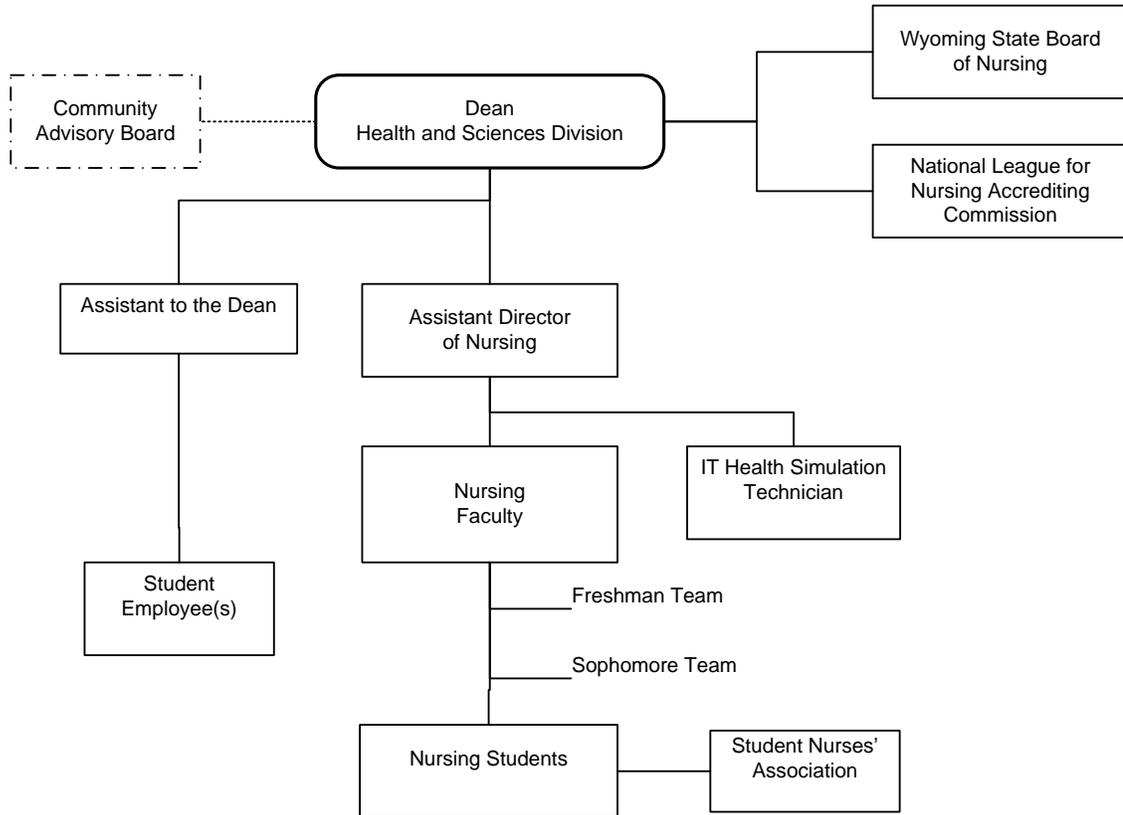
1. Analyze the concept of individuals as unique entities interrelating with their environment and society.
2. Critique the concept of health as a perceived state along a dynamic continuum wherein individuals have the capacity to achieve self-care.
3. Integrate principles from an ever expanding body of knowledge incorporating analysis, problem solving, and critical thinking to guide nursing practice.
4. Integrate the nursing process into the care of individuals, families, groups, and communities to assist them in achieving self-care.
5. Collaborate with other members of the health team utilizing a holistic approach to render care to individuals, families, groups and communities.
6. Incorporate into practice the legal and ethical responsibilities of the associate degree nurse.
7. Provide comprehensive nursing care within the scope of practice as defined by The Wyoming Nurse Practice Act and National League for Nursing Educational Competencies for Graduates of Associate Degree Nursing Programs.

Each nursing course is guided by **student learning outcomes**. Nursing education outcomes are reached through successful achievement of student learning outcomes, which increase in complexity as the student progresses from one semester to the next. The Student utilizes the nursing process when building on knowledge gained from general education and support courses as nursing concepts are mastered. Student learning outcomes are organized according to Bloom's Taxonomy and the three domains of learning: cognitive, affective, and psychomotor.

## CURRICULUM FRAMEWORK MODEL



## IV. Nursing Organizational Chart



\_\_\_\_\_ Direct Line of Authority  
 - - - - - Advisory Function

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## V. Policies, Procedures, and Guidelines

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*Nursing program academic and clinical policies are subject to change as laws and conditions may require and should not be considered as final or irrevocable.*

### PROGRAM PREREQUISITES

Prerequisite courses must be completed with a grade of C or higher prior to entering the program. Students enrolled in prerequisite courses in the spring semester during the admission screening process will be conditionally admitted and must demonstrate successful completion prior to the fall semester of the current admission cycle.

Prerequisites courses can be taken at CWC or any regionally accredited college or university and include:

- a. Human Anatomy and Physiology with labs (8 credits total)
- b. English I (3 credits)

Additionally, students entering the program must have active certification as a nursing assistant (CNA). Certification is not required at the time of *application* to the program; however, must be obtained prior to *enrollment* in the program in the first semester. Students accepted to the program without certification during the admission screening process will be provisionally admitted.

The program does not require that students maintain active nursing assistant certification once first-semester nursing courses are completed; however, if you plan to work in an employment setting as a nursing assistant, you will need to renew certification per Wyoming State Board of Nursing regulations.

### ADMISSION REQUIREMENTS

Applicants with the best adjudged academic ability are admitted to the nursing program through a separate objective process.

The following requirements must be met in order to be eligible for admission to the nursing program.

1. Applicants must meet the general admission requirements of Central Wyoming College. The online application must be completed. Central Wyoming College is an open admission institution; however, college admission does not automatically mean admission to the nursing program.
2. Students seeking admission to the nursing program must submit the *Nursing Admission Application* to the nursing office at the college on or before March 1 for fall admission in the same year.
3. Prerequisite requirements must be met prior to entering the program in the first semester and include:
  - a. Human Anatomy and Physiology with labs (8 credits total)
  - b. English I (3 credits)
  - c. Active certification as a nursing assistant (CNA)
4. Students applying for admission to the nursing program must submit TEAS V test scores prior to the March 1 application deadline. A minimum adjusted individual total score of 67% is required.
5. Students accepted to the program must have a minimum college grade point average of 2.75. GPA is calculated using all courses required for the associate of applied science degree in nursing at CWC.
6. All courses required for the degree must be completed with a C or higher.
7. Applicants wishing an evaluation of collegiate work for possible transfer credit must make arrangements for official transcripts to be sent directly to the records office at CWC prior to the March 1 nursing application deadline in the current admission cycle. The *Request for Transcript Evaluation* form must also be submitted to the records office.

## SELECTION PROCESS

Acceptance to the program is competitive. Students must designate whether they are applying to the program on the main campus in Riverton or at the distant site in Jackson Hole, Wyoming. The number of admissions will be limited to faculty to student ratios and available clinical practice sites.

The nursing application deadline is March 1. Applicants will be rank ordered according to total points. All applicants will be notified of Nursing Admission Committee decisions in early April and will either receive a letter of acceptance, an offer for placement on the alternate list, or a letter of non-acceptance. An alternate list is maintained for each cohort in the event an applicant declines acceptance.

### *ADMISSION POINTS SYSTEM*

The Nursing Admission Committee selects applicants for entry into the program in March of each year using the following criteria and point scoring system:

1. Minimum college grade point average of 2.75. GPA is calculated using all courses required for the AAS degree in nursing at CWC. All courses required for the degree must be completed with a minimum grade of C.

<u>GPA</u>	<u>Points</u>
2.75-2.99	6
3.0-3.49	9
3.5-3.749	12
3.75-4.0	15

2. Total number of credits earned toward 33 general education and support course credits required for the AAS degree in nursing at CWC. Courses considered include: General Biology *or* Life Science *or* Intro to Chemistry; General Microbiology; Anatomy and Physiology; English I & II; American & WY Government; General Psychology; MATH 1000 or higher level; and UNST/PEAC/WELL. Courses enrolled in during the admission screening process in the spring semester are **excluded** from point consideration.

<u>Credits</u>	<u>Points</u>
0-12	3
13-23	6
24-29	9
30-33	12

3. TEAS® V adjusted individual total score. A minimum score of 67% must be achieved.

<u>Score (%)</u>	<u>Points</u>
67-73.9	3
74-79.9	6
80-84.9	9
85-89.9	12
> 90	15

Three points will be awarded to licensed practical nurses (LPNs) who wish to be considered for admission in the first semester of the RN program.

### TEAS® (Test of Essential Academic Skills)

The TEAS is a product of Assessment Technologies Institute® (ATI) and is a computerized multiple-choice standardized assessment of basic academic knowledge in reading, mathematics, science, and English and language usage. The outcomes assessed on the exam are those which nurse educators

deem most appropriate and relevant to measure entry level skills and abilities of nursing program applicants. The goal is to predict those candidates with the highest likelihood of academic success. There are 170 questions and the time limit is 209 minutes. Calculators and phones are not allowed during testing nor are children allowed in the testing area.

Applicants must take the TEAS V as part of the nursing program application process. The assessment must be taken prior to the March 1 application deadline and a minimum adjusted individual total score of **67%** must be achieved. The TEAS may be repeated once during the academic year to improve your score. Only passing scores achieved within two years of the March 1 application deadline in the current admission cycle will be considered.

### *SCHEDULING THE TEAS*

The TEAS can be taken at the testing center in the library at Central Wyoming College in Riverton or at the Center for the Arts in Jackson Hole. For additional testing locations, visit the ATI website at [www.atitesting.com](http://www.atitesting.com). You can also contact ATI's customer service to locate an ATI-affiliated school for TEAS testing closer to where you live. ATI Customer Service can identify a school and help set up an appointment. They will also arrange for test scores to be sent to the appropriate school(s) and will handle payment. The baseline price for testing is \$40; however, may vary from one testing center to the next.

ATI Customer Service: 800-667-7531  
CWC Testing Center, Riverton, WY: 307-855-2298  
Center for the Arts, Jackson Hole, WY: 307-733-7425

### *CREATING AN ACCOUNT*

All individuals preparing to take the TEAS must create an ATI account in advance at [www.atitesting.com](http://www.atitesting.com). Click Create an Account then follow the screen prompts. You only need to register once. You will need your ATI username and password and a valid photo ID the day of testing. The cost of the test is payable by major credit card at the time of the test. The test code or assessment ID will be provided by the testing center administrator. Test results will be posted to your ATI account within 48 hours. If you cannot remember your username/password or if you do not see your scores, contact ATI's customer service.

### *SUBMITTING YOUR TEAS TRANSCRIPTS*

Scores are automatically sent to the location where your test was administered at no cost; however, you may have your TEAS transcripts sent to multiple schools by accessing the online store at [www.atitesting.com](http://www.atitesting.com). TEAS results sent to additional schools you select will be assessed a fee per each results report. If you are taking the TEAS at a location other than CWC or the college outreach center in Jackson Hole, it must be TEAS version V and must be electronically sent to CWC by ATI testing prior to the March 1 application deadline. Hand carried, faxed, or mailed results will not be accepted.

### *PREPARING TO TAKE THE TEAS*

A TEAS study manual and online practice assessments are available for purchase at [www.atitesting.com](http://www.atitesting.com). Click Online Store and select the product. Study guides are also available for checkout in the CWC library.

## TRANSFER STUDENTS

Applicants to the nursing program must meet the following requirements in order to be considered for advanced placement through transfer:

1. The transfer applicant must meet the general admission requirements of Central Wyoming College and the nursing program.

2. The following prerequisite courses must have been completed prior to transferring into the program:
  - a. Human Anatomy and Physiology with labs (8 credits total)
  - b. English I (3 credits)
3. Applicants must request official transcripts from institutions previously attended to be sent directly to the records office at CWC and submit a *Request for Transcript Evaluation* form.
4. All courses considered for transfer must be completed with a grade of C or higher.
5. Nursing courses accepted for transfer must have been completed within the past **one** semester (excluding the summer session).
6. Transfer credit is limited to courses completed at NLNAC or CCNE approved programs.
7. If you have been unsuccessful in a nursing program in the past, you are required to have your former nursing program director send the Nursing Admission Committee at CWC a formal letter concerning your academic status in that program.
8. The transfer applicant must provide a course description and complete syllabus for each nursing course completed. The Nursing Admission Committee will review the syllabus(es) and determine content similarity. Placement in the program is dependent upon comparable knowledge and skills between programs.
9. The transfer applicant may be required to complete remedial coursework as deemed necessary.
10. Applicants accepted to the program for transfer will be required to submit to a criminal background check and urine drug test and must meet the clinical record requirements of the respective clinical agencies.
11. Selection is limited to available space in the program and adequate clinical resources.

### LPN ADVANCED PLACEMENT

Opportunities exist for Licensed Practical Nurses (LPNs) with current unencumbered licenses to enter the Associate Degree Nursing Program with advanced standing.

Applicants must meet the following requirements in order to be considered for advanced placement:

1. Applicants must have active certification as a licensed practical nurse.
2. Applicants must have been actively practicing as an LPN for at least six months prior to entering the RN program.
3. Applicants must meet the general admission requirements of Central Wyoming College and the nursing program (excluding current certification as a nursing assistant).
4. Applicants are required to take the TEAS (version V) prior to March 1 for fall entry in the current admission cycle. A minimum adjusted individual total score of 67% must be achieved. The TEAS may be repeated once during the academic year to improve your score. The highest score will be used. Only passing scores achieved within two years of the application deadline in the current admission cycle are considered.
5. Applicants are required to take the LPN STEP test prior to March 1 for fall entry in the current admission cycle. Only passing scores achieved within two years of the application deadline in the current admission cycle are considered. Applicants will be allowed to repeat the LPN STEP once to achieve a passing score in all the required areas. The highest score will be used. The candidate's individual scores on the LPN STEP must be at or above the mean national scores in all the following content areas in order to enter the program in the 3<sup>rd</sup> semester:
  - a. Fundamentals
  - b. Nursing Care of Children
  - c. Maternal Newborn
6. Applicants who achieve a passing score on the LPN STEP in all the required areas are awarded a maximum of 15 credits in nursing from Central Wyoming College.
7. Successful completion of NRST 1400 (LPN Transition) in the summer session prior to entering the program in the 3<sup>rd</sup> semester will award 2 credits.
8. The following prerequisite courses must be completed **prior to advanced placement at any level:**

- a. Human Anatomy and Physiology with labs (8 credits total)
- b. English I (3 credits)
9. In addition to the prerequisite courses listed above, the following courses must be completed with a C or higher **prior to advanced placement in the 3<sup>rd</sup> semester** of the program:
  - a. General Biology *or* Life Science *or* Intro to Chemistry (4 credits)
  - b. General Microbiology (4 credits)
  - c. General Psychology (4 credits)
  - d. Math 1000 *or* higher level college math (3 credits)
  - e. Minimum of 4 credits of pharmacology taken within the past five years
  - f. LPN Transition course (2 credits)
10. All remaining courses required for the degree must be completed with a C or higher **prior to graduation** from the program and include:
  - a. English II (Business Communications or Technical Writing may be substituted) (3 credits)
  - b. American & Wyoming Government (3 credits)
11. Applicants wishing an evaluation of collegiate work for possible transfer credit must make arrangements for official transcripts to be sent directly to the records office at CWC by March 1 for consideration for advanced placement in the fall semester of the current admission cycle. The *Request for Transcript Evaluation Form* must also be submitted to the records office.
12. Advanced placement is at the discretion of the assistant director of nursing and faculty and is dependent upon space available and adequate clinical resources.

## PROMOTION / PROGRESSION

Nursing students must demonstrate satisfactory progress each semester in order to advance in the nursing course sequence.

1. Students must take nursing courses in the established sequence.
  - a. Semester 1            Fundamentals of Nursing  
                                  Pharmacology
  - b. Semester 2            Nursing Care of Parents and Children
  - c. Semester 3            Medical-Surgical Nursing I  
                                  Mental Health and Illness  
                                  Client in the Community
  - d. Semester 4            Medical-Surgical Nursing II  
                                  Trends in Nursing Leadership
2. The student must achieve a C or higher in each nursing course in order to progress to the next semester. Courses with theory and clinical components require a 75 percent or higher in each component in order to successfully complete the course.
3. The student must demonstrate competency in dosage calculations at designated levels in order to progress to next semester nursing courses.
  - a. Semester 1            75%
  - b. Semester 2            83%
  - c. Semester 3            88%
  - d. Semester 4            92%
4. The student must have a C or higher in the required support courses in order to progress to following semester nursing courses.
  - a. Math 1000 *or* higher college level math (prerequisite for NRST 2120)
  - b. General Biology *or* Life Science *or* Intro to Chemistry (prerequisite for MOLB 2210)
  - c. General Microbiology (prerequisite for NRST 1110, 1120 and 1520)
  - d. General Psychology (prerequisite for NRST 1110, 1120 and 1520)
5. The student must complete all remaining general education courses required for the associate of applied science degree in nursing at CWC, to include:
  - a. English II (Business Communications or Technical Writing may be substituted)
  - b. American & Wyoming Government

## DISMISSAL

Nursing faculty has an academic, legal, and ethical responsibility to protect members of the public and health care community from unsafe or unprofessional nursing practices. It is within this context that a student engaged in the study of nursing may be dismissed from the program for practices that, in the judgment of the faculty, warrant such action.

Causes for dismissal include, but may not be limited to:

- Failure to meet academic course requirements
- Failure to meet clinical course requirements
- Behaviors that endanger patient safety and well-being
- Infractions of clinical agency policy or code of conduct
- Violations of confidentiality
- Fraud or deceit
- Being unfit or incompetent to practice nursing by reasons of negligence, habits, or other causes
- Being unable to practice nursing with reasonable skill and safety to clients by reason of physical, emotional, or mental disability
- Performance of unsafe nursing practice or failure to conform to the essential standards of acceptable and prevailing nursing practice, in which case actual injury need not occur
- Knowingly engaging in an act which the student knew was beyond the scope of his or her nursing practice

When a student's behavior warrants disciplinary action, the following steps will occur:

1. A written warning will be issued for infractions of program regulations or professional standards. A copy of the warning (disciplinary record) will be kept on file in the nursing office at the college. Students who continue to violate program regulations or professional standards in which they have previously been given a written warning will be permanently dismissed from the program. When behavioral reasons warrant immediate action, a student may be dismissed without a written warning.
2. In the instance of imminent danger to patient safety and well-being or violations of the clinical agency code of conduct, the student will be immediately asked to leave the clinical area and instructed to cease attendance at clinical until the incident can be investigated. Absence will be reflected in the clinical grade.
3. At faculty discretion, students dismissed from clinical may be permitted to attend the classroom component of the course until the incident is investigated.
4. The clinical instructor will meet with the student to provide written documentation of the incident and discuss the charges or review the patterns of evidence that prompted action. This meeting between the clinical instructor and student will take place within 48 hours of the incident.
5. The student will be permitted to respond to the allegation(s) in verbal or written form.
6. The clinical instructor will notify the course leader and assistant director of nursing of the situation and request a total faculty review, at which time the student will be permitted to attend and present their case.
7. The faculty review committee will render a decision regarding continuance in or dismissal from the program. A decision for continuance will outline steps for remediation. The decision for dismissal will specify whether the student will be allowed to reapply to the program at a later date.
8. In the event of dismissal from the program, it is the responsibility of the student to officially withdraw from classes through the records office. Student's failure to withdraw will result in a failing grade on the final transcript.
9. Written notification of the faculty decision will be provided to the student and a copy will be sent to the Executive Vice President for Student and Academic Services.
10. Students may appeal a decision for dismissal through the academic appeals process as outlined in the CWC Student Handbook.

## READMISSION

Students who interrupt the nursing program sequence of study for academic failure or personal reasons may be eligible for reentry.

1. Students seeking readmission to the program must notify the assistant director of nursing of intent and submit the *Application for Reentry* to the nursing office two months in advance of the semester they wish to reenter. The form is available in the nursing office at the college.
2. The student will be allowed to reenter the nursing program once.
3. The student may remain out of the nursing course sequence for one semester (excluding the summer session) to be eligible for readmission.
4. Requests for readmission will be reviewed by the Nursing Admission Committee. Terms for readmission will be determined and the student will be notified of the decision in writing in advance of the registration time frame to allow time for remediation steps and/or demonstration of knowledge and skills to be completed.
5. The student will be required to demonstrate theory and skill proficiency in previous nursing courses. Placement in the nursing course sequence will be dependent upon the level of demonstrated proficiencies and the recommendation of the Nursing Admission Committee. Demonstration of current nursing knowledge and skills is necessary in order to promote safe practice by nursing students engaging in client care in the clinical area, and to maximize potential for nursing students to graduate and be successful on the NCLEX-RN.
6. Students who reenter the nursing program are required to meet or update the clinical record and immunization requirements.
7. Students who reenter the nursing program may be required to submit to drug/alcohol testing and a criminal background check according to program policy.
8. Students who reenter the nursing program must adhere to the nursing curriculum and program policies in effect at the point of reinstatement.
9. All support courses required for the degree completed since the time of withdrawal from the program must be completed with a grade of C or higher.
10. No guarantee of readmission is given. Faculty reserves the right to deny readmission based on space available, adequate resources, prior theory and clinical performance, and/or interim remedial work completed by the student. Individual circumstances will be considered at the discretion of the Nursing Admission Committee.

## ESSENTIAL PERFORMANCE STANDARDS

Students enrolled in the nursing program must possess sufficient cognitive, affective, and psychomotor skills to provide for consistently safe and effective client care in a variety of clinical settings. These requirements are based upon required abilities that are compatible with effective performance in nursing programs and scope of practice in the nursing profession.

In order to ensure that the student is able to fulfill these qualities, applicants and enrolled students must meet the following performance standards (as evidenced by...)

1. **CRITICAL THINKING:** Ability to learn and reason; to integrate, analyze, and synthesize data concurrently. The student must be able to problem solve rapidly, consider alternatives, and make effective decisions for managing or intervening in care of a client. Critical thinking is an important component of judgment required in the clinical area.
2. **COGNITIVE PERCEPTION:** Ability to perceive events realistically, to think clearly and rationally, and to function appropriately in routine and stressful situations.

3. **INTERPERSONAL SKILLS:** Ability to communicate sensitively and efficiently both verbally and in writing. This is required such that the student can interact with clients, families, and groups from a variety of social, economic, emotional, cultural, and intellectual backgrounds.
4. **COMMUNICATION:** Ability to communicate clearly and effectively in English, both verbally and in writing, in order to communicate nursing actions, interpret client responses, initiate client education, document/chart, and interpret orders. The student must be able to communicate in a confident and coherent manner with clients, peers, and health care providers.
5. **MOBILITY AND MANEUVERABILITY:** Physical abilities sufficient to move about independently; bend, squat, and turn in small work spaces; and to provide immediate emergency care to clients. Ability to tolerate lengthy periods of physical activity and lift at least 50 pounds.
6. **MOTOR SKILLS (coordination):** Gross and fine motor skills sufficient for manual dexterity to manipulate equipment, start an intravenous line, and draw up and give injections without extraneous movements. Ambulatory capability sufficient to maintain center of gravity when met with an opposing force, as in lifting, supporting, or transferring a client.
7. **TACTILE CAPACITY (touch):** Tactile ability sufficient for physical assessment and to perform palpation for administration of intramuscular injections, starting intravenous infusions, and venipuncture. The student must also be able to identify changes in client condition by touch and by recognition of changes in skin temperature and moisture.
8. **VISUAL CAPACITY:** Visual ability sufficient to read thermometers, client charts, flow sheets, monitors, medication records, medication cups, and syringes. The student must also be able to observe and assess client health status, skin color, and integrity.
9. **HEARING CAPACITY:** Auditory ability sufficient to hear and respond to breath and heart sounds, cries for assistance, alarms, emergency signals, and overhead codes.

Admission to and progression in the program is not based upon these standards, rather they will be used to determine whether accommodations or modifications are necessary. Enrolled students are responsible for providing medical and other documentation related to any disability and the appropriate accommodations needed to meet the Essential Performance Standards. Reasonable accommodations will be considered on an individual basis.

### ACCOMMODATIONS REQUEST

It is the student's responsibility to advise their instructor or the assistant director of nursing of any conditions or limitations that may interfere with academic or clinical progress. Students seeking accommodations to meet requirements for classroom, laboratory, or clinical activities must initiate their request in writing along with supporting documents. For request forms and additional information, contact the CWC Disability Services Coordinator in the Student Success Center on campus.

### HEALTH AND SAFETY

Students must have the cognitive and physical ability to meet course outcomes and to render nursing care with reasonable skill and safety to clients and self. It is the student's responsibility to advise the faculty of any acute or chronic health conditions or infectious diseases that may interfere with academic or clinical progress. The faculty reserves the right to restrict the student's clinical practice when a health related problem or potential problem exists. Students must adhere to the health and safety rules and regulations of assigned clinical agencies.

In the event of extended interruption of classroom or clinical activities due to hospitalization or health related circumstances, the student will be required to provide a written statement from a qualified health care provider regarding any restrictions or required accommodations before being allowed to resume classroom and clinical activities.

## PROFESSIONAL BEHAVIORS

Students are accountable for their behavior at all times and must conduct themselves in a professional and ethical manner. Students who demonstrate a lack of accountability for their behavior will be subject to sanctions at the discretion of the assistant director of nursing and faculty.

Enrolled nursing students are expected to:

1. Appear and conduct one's self in a professional and acceptable manner.
2. Adhere to the channels of communication and authority.
3. Refrain from academic or professional dishonesty.
4. Show respect for, and be mutually supportive of, fellow students, faculty, and staff.
5. Accept responsibility for reporting to the proper person all errors, omissions, and incidents of misconduct.
6. Regard as strictly confidential all information concerning each client and refrain from discussing this information with unauthorized individuals.
7. Perform duties and functions appropriate to the level of educational preparation.
8. Show respect and consideration for the client, regardless of race, age, marital status, religion, sex, disability, nationality or economic status.

Students are responsible for clarifying and adhering to agency requirements as defined in the professional code of conduct and/or departmental policies and procedures of the agency. Students are informed that the clinical agency can request the college to withdraw a student from the clinical area, as stated in the CWC Clinical Education Agreement:

“Responsibilities of the Agency: Request the College to withdraw a student from assigned clinical when the student's clinical performance is unsatisfactory or the student's behavior is disruptive or detrimental to the Agency and/or its clients.”

## TEACHING METHODOLOGIES

The theory component for most nursing courses is delivered via an interactive classroom network (ICN) videoconferencing system. Live broadcasts are exchanged between the main campus in Riverton and the distance site in Jackson Hole, Wyoming, at St. John's Medical Center. Some nursing courses are delivered in a purely online format.

A variety of techniques are used to assist the student in meeting the learning outcomes, and include: traditional lecture with PowerPoint outlines, podcast media files downloaded through web syndication, student response system technology, case studies, group work, demonstration and return demonstration, practice worksheets, textbooks, Assessment Technologies Institute (ATI) online products, and skills demonstration DVD's. A mobile device with bundled software is utilized in the classroom and the clinical area. Also included are carefully selected experiences in the skills and simulation laboratories. Testing is done in a computer laboratory, which helps to prepare the student to take the computerized national licensure examination.

## STANDARDIZED TESTING

Central Wyoming College is partnered with Assessment Technologies Institute™ (ATI) to provide products designed to lower program attrition rates and improve graduate nurses' pass rates on the National Council Licensure Examination (NCLEX). During orientation in the first semester, you will participate in computerized assessments which provide educational performance data for your own individual learning program. Thereafter, proctored assessments are given at designated intervals throughout the program and students are expected to participate. The purpose of these assessments is to measure student strengths and weaknesses in various areas as compared to students in other nursing programs throughout the nation. Students whose scores demonstrate areas of concern will be addressed individually. Practice assessments and online materials are available to assist students in preparing for the proctored assessments.

### *ATI ASSESSMENT SCHEDULE BY SEMESTER*

<b>Semester 1</b>	<b>Semester 2</b>	<b>Semester 3</b>	<b>Semester 4</b>
Critical Thinking Entrance* Learning Styles * Fundamentals Pharmacology	Maternal-Newborn Care Nursing Care of Children	Community Health Nursing Mental Health Nursing Adult Medical-Surgical	Critical Thinking Exit* RN Predictor* Nutritional Care Leadership in Nursing

\* Assessment scores not considered for point awards

### *POINT SYSTEM FOR ATI ASSESSMENTS*

<b><u>Score</u></b>	<b><u>Point Award</u></b>
Below Level 1	= 0 points
Level 1	= 1 point
Level 2	= 2 points
Level 3	= 3 points

The student and instructor will mutually determine where ATI assessment points will be added in the respective semester. Points may be added to either a specified assignment or the final examination before the final course grade is calculated. Scores for assessments in different content areas in the current semester may be totaled or divided among nursing courses at the discretion of the team faculty.

## GRADING SYSTEM

A = 92-100%  
 B = 83-91%  
 C = 75-82%  
 D = 66-74%  
 F = 65% or below

Unit scores will be carried out to one decimal point. The final grade will be rounded to the nearest whole number.

1. The student must pass the theory and clinical components in order to progress to following semester nursing courses.
2. The student must achieve a minimum of 75 percent in theory, a minimum of 75 percent in clinical *performance*, and a minimum of 75 percent in the overall combined clinical grade (clinical *performance* combined with other graded clinical assignments). If the clinical *performance* grade is less than 75 percent, it is not averaged with the other clinical components and constitutes a failure in clinical.
3. If theory and clinical grades are each 75 percent or higher, the theory grade and clinical grade will be averaged together for the final course grade.

4. Failure to achieve a minimum of 75 percent in theory and a minimum of 75 percent in clinical constitutes a failure to meet the course outcomes and the entire course must be repeated before progression in the program.

## MEDICATION CALCULATION COMPETENCY

The student must demonstrate competency in dosage calculations in order to progress in the nursing program.

1. The student must demonstrate competency in dosage calculations at the following designated levels:

Semester 1	Fundamentals of Nursing	75%
Semester 2	Nursing Care of Parent/Child	83%
Semester 3	Medical-Surgical Nursing I	88%
Semester 4	Medical-Surgical Nursing II	92%
2. Dosage calculation examinations will be graded satisfactory (S) or unsatisfactory (U) and will not affect the final theory or clinical grade.
3. Students are required to take dosage calculation examinations at scheduled intervals as stated in the course calendar.
4. Each missed examination will equate to one attempt.
5. The student will be allowed to take dosage calculation examinations up to five times per semester to achieve a passing score.
6. Failure to achieve the designated passing level on the dosage calculation examination on the fifth attempt will result in dismissal from the program.
7. Opportunities to administer medications in the clinical area are limited; therefore, it is important for students to pass dosage calculation examinations at the designated level in a timely manner. If the student fails to pass the third scheduled dosage examination, **three** points will be deducted on the clinical evaluation tool under the Implementation section for each day the student is unable to administer medications, and until which time a passing score is achieved.
8. Use of calculators during dosage calculation examinations is permitted.

## EXAMINATIONS

The following guidelines lay out in some detail the policies and procedures governing the administration of examinations. There should be no expectation that the following points will cover every conceivable situation.

1. Examinations will cover all the required readings and material presented in the classroom, skills laboratory, and clinical setting.
2. Students are expected to take examinations on the scheduled dates.
3. The student must notify the course faculty of expected absence prior to the beginning of the exam start time.
4. Students who have not provided timely notification of absence with a reasonable excuse will not be allowed to reschedule the exam and a unit grade of zero will be recorded.
5. Missed exams must be taken within one week upon return after which time a unit grade of zero will be recorded. It is the student's responsibility to work with the instructor to reschedule missed examinations. Rescheduled exams will be at the discretion of the team faculty.
6. No more than three rescheduled exams will be allowed over the four semester nursing program of study.
7. There will be no point deduction for the first rescheduled exam, the second rescheduled exam will result in a **five** point deduction, and the third rescheduled exam will result in a **ten** point deduction.
8. Late arrival to an exam will reduce the total time a student has to complete the examination. Instructors reserve the right to require attendance within a specific time period and make

- decisions regarding a late start. Late arrival or admission to an examination qualifies as a *rescheduled* exam (see #'s 6 and 7 above).
9. Missed exams for school sanctioned activities must be scheduled with the course faculty ahead of the expected absence.
  10. Make-up exams may be in an alternate format at the discretion of the team faculty.
  11. Students are allowed 60 minutes for each unit examination and 120 minutes for the final examination.
  12. Students are permitted to review his or her graded examination in the presence of an instructor. The review must take place within two weeks of the original exam date.
  13. If a student disputes the integrity of an exam question, they must email the instructor who delivered the lecture content within 48 hours and provide rationale and reference pages to support their position.
  14. In the event that the number of students taking an exam exceeds the number of available computers, the following procedure will be followed:
    - a. All students will arrive at the scheduled examination time (see #8 above).
    - b. Computers will be fully occupied on a first-come, first-served basis.
    - c. Students waiting to test will remain with a proctor and will quietly enter the lab and log on to take the test as students who have already tested log off and exit the lab.

## CLINICAL RECORDS

Clinical and health record requirements vary among clinical agencies and students are expected to abide by the rules and regulations of the respective agency. All requirements must be met prior to participating in clinical and must be in effect (current) throughout the nursing program of study. Students are responsible for knowing when their documentation expires, particularly if it expires during the school year.

Clinical record requirements include:

1. Criminal Background Check
2. Drug and Alcohol Testing
3. Physical Examination
4. Immunizations and Laboratory Tests
  - a. MMR
  - b. Hepatitis B
  - c. PPD
  - d. Varicella
  - e. Tdap
  - f. Flu Vaccine (students participating in clinical at St. John's Medical Center in Jackson Hole)
5. BLS/CPR Certification
6. HIPAA and Code of Conduct Training (provided during hospital orientation)

## CRIMINAL BACKGROUND CHECK

Many sites where students are assigned to complete clinical experiences require verification of criminal history before students can be placed in their organization. In order to promote a safe and secure educational environment for staff and students and to ensure the safety and well-being of clients and families in the clinical setting, all students must provide evidence that they have submitted to a national criminal history search.

1. Upon admission to the nursing program, the college will provide the necessary forms for obtaining the background check from the designated company.
2. Only criminal history checks from CertifiedBackground.com will be accepted.
3. The student is responsible for the cost of the background check.

4. A background check completed for the Nursing Assistant course at the college will satisfy the requirement for enrollment in the program, provided the background check was completed by the designated company and was done within the past **one** year prior to entering the program.
5. Students who interrupt their sequence of study in the program and subsequently reenter are not required to repeat the background check.
6. The background check will include, but may not be limited to, county criminal, nationwide federal criminal, nationwide sex offender index, nationwide health care fraud and abuse scan, nationwide database, nationwide wants and warrants, social security alert, and residency history.
7. The college will provide written verifications for students who have been successfully cleared by the background check to clinical agencies, along with authorization for release of such information signed by the student.
8. Negative results on the background check will result in ineligibility to participate in clinical until which time the matter may be investigated or resolved.
9. Student suitability for clinical placement based upon results of the background check will be determined by the clinical agency and the assistant director of nursing or other college designee.
10. A student may appeal the decision to deny clinical placement through the established grievance procedure as noted in the CWC Student Handbook.

## DRUG AND ALCOHOL TESTING

### *PURPOSE OF DRUG AND ALCOHOL TESTING*

The presence or use of drugs or alcohol, lawful or otherwise, which interferes with the judgment or motor coordination of nursing students in an educational setting, poses an unacceptable risk for clients, colleagues, the college, and cooperating clinical agencies. The nursing program recognizes its responsibility to maintain an educational environment conducive to academic achievement and to cooperate with clinical agencies in providing safe and effective client care.

Accordingly, all nursing students must comply with the drug/alcohol testing policy set forth and remain free of drug or alcohol use while in the academic setting, including classroom, laboratory, and clinical, as well as college sponsored events and nursing association activities. In addition, nursing students are subject to all applicable federal, state, and local laws addressing illegal drug and alcohol use. The drug/alcohol testing policy is intended to complement the Central Wyoming College Drug-Free Campus Policy found in the CWC Student Handbook.

### *REQUIRED DISCLOSURE*

Students are required to disclose to the assistant director of nursing any prior chemical impairment, participation in treatment programs, or court convictions pertaining to the manufacture, use, possession, sale, or distribution of alcohol, illegal drugs, controlled substances or intoxicants. Failure to report such activities will result in dismissal from the nursing program. Students are also required to disclose such information to the appropriate licensing agencies at the time of application for licensure in accordance with the established rules and regulations of the licensing agency.

### *DEFINITION*

Drug testing refers to the scientific analysis of urine, blood, breath, saliva, hair, tissue, or other specimens of the human body for the purpose of detecting the presence of a measurable amount of drug or alcohol.

### *ASSOCIATED COSTS*

The cost of drug testing will be borne by the cooperating clinical agency or the student, as determined by the clinical agency. The college shall not absorb any testing costs.

*STUDENT'S AGREEMENT TO SUBMIT TO DRUG AND ALCOHOL TESTING*

The nursing program and cooperating clinical agencies reserve the right to require the student to submit to drug or alcohol testing under any of the following circumstances:

1. Upon initial enrollment in the program.
2. Upon reentry to the program for students who interrupt their sequence of study.
3. When there is reasonable suspicion a student is under the influence of alcohol, illegal drugs, controlled substances or intoxicants (prescribed or non-prescribed). This may be evidenced by odor of alcohol or drugs, impaired behaviors, dilated/pinpoint pupils, decreased coordination, marked changes in personality, or unexplained accidents. Impairment may exist in one or more multiple domains, including psychomotor activity and skills, conceptual or factual recall, integrative or synthetic thought processes, judgment, attentiveness, demeanor and attitudes as manifested in speech or actions.
4. When there is reasonable suspicion or evidence of mishandling client medications in the clinical setting.
5. When the student's academic or clinical performance is deteriorating or the student is experiencing increased absenteeism or tardiness.
6. When the student is involved in an accident or injury likely to result in lost time from schooling and requiring a physician's care, as evidenced by diagnostic tests, prescriptions, or procedures.

*TESTING PROCEDURE*

1. Drug testing will be arranged by the assistant director of nursing or assigned clinical agency.
2. The student will sign a consent authorizing the testing center to release a copy of drug test results to the assistant director of nursing.
3. Tests will be conducted by a qualified laboratory in accordance with established methods and procedures. Confidentiality will be protected by the testing facility. The procedure for collection, as determined by the collection site, will involve a witness to the voiding of the urine sample, securable urine containers, and chain of custody procedures that ensure the samples identified to a nursing student actually contain materials from the student, that the samples are protected from tampering, and that the analysis is done in accordance with reasonable and accepted medical standards. Presumed positives will be confirmed by the best currently available techniques.
4. A student's failure to submit to a required drug test, or attempting to tamper with, contaminate, or switch a sample will result in dismissal from the program.
5. The assistant director of nursing will be notified of drug test results. Test results, positive or negative, shall be filed in the student's records in the nursing office at the college.
6. The college shall have the right to use and disclose results of drug testing required by this policy in connection with internal academic purposes and in connection with the defense of any student grievance and any claims filed by the student or by his/her personal legal representative.

*PROCEDURE FOR THE ALLEGED DRUG OR ALCOHOL IMPAIRED STUDENT*

1. In the event a nursing student demonstrates behaviors reasonably suspected of being under the influence of alcohol, illegal drugs, controlled substances or intoxicants in the educational setting, to include classroom, laboratory, or clinical area, the instructor or clinical agency supervisor will:
  - a. Notify the assistant director of nursing.
  - b. Relieve the student of all clinical assignments effective immediately until which time the matter is investigated.
  - c. Remove the student to a private area and provide the opportunity for the student to explain the observed behavior(s).
  - d. Require the student to undergo a drug test, at which time the student will be escorted to the designated testing site.
2. Refusal to submit to drug testing based upon reasonable suspicion of being under the influence of alcohol, illegal drugs, controlled substances, or intoxicants will result in immediate dismissal from the nursing program.

#### *OUTCOMES FOR A POSITIVE DRUG OR ALCOHOL TEST*

1. A positive test result will result in immediate dismissal from the program.
2. In that event, it will be the responsibility of the student to withdraw from classes through the records office at the college.
3. A subsequent meeting will be scheduled with the student. The following representatives may be present: designated nursing faculty, assistant director of nursing, the individual who observed/reported the behavioral problem or incident, clinical agency supervisor, and a student support person, if desired.
4. The purpose of the meeting will be to:
  - a. review the student's behavior related to the reported behavioral problem or incident.
  - b. discuss the drug/alcohol testing policy and its implementation.
  - c. determine the student's intent to seek a comprehensive substance evaluation in order to be considered for readmission to the program at a later date.
5. Documentation of the meeting will include the noted behavioral problem or reported incident, and prescribed academic consequences. Also included will be the student's intent to seek a professional evaluation for a potential substance abuse problem, and the student's acknowledgment that failure to abide by the recommended treatment plan will result in ineligibility to apply for readmission to the program at a later date.
6. The assistant director of nursing will provide the student with names of prospective treatment facilities or community resources.
7. Arrangements for a substance abuse evaluation will be made by the student. All costs associated will be at the student's expense.
8. If a student tests positive for a *prescribed* drug, the student must obtain a written statement from a qualified physician stating that the drug level is within prescribed limits and that the level does not indicate abuse. The physician must indicate that the drug will not interfere with safe practice in the clinical area.

#### *READMISSION FOLLOWING A POSITIVE DRUG OR ALCOHOL TEST*

A student who is dismissed from the program due to a positive test will be considered for readmission provided the following conditions are met:

1. Submission of a verifiable letter from a recognized drug treatment agency stating that the student has successfully completed a substance abuse program and identifying the treatment plan. If no further treatment is warranted, written documentation to this effect must be submitted.
2. Submission to a drug test prior to readmission. This drug test will be at the student's expense. A positive drug test will result in ineligibility for readmission to the program anytime thereafter.
3. Submission to random drug tests as requested by the college or cooperating clinical agency after readmission.

#### *REOCCURRENCE AFTER READMISSION*

A student readmitted to the program and tests positive for drug or alcohol or intoxicant use will be dismissed from the nursing program and will be ineligible for readmission.

#### *APPEALS PROCESS*

A nursing student may appeal the decision to dismiss or deny readmission through the established student grievance process outlined in the CWC Student Handbook.

## PHYSICAL EXAMINATION

All students entering the program must present documentation of medical history and physical examination by a qualified health care provider. The history and physical is completed only once upon initial enrolment in the program and the school form will be provided.

## IMMUNIZATIONS

Evidence of required immunizations must be on file in the nursing office at the college prior to participating in clinical. Each student is responsible for updating immunizations and tests annually as required.

Immunizations must not expire during the course of the academic year. All immunizations and lab work are at the student's expense. Students are advised to consult their county health department or public health nursing office as an economical source of immunizations.

1. Tuberculin Skin Test (PPD): The 2-step test is required for students who are just beginning a schedule of TB skin testing and the 1-step test is required thereafter. TB skin test must be done within prior 12 calendar months and annually while enrolled in the program. Record must include date given, date read, reaction (wheal size), and signature of a qualified health care provider. If positive result, the student must provide a chest x-ray interpretation by a physician and an annual symptoms review questionnaire thereafter.
2. Measles, Mumps, Rubella (MMR) Vaccine or Rubella/Rubeola Titer: Documentation of two doses of MMR vaccine or a rubella/rubeola titer demonstrating immunity.
3. Hepatitis B Vaccine Series or Titer: Series of three vaccinations with the first complete prior to entering the program. The third injection must be given prior to completion of next semester nursing course(s). Immunity may also be verified by a titer. Students who chose not to receive the vaccine are required to sign the statement of declination of hepatitis B vaccination form available in the nursing office at the college.
4. Varicella Vaccination or Titer: Two doses of vaccine or a titer demonstrating immunity to the disease.
5. Tetanus, Diphtheria, and Pertussis (Tdap): Documentation of 1-time dose of Tdap, then boost with Td every 10 years.
6. Flu Vaccine: Students participating in clinical at St. John's Medical Center in Jackson are required to have annual flu vaccination. If the student declines immunization, he/she must wear a mask at all times when in patient care areas during the flu season (October 1 thru March 31).

## CARDIOPULMONARY RESUSCITATION (CPR) CERTIFICATION

Nursing students must successfully complete a Basic Life Support (BLS) Healthcare Provider course by American Heart Association. It is the student's responsibility to maintain current certification throughout enrollment in the program. You must present a copy of your certification card to the nursing office at the college.

## HIPAA

Enrolled nursing students are required to annually participate in the Health Insurance Portability and Accountability Act (HIPAA) patient privacy program of the cooperating clinical agency. This law governs security and privacy rules related to management of health data by health care providers. HIPAA training sessions will be arranged by course faculty in cooperation with the respective clinical agencies.

## LIABILITY INSURANCE

The college carries liability insurance against malpractice suits for nursing students while in the clinical setting. Students who choose to work in a health care setting outside the prescribed nursing curriculum are not covered and are advised to check with their employer regarding individual professional liability requirements.

## HEALTH INSURANCE

Students are not provided personal health insurance coverage by the college or the clinical agency. In the event of illness or injury to the student in the educational environment (classroom, laboratory, or clinical area), the student will be responsible for health care charges incurred.

## BLOODBORNE PATHOGENS

Students in the clinical area in the process of providing health care related services with exposure to blood and other potentially infectious materials containing bloodborne pathogens face a significant health risk. In the event that an exposure occurs, it is recommended that the student:

1. notify the clinical instructor immediately; however, do not delay in the evaluation and treatment.
2. have blood work drawn to determine baseline HBV, HCV, and HIV status.
3. receive followup care from a qualified health care provider.
4. receive followup blood work and counseling from the public health nursing office.

Students are responsible for costs that may be incurred related to exposure. All actions will be held in strict confidence.

## CONFIDENTIALITY

Confidential information is protected by federal law. Federal regulations prohibit any disclosures without the specific written consent of the person to whom it pertains. Students will abide by the policies and procedures concerning client confidentiality as established by the clinical agency. Students may not divulge personal or medical information concerning any client or client record outside the educational setting. In addition, students may not copy or have in their possession any portion of the client's medical record containing identifying information. Failure to maintain confidentiality in regard to all matters of business and client populations will result in immediate dismissal from the program.

## UNIFORM AND CLINICAL DRESS CODE

Nursing students in clinical settings must have a complete uniform. In order to maintain a professional image, students are required to abide by the following code:

### *UNIFORM*

1. Top and Pant: Clothing items must be appropriately fitted, laundered, and without wrinkles each clinical day. **Students are required to purchase the CHEROKEE WORKWEAR brand uniform top and bottom in the solid navy color.** The uniform top must be Cherokee mock wrap tunic style (females only) or Cherokee Unisex V-Neck 3-pocket style (for males or females). Students may select the Cherokee pant style of their choice as long as the color is solid navy. The following website vendors are recommended for purchases: **cherokee4less.com** or **cherokeewarehouse.com**.

2. Tees or Underlayer: Students may wear a long sleeve tee under the uniform top in either solid white or navy.
3. Sweaters may not be worn over the uniform scrub top when providing patient care.
4. Lab coats are optional; however, a short white lab coat must be worn over casual or business clothing if in the clinical area reviewing clinical assignments on non clinical days.
5. Shoes must be white with minimal color trim, soft soled, and clean. Shoe style must provide adequate protection from injury or exposure to hazardous materials.
6. Undergarments are required and must provide full coverage. Underwear must not be visible when bending over or stretching overhead.
7. Socks will be white or a dark blue color complementing the uniform pant.

#### *IDENTIFICATION*

1. Arm Patch: The distinctive CWC embroidered nursing patch must be purchased from the college bookstore and stitched to the upper left sleeve of each uniform scrub top and lab coat.
2. CWC Nursing Student Name Badge: The cost for the first badge is included in student fees. Badges ordered subsequently will be the responsibility of the student and in accordance with regulation. The student name badge is required in the clinical area at all times and will read as follows:  
*Line 1* - Student's first name and last initial  
*Line 2* - CWC Nursing Student
3. Hospital ID Badge: Students will receive an agency-issued student identification badge and temporary password for the purpose of delivery of care (e.g., access to computers and medication administration). The student is accountable for all transactions made using the badge or password; therefore it is imperative that badges or passwords are not shared and the student makes every attempt to keep them secure. Agency-issued student identification:
  - a. remains the property of the issuing agency,
  - b. must be returned according to agency policy,
  - c. may require a fee to replace a lost or missing badge, and
  - d. must be worn and clearly visible whenever the student is in the clinical facility.

#### *PERSONAL HYGIENE AND GROOMING*

1. Personal hygiene must be observed at all times in the educational setting.
2. There can be no evidence of cigarette smoke or other noxious body odors.
3. No perfume, cologne, or other heavily scented products may be worn.
4. If worn, make-up must be natural looking and used in moderation.
5. Hair will be clean and off the shoulders. Hair must be secured so as not to fall on the student's face or obstruct vision.
6. Moustaches and beards will be clean and neatly trimmed so as not to touch the uniform; otherwise, the face will be clean shaven with no stubble.
7. Fingernails will be clean and trimmed no longer than the tip of the finger. Nail polish and artificial nails are not permitted.
8. A watch with a second hand is required. One small post earring per ear may be worn. Wedding and engagement rings are allowed; however, student may be required to remove rings in special care areas. No other jewelry or ornamentation is permitted. Student is responsible for safeguarding or leaving valuables at home.
9. Tattoos must be covered by the uniform or in some other approved manner.

Certain clinical assignments may not require wearing the designated school uniform. In that instance, clothing must be professional, conservative, and in compliance with agency policies. Unless given instructions by the clinical faculty, students are to comply with the CWC Uniform Code when participating in clinical experiences or representing the nursing department as a nursing student. In an employment situation, students may not wear any part of the CWC nursing student uniform.

Failure to comply with the Uniform Code results in a verbal warning and may result in being dismissed from a clinical session. Such a dismissal is an unexcused absence and jeopardizes the student's clinical grade. Repeated offenses are grounds for disciplinary action up to and including dismissal from the program. The student's clinical grade will reflect professional appearance and compliance with uniform requirements.

If in doubt whether a uniform is acceptable, students are advised to check with the clinical instructor. Faculty reserves the right to approve or disapprove the uniform or clinical attire.

## CLINICAL AND LABORATORY SUPPLIES

The student is required to have bandage scissors, stethoscope, penlight, wrist watch with a second hand, and a mobile device during clinical and laboratory experiences.

## CLINICAL ASSIGNMENTS

Students are assigned to clinical sites on the basis of faculty and site availability. To ensure maximal learning opportunities for each student, clinical assignments vary each semester and are determined by faculty.

## TRANSPORTATION TO CLINICAL SITES

Students are expected to provide their own transportation to the clinical area. Some clinical experiences begin as early as 5:30 a.m. and end as late as 10:30 p.m. Travel requirements vary for each clinical course. Students will be informed of their clinical assignment in advance each semester.

## INCLEMENT WEATHER

At the discretion of the clinical instructor or the assistant director of nursing, students may be excused from classes or clinical when the weather bureau has issued weather advisories for hazardous conditions. In that event, it is the clinical instructor's responsibility to contact students with relevant information. Classes located on the college campus may only be canceled by the president's office or designee. Students should listen to local broadcasts for information concerning class cancellation.

## SIMULATION AND SKILLS LABORATORY

Simulated clinical experiences and competency demonstrations in the campus laboratories are comprised of low, mid, and high fidelity environments that occur on designated days during clinical hours. These experiences should be considered as important to student learning as those days spent in other settings providing direct client care. Preparation through reading, skills practice, or other assigned preparatory activities is the responsibility of the student. Inadequate preparation will result in dismissal from clinical that day, which will constitute an absence as well as negatively impacting the clinical performance grade.

Student learning outcomes for simulation and competency demonstrations activities will be provided in advance and students are required to familiarize themselves with these outcomes as well as follow the basic rules of conduct listed below. Student performance during these experiences is reflective of knowledge level, skill mastery, and clinical reasoning and judgment within the parameters of the learning outcomes. Therefore, student performance will be evaluated using the clinical grading tool, while written work will be evaluated as indicated in the course syllabus.

### *BASIC RULES OF CONDUCT IN THE SIMULATION LABORATORY*

Strict adherence to lab rules is enforced. Students who are noncompliant with lab rules will be asked to leave the learning environment immediately. The same dress and professional behavior standards required for inpatient clinical settings must be adhered to in the simulation laboratory setting.

1. Professional behavior must be exhibited at all times in the educational setting.
2. Food and beverages are allowed in designated areas only. **NO** food or beverages are allowed at the workstations near the computers or the laboratory equipment.
3. Strict adherence to the clinical uniform code is expected unless otherwise directed by faculty.
4. Personal hygiene must be observed at all times in the educational setting.
5. Medical equipment, tape, or topical medications must be removed from manikin(s) at the end of the simulation.
6. No ink pens or markers are allowed near the manikins.
7. Items that can be reused must be cleaned and returned to the storage area. All laboratory areas and learning spaces must be left in a neat and orderly condition upon leaving.
8. All beds must be in the low and locked position with straightened linens after each use. Side rails must be raised if a manikin is in the bed.
9. No equipment or supplies may be taken from the laboratory area.
10. Equipment damage or malfunction should be reported to the appropriate faculty member.

### SKILLS DEMONSTRATION GRADING

1. Unless otherwise noted, skills are introduced in the classroom and practiced the next day in the clinical setting. Students must schedule time in the skills lab to ensure proficiency through practice prior to a live check off demonstration. The skills lab is heavily used throughout the semester by freshman and sophomore nursing students, as well as nursing assistant students; therefore, students must arrive prepared to practice at the designated time. Upon completion, equipment must be returned to proper storage and the area left in an orderly condition within the allotted time so that the next student can fully utilize the space.
2. On the day of the skill introduction in the classroom, a schedule will be posted for students to sign up for the live skill check off. Live skill demonstrations are not considered a time for practice, nor will procedural questions be answered.
3. Students must arrive at their scheduled time prepared to perform the skill. Skills check off demonstrations are timed. After the allotted time has passed, the skill will be stopped and the student will receive the grade earned up to that point.
4. Students are not allowed to utilize check-off sheets during live skill demonstrations, nor are peer cues or direction allowed. Referring to check-off sheets or receiving cues from peers will result in failure of the skill. Medication administration records and documentation forms are to be utilized when indicated.
5. A grade of 75 percent or higher is required to pass each skill. Students who fail to pass a skill on the first attempt will receive an initial grade of 66%. The student is responsible for the cost of the supplies necessary for repeated skills. The student must schedule an appointment with the instructor to repeat the skill demonstration within one week of the first demonstration. The repeat demonstration will again be performed live and is allowed only **once**. The initial grade of 66% and the repeat grade will be averaged together for the final grade on that skill. If the student fails the repeat demonstration, a meeting must be scheduled with the assistant director of nursing and faculty. The student will present a remediation plan and the faculty will determine if the student is allowed to remain in the course.
6. Opportunities to perform skills in the clinical setting are limited; therefore it is imperative that the student successfully completes graded skill demonstrations in a timely manner. If the student fails to pass a demonstration on the first attempt, **three** points will be deducted from the Implementation section of the clinical evaluation tool for each day that the student is unable to perform the skill in the clinical setting, and until which time the skill is successfully demonstrated or a remediation plan is approved.

7. Check off demonstrations not completed by the due date will be subject to a **five** point deduction for each day it is late, up to a maximum of three days. After three days, a zero will be recorded for that skill. Successful completion of all skills demonstrations within a semester is necessary for progression and completion of the nursing program.

## CLINICAL NURSING COURSE METHODOLOGY

Students enrolled in nursing courses with a clinical component engage in classroom learning activities interrelated with clinical laboratory experiences in which they provide care to clients in a variety of health care settings, as well as the simulation and skills laboratories. A variety of clinical experiences are designed to assist students in developing the clinical reasoning and judgment necessary to practice as entry-level professional nurses.

Five different types of learning experiences are incorporated into clinical:

1. **Concept-based experiences** are designed to support student learning of pattern recognition. Through multiple encounters with clients experiencing the same problem, students learn pattern recognition associated with a specific concept, illness, disease or health problem.
2. **Case-based experiences** present students with authentic clinical problems they will likely encounter in practice and provides opportunities for students to learn to think like a nurse through client case exemplars. It encompasses seminar discussion of cases, as well as a variety of simulations, including use of high, mid and low fidelity environments using human patient simulators and role-playing.
3. **Intervention skill-based experiences** build proficiency in the 'how and why' of nursing practice. These experiences include psychomotor skills, as well as communication, teaching, advocacy, coaching, and interpersonal skills among others.
4. **Focused direct client care** experiences enable the student to gain progressive experience in the actual delivery of nursing care and to build and understand the role of developing relationships with patients. The assigned focus for a care experience allows the student to apply a growing knowledge and skill base to client care. Students learn to establish and nurture the nurse/client relationship and integrate the ethics of caring for individuals.
5. **Preceptor guided clinical experiences** provide opportunities for students to apply all elements of prior learning into an authentic clinical practice situation. The purpose is also to begin the transition into practice. Rather than the student being assigned to a particular client, the student is assigned to work with a registered nurse and provides client care with, and under the direction of, the registered nurse. The student practices integration of knowledge, clinical judgment and competencies while providing client care and studies the role of the registered nurse as it is expressed in a particular organizational environment.

Clinical experiences may be designated as **participatory, observational, or preceptor guided** and are subject to grading per the clinical evaluation tool.

### **Participatory Clinical Experiences**

During participatory clinical experiences, students perform hands-on nursing care under the direct supervision and assistance of a CWC clinical instructor. The clinical ratio of faculty to students does not exceed 1:8, providing for individual attention and direction.

***Observational Clinical Experiences***

During observational clinical experiences, students rotate through a variety of health care agencies in order to broaden their knowledge in the nursing field. During observational experiences, students do not perform hands-on nursing care nor is there a clinical instructor present.

***Preceptor Guided Clinical Experiences***

Preceptors are utilized during clinical experiences when students are allowed to perform procedures and a CWC nursing instructor is not present. Preceptors facilitate student achievement of specified competencies and course outcomes and provide feedback to the course instructor concerning student progress.

**CLINICAL GRADING**

Since learning is cumulative, students will be evaluated at the expected level of competency for each semester of the nursing curriculum. Clinical behavioral expectations are based upon progressive clinical outcomes. Students are expected to utilize skills and knowledge gained from previous courses while demonstrating clinical behavioral expectations of the present course. Written assignments should reflect adequate understanding of concepts introduced, as well as provide objective proof of the student’s ability to plan adequate and safe care for clients through utilization of the nursing process.

Student behavior and written clinical assignments allow for objective evaluation of clinical performance; therefore, both factors are taken into consideration when assessing clinical performance and are reflected on the clinical evaluation tool. A point system is used to evaluate clinical performance. The student begins the clinical rotation with a 100 point allotment; 75 points are allocated for clinical performance, while up to 25 points may be earned for written work. Students must maintain 75 points in their clinical performance/documentation in order to continue in clinical or progress to the next semester nursing course. Accurate and thorough documentation of client care is an essential part of nursing practice, while incomplete documentation is considered to be evidence of inadequate care. Therefore, a daily charting grade of less than 75 points will result in deduction in clinical performance points on the clinical grading tool.

***ABSENCES FROM CLINICAL***

Absences of more than one clinical day will result in a deduction of **three** points per missed day. There are no makeup clinical days and points for written clinical assignments will be forfeited. Students in the preceptor experience in the fourth semester will be subject to additional attendance requirements.

***DISMISSAL FROM CLINICAL***

Nursing faculty reserves the right to dismiss a student from the clinical component of the course if the student performs unsafe nursing care or fails to comply with the essential standards of professional nursing practice. Dismissal may occur after a single occurrence if the severity of the error or potential error is so great as to potentially cause grave harm to the client—actual harm need not occur. The student may request a meeting with the nursing faculty and assistant director or may appeal the dismissal according to policy.

***CLINICAL EVALUATION***

The following rating scale for clinical evaluation is used:

***Satisfactory: Fully Meets Expectations***

Student functions safely with occasional supportive cues; makes expected observations; assumes responsibility for assignments; accepts offered additional learning experiences; quality of performance is reliable and efficient for level of knowledge.

**Needs Improvement: Expectations Minimally Met**

Student functions safely, but requires verbal and occasional physical directive cues; makes obvious observations; quality of performance barely meets the requirements for expected level.

**Unsatisfactory: Expectations Not Met**

Student does not function safely or functions at a minimal level even with verbal and/or physical cues; does not make obvious observations related to client care; does not accept responsibility (blames others, dishonest); is hesitant about accepting responsibility; is hesitant to accept additional learning experiences; demonstrates unprofessional clinical conduct; staff, client, and/or family is dissatisfied with care provided or not provided; quality of performance is unreliable, indifferent, and incomplete.

Clinical areas will be graded as follows:

**Non-starred, non-critical areas**

- a. "Needs improvement" grades will result in a deduction of **one** point.
- b. "Unsatisfactory" grades will result in a deduction of **two** points.

**Starred critical areas**

- a. "Unsatisfactory" grades will result in a deduction of **three** points, except for medication errors. Medication errors of the low frequency and/or low jeopardy type will result in a deduction of **two** points. Medication errors of the high frequency and/or high jeopardy type will result in a deduction of **three** points.

*CLINICAL DEFINITIONS*

**Safe Practice**

- a. Functions within the Wyoming Nurse Practice Act, guidelines and outcomes of the nursing program, and the rules and regulations of the health care agency.
- b. Practices within the American Nurses' Association Code of Ethics and Standards of Practice.
- c. Is accountable for continuity in preparation, documentation, and care of clients, including verbal and written communication. Does not practice beyond the scope of preparation.
- d. Shows respect for the individual client, health team member, faculty, and self to include but not limited to ethical and cultural views.

**Cues**

What is required to maintain or encourage the student's performance.

Supportive Cues: Those that encourage, support, or reinforce, but do not change or direct what the student does or says.

Directive Cues: Verbal and/or physical, those that indicate what to do or say next, or those that correct an ongoing activity.

**CLINICAL AND SKILLS LABORATORY ATTENDANCE**

1. Clinical skills laboratory is incorporated into the course as a means of facilitating application of content presented in the classroom and to teach nursing assessment and intervention techniques. The student's ability to comprehend and apply material presented in the laboratory will be evaluated through unit examinations and clinical performance application.
2. Attendance at clinical is mandatory.
3. Students must absolutely report to clinical at the designated time. Tardiness will not be tolerated and will be reflected in the clinical grade at the discretion of the clinical instructor based on individual circumstances.

4. If the student must be absent from clinical, the instructor must be notified prior to the start of clinical.

## CLASSROOM ATTENDANCE

Regular and punctual attendance at all scheduled classes is required and is regarded as integral to course success. Punctuality is non-negotiable as arriving on time is a basic rule of considerate and professional behavior. Attendance and participation requirements apply to online courses as well; students must demonstrate timely and active participation in online classroom discussions. The student is responsible for all material presented in the classroom.

## ASSIGNMENT DUE DATES

1. Late formal papers will have **five** points deducted for each day late up to a maximum of three days. After three days, late papers must still be turned in; however, a grade of zero will be recorded. All papers must be completed in order to progress to next semester nursing courses.
2. Clinical nursing process evaluation papers (CNPE), nursing documentation, and written assignment due dates are determined by the respective clinical instructor. Late CNPE's and written clinical assignments will result in **one** point per day deducted from the clinical grade up to five days, or a maximum of five points.

## POST CLINICAL CONFERENCES

Each student is expected to participate in post-clinical conferences. Topics of discussion will center on the student's evaluation of their clinical performance for that day. Post-clinical conference discussions are a means of assisting students in evaluating their effectiveness in the clinical area. They also serve to help faculty determine the student's level of understanding and response to clinical events in order to provide the student with appropriate, individualized learning experiences.

## PROGRESS REPORTS

Clinical evaluation records will be kept by the instructor for each student each clinical day. Students are expected to participate in evaluating their own daily clinical performance. Students are also required to review and sign the clinical instructor's evaluation of their clinical performance **weekly** in order to be apprised of clinical progress.

Students are advised to keep track of their course grade standing using the grade worksheet provided in the course syllabus as grades are earned. Using the clinical evaluation form and the grade worksheet, the student should be well informed of his/her progress at all times. If students have questions regarding their classroom or clinical progress, they should speak with the course instructor.

## EVALUATION CONFERENCES

Scheduled conferences with the clinical instructor will occur at mid semester and at the semester's end. The student will self-evaluate their overall performance strengths and weaknesses and write goals for self-improvement to bring to these meetings. Available conference times will be posted on the respective clinical instructor's door and it is the responsibility of the student to sign up for an appointment time.

## ALLOCATION OF CREDIT

The basis of credit at Central Wyoming College is the semester hour. The program requires a total of 76 semester-hour credits for graduation. Nursing courses account for 43 semester hours, and general education and support courses account for 33 semester hours. Upon successful completion of the program the student will receive an associate of applied science degree with a major in nursing.

## ACADEMIC ADVISEMENT

Upon registration, each nursing student is assigned a nursing advisor to assist them with academic concerns, planning the program of study, and assuring that graduation requirements are met. The division assistant can help you with identifying your advisor. Appointments may be requested by either the faculty advisor or the student, but regular meetings are the student's responsibility to schedule. In the event your nursing advisor is not available, the assistant director of nursing or college academic advisor can assist you with advising issues.

## COMPLAINT RESOLUTION

Students are encouraged to seek the guidance of their faculty advisor when problems arise. If academic problems occur that are directly related to nursing courses, resolution should be sought through conference with the course faculty. If the problem is not resolved at that level, the student may seek resolution through a conference with the faculty team leader, assistant director of nursing, dean, and vice president for student and academic services in that respective order.

## RECORD OF CONCERN

Matters of concern or complaints related to the nursing program will be investigated by the assistant director of nursing in conjunction with the appropriate parties. A description of the concern and recommendations or actions taken will be documented on the *Record of Concern* form, which will be housed in the nursing office at the college for five years from the date initiated.

## LICENSURE REGULATIONS

Only graduates of board approved nursing programs are eligible to take the National Council Licensure Examination (NCLEX). A passing score must be achieved to earn the legal title of *Registered Nurse*.

In Wyoming, the Board of Nursing protects the public by screening candidates for licensure in order to identify potentially unsafe nurses. The law provides for denial of licensure for acts which are substantially related to nursing qualifications, duties, or abilities. Applicants to the licensure examination must report all criminal convictions to the Board. In part, the regulation taken from **The Nurse Practice Act** states, "The board of nursing may refuse to issue or renew, or may suspend or revoke the license, certificate, or temporary permit of any person, or to otherwise discipline a licensee, upon proof..."

The complete regulation may be viewed at <http://nursing.state.wy.us>.

## NURSING CLASSROOMS AND LABORATORIES

### *CLASSROOM*

The on-campus nursing classroom is located in the Professional Technical Center (PTC) in Room 106. This state-of-the-art classroom is equipped and engineered for distance delivery of multimedia presentations by means of videoconferencing technology allowing real time interactions with students located off campus at St. John's Medical Center in Jackson Hole, Wyoming. Student response systems (clickers) allow for enhanced student participation during class and provide the instructor with instant feedback related to student understanding of content. Podcast recordings are available for designated lecture sessions allowing replay at a later time over the Internet. Mind mapping software is utilized to enhance presentations and to help students visualize information, boost memory, and generate ideas.

### *SKILLS LABORATORY*

Patient care areas are located on the Riverton campus in the Professional Technical Center (PTC) in room 114. In Jackson Hole, a patient care area is set up at the Center for the Arts in room 101. These laboratories are used for practicing and demonstrating skills. The labs are fully equipped with training simulators and supplies for student learning experiences.

The Riverton campus skills laboratory is generally open Monday thru Friday from 8 AM till 4 PM. Additionally, student workers staff the lab to allow extended evening hours until 8 PM on designated days. Evening hours will be posted. Jackson students have access to the lab during normal business hours at the Center for the Arts. Anyone discovered taking items from the nursing laboratories will be subject to immediate dismissal from the program.

### *SIMULATION LABORATORY*

A clinical simulation laboratory is located on the main campus in Riverton in PTC 103 and at the Center for the Arts in Jackson in room 101. SimMan® advanced patient simulators provide realistic and challenging scenario based simulations to test students' critical thinking and clinical decision-making skills.

### *COMPUTER LABORATORY*

Most testing is done in a computer laboratory to help prepare students to take the computerized national licensing examination upon successful completion of the program. The Riverton campus nursing computer lab is located in PTC 120. Students in Jackson Hole will use the computer lab located in the Center for the Arts in room 101. The Riverton campus computer lab is generally available on Monday thru Friday from 8 AM till 4 PM. Additionally, student workers staff the lab to allow extended evening hours on designated days. Evening hours will be posted. Jackson students have access to the computer lab at the Center for the Arts during normal daytime business hours.

## COMPUTER AVAILABILITY

Due to the heavy reliance on computers in the nursing curriculum, it is strongly recommended that students have their own personal computer with Internet access. The college does not have any obligation to ensure computer access. Computers are available in designated laboratories and at the outreach centers during selected hours.

## COMPUTER ACCOUNTS

CWC computers, facilities, and network connections are for the purpose of providing academic and administrative support to faculty, students, and staff at the college. Users are responsible for all results originating from their use of college computers. Misuse can result in immediate termination of the right to use college computers.

When students initially register for classes, computer accounts are automatically set up the following day. The student will receive a letter that provides their username and password, and instructions for accessing their accounts and changing their password. For additional information, contact the CWC Help Desk at 855-2198 or toll free 1-877-292-3375.

## ONLINE CLASSROOM ACCESS

All nursing courses are supported by an online learning management system. **Students are expected to routinely check the 'myClasses' link** for announcements, lecture outlines, course updates, and other communication from the faculty. By logging in to the CWC online classroom, you are acknowledging and authorizing CWC to release to other students enrolled in the online class your name and email address in order to enable collaboration among the group.

## ACCESSING FINAL GRADES

Students may access their final grades online:

1. Go to [www.cwc.edu](http://www.cwc.edu) and click '**myCentral**'
2. Log in using your CWC user name and password
3. In the top left click '**myAdvisor**'
4. Then click '**Students**'
5. On the right side under Academic Profile, you can either click '**Grades**' and select a term, or click '**Transcript**' which will provide your entire CWC grade history

## SYLLABUS DISCLAIMER

The course syllabus will be available in the online classroom and will be reviewed the first day of class each semester. The syllabus is a course guide and not a contract. The syllabus represents the faculty's best judgment and projection of course content and dates. In order to fulfill educational outcomes, the syllabus may be changed or modified at any time by faculty. Students will be notified of changes to the course syllabus at the class meeting or through online classroom correspondence.

## TEXTBOOKS

A list of the required and recommended resources is listed in the respective course syllabus. A current semester book list that includes ISBN numbers and pricing can also be found at [www.cwc.edu](http://www.cwc.edu). Students are expected to have the required resources in their possession. Many nursing textbooks and resources are used throughout the two-year program of study. The initial purchase in the first semester of the program is generally the most costly.

## MOBILE DEVICES

Enrolled nursing students are required to have a mobile device beginning in the first semester of the program. You may use any type of mobile device as long as you can load the required programs and the device fits in the uniform pocket. The college does not assume any responsibility for lost or stolen electronic devices.

## STUDENT NURSES' ASSOCIATION (SNA)

The Student Nurses' Association is a pre professional association for pre nursing and enrolled nursing students at Central Wyoming College. Members are encouraged to attend meetings, but are not required to do so. Meeting dates and times will be announced at the web site and posted on student bulletin boards.

The purpose of the association is, "to encourage leadership and teamwork among nursing students, facilitate collegial communication, and promote health within the community." Each year, SNA organizes projects, activities, and fundraisers that offer leadership experience and educational opportunities, and contribute to the community.

At the beginning of the school year, incoming nursing students are oriented to the association. Students are encouraged to become active participating members of the SNA since membership establishes a means of preparing them to function as contributing members of the nursing profession and society. The student should fulfill responsibilities as a member within the discipline of nursing by active participation in committees and professional organizations. Members have the opportunity to hold office and act as a liaison to fellow students and faculty members.

## COMMITTEE REPRESENTATION

Students at each level will select peers to serve as student representatives at nursing faculty meetings. Students' concerns should be shared with elected representatives to be presented and discussed at faculty meetings. The responses and suggested solutions to concerns can then be taken back to the student group by the representative. Student representatives will be notified of faculty meeting dates and times in advance.

## COSTS

Cost considerations during enrollment in the 2-year program include, but are not limited to: tuition and applicable fees, required resources and textbooks, physical examination, required laboratory tests and immunizations, school uniform, background check, and transportation to clinical agencies. Costs will vary.

Additionally, students can expect the following expenditures in the final semester of the program: NCLEX® test fee, application processing fee, background check and fingerprinting procedure for the board of nursing, and the distinctive nursing school pin.

## EMERGENCY STUDENT LOAN

Short-term emergency student loan funds are available. For detailed information, contact the financial aid office or the business office at the college.

## NURSING SCHOLARSHIPS

Students should refer to the college web site for a listing and description of general and nursing private donor scholarships. Requirements vary from scholarship to scholarship. More information may be obtained from the financial aid office. Nursing private donor scholarship awards are determined by the nursing faculty and assistant director of nursing. The scholarship application must be submitted to the financial aid office by the March 1 application deadline to be considered for scholarship awards. Scholarship recipients are notified in writing.

## WYOMING INVESTMENT IN NURSING (WYIN)

The WYIN program is funded by Wyoming legislature. Funds are for students enrolled in nursing programs at colleges in Wyoming and are to assist with educational expenses as determined by the financial aid office at each academic institution. Loans are intended to meet unmet need, which can vary greatly from one student to another. There is a predetermined maximum annual award. If the financial aid office determines a student to be eligible and awards a WYIN loan, it will be for the full academic year. The student will also be eligible to receive the loan for each year of their degree program in nursing if the student completes an application each year, meets the academic requirements of the program, and meets other eligibility requirements. Nursing students agree to repay the loan by working as a licensed nurse in Wyoming after graduation for a specified period of time. Students accepted to the program are sent WYIN application information by the financial aid office.

## RETENTION OF RECORDS

Central Wyoming College adheres to the rules and procedures set forth in the United States Government Family Educational Rights and Privacy Act (FERPA). (See current CWC Catalog--Student Privacy)

Students' tests, papers, and clinical nursing process assignments are kept on file in the respective instructor's office until the final course grade is issued. Some records may be kept as examples for future reference at the discretion of the faculty.

## TRANSCRIPT REQUEST FOR NCLEX® APPLICATION

It is the student's responsibility to request that official transcripts be sent to the Board of Nursing upon graduation as part of the national licensure application process. The assistant director of nursing will review the process and provide the necessary forms in the final semester.

## REFERENCE AUTHORIZATION

Current and former students may request a letter of recommendation or verbal reference from faculty for the purposes of employment, scholarship, etc. A reference authorization form is available in the nursing office and must be completed by the student in advance authorizing faculty to consult educational records and share information with outside parties.

## PINNING CEREMONY

A pinning ceremony is held each year for nursing graduates. Only nursing program graduates are entitled to purchase the distinctive school pin. Information regarding ordering the pin will be provided in the last semester.

The following awards are presented at the pinning ceremony. Award recipients are determined by the faculty.

1. Academic Excellence in Nursing
2. Clinical Excellence in Nursing
3. Professionalism in Nursing
4. Heather Paul Nursing Excellence

## CHANGE OF NAME / ADDRESS

The student is responsible to notify the nursing office and the records office at the college of any changes in contact information.

## EMPLOYMENT

CWC assumes no responsibility for nursing students employed in a health care agency. A student employed in an agency has the responsibility both personally and professionally to engage in only those activities which fall within the job description for non-professional workers, and has a responsibility to refuse participation in activities which he/she has not been legally licensed to perform.

Nursing students always seem to work harder and have less time than other students do. This is true in all college settings. A commitment to spend considerable time studying is necessary to succeed. While it may be necessary for students to be employed while enrolled in the program, the faculty advises only part-time employment to allow the study time necessary to be successful in the program.

## CHILDREN ON CAMPUS

Pursuant to the college policy on children on campus, under normal circumstances students are not to be accompanied in the educational setting (to include classroom, laboratory, and clinical) by children or other family members. This is intended to eliminate situations in which the extended presence of a family member may hinder the orderly functioning of the academic environment for the instructor and other students. Students who fail to comply will be subject to disciplinary action as determined by the assistant director of nursing and faculty.

## PHONES AND ELECTRONIC DEVICES

Cellular phones and pagers will be turned off or placed on silent alert during classroom, laboratory, and clinical times. Any calls or texts must be answered or returned outside the educational setting.

The *phone* component of mobile devices must be disabled when in the clinical setting unless otherwise directed by the clinical instructor. Students must adhere to rules and regulations of the respective agency regarding use of electronic devices in the clinical area.

## BOOKSTORE

The college bookstore is located on campus in the Student Center. Textbooks and other course materials and supplies are available there. Bookstore personnel can assist you by calling 855-2201 or toll free 1-800-735-8418, extension 2201.

## LIBRARY AND RESERVE MATERIALS

The college library is located on campus in the Main Hall and is within close walking distance of the nursing classroom, laboratory, and college dormitory. A library orientation will be provided during the first semester. Available in the library are books, journals, online databases, and other information resources to support your academic program. Students are strongly encouraged to use the college library.

## PHOTOCOPYING

Limited photocopying service for students is provided when materials are requested by the faculty and are for educational purposes.

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## VI. *D*egree Requirements

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The CWC nursing program is a 76-credit program of study leading to an associate of applied science degree with a major in nursing. All courses required for the degree must be completed with a grade of C or higher.

General education and support courses:

ENGL 1010	English Composition I* (3 cr)
ENGL 1020	English Composition II** (3 cr)
MOLB 2210	General Microbiology (4 cr)
POLS 1000	American & WY Government (3 cr)
PSYC 1000	General Psychology (4 cr)
ZOO 2015	Human Anatomy* (4 cr)
ZOO 2025	Human Physiology* (4 cr)
_____	Math 1000 or higher level college math (3 cr)
_____	General Biology or Life Science or Intro to Chemistry (4 cr)
_____	UNST/PEAC/WELL *** (1 cr)

\* Prerequisite

\*\* BADM 1020 or ENGL 2010 may be substituted for ENGL 1020

\*\*\* Students who transfer in a minimum of 12 credits with at least a 2.0 GPA are exempt

Courses with the NRST designator must be taken in sequence and students must be admitted to the program to enroll:

NRST 1000	Fundamentals of Nursing (7 cr)
NRST 1690	Pharmacology (4 cr)
NRST 2120	Nursing Care of Parents and Children (10 cr)
NRST 1120	Medical-Surgical Nursing I (6 cr)
NRST 1110	Mental Health and Illness (2 cr)
NRST 1520	Client in the Community (2 cr)
NRST 2130	Medical-Surgical Nursing II (10 cr)
NRST 2400	Trends in Nursing Leadership (2 cr)

## VII. Course Descriptions

### **NRST 1000 – Fundamentals of Nursing. 7 credits (T)**

This course is designed to provide an introduction to the self-care potential of individuals, the position of the nurse in assisting toward that goal, selected nursing care procedures, and the basic concepts of nutrition, pharmacology, nursing process, communication, and self-responsibility. Practical experience is gained in the skills laboratory and in clinical settings. Prerequisite: Acceptance into the nursing program. (5 lect., clinical 8 hours per week)

### **NRST 1110 – Mental Health and Illness. 2 credits**

This course concentrates on mental health and illness, deviations from the normal personality, and therapeutic measures including the use of psychotropic drugs to alleviate the conditions. Prerequisites: Completion of MOLB 2210, PSYC 1000, and NRST 2120. (2 lect.) *IT*

### **NRST 1120 – Medical-Surgical Nursing I. 6 credits (T)**

This course concentrates on acute medical-surgical illnesses with an emphasis on surgical problems as clients are followed through the preoperative, intraoperative, and postoperative phases. The student will apply the nursing process to clients, to include care of the older adult. The student will explore principles of client education and use therapeutic communication techniques to promote self-care. Prerequisites: Completion of MOLB 2210, PSYC 1000, and NRST 2120. (2.5 lect., clinical 12 hours per week)

### **NRST 1520 – Client in the Community. 2 credits**

This course focuses on the care of families in settings other than acute care facilities. Topics include assessment of the environment and the individual within that environment, vulnerable populations, family violence, children in the community, family support (community, regional, & national), reimbursement sources, and clinical pathway as it relates to delivery of care from a healthcare team. Prerequisites: Completion of MOLB 2210, PSYC 1000, and NRST 2120. (1.5 lect., clinical 16 hours total)

### **NRST 1690 – Pharmacology. 4 credits**

This course is designed to guide the student in developing a basic understanding of pharmacological concepts by exploring the mechanisms of action, therapeutic responses, adverse effects, and potential interactions of various classes of drugs. The nursing process is utilized in the study of therapeutic administration of commonly prescribed drugs, with emphasis on the responsibilities of healthcare providers, development of safe medication administration practices, client education, and promotion of self-care. Prerequisite: Acceptance into the nursing program or nursing director's permission. (4 lect.)

### **NRST 2120 – Nursing Care of Parents and Children. 10 credits (T)**

This course focuses on the role of the maternal-child health nurse in assisting individuals and families to maintain, achieve, or regain their optimal level of health. The childbearing family from preconception to parenthood will be explored in the first half of the course, and child health and development from infancy through adolescence will be the focus of the second half. Prerequisites: Completion of MATH 1000 or higher; PSYC 1000 (or concurrent enrollment); NRST 1000 and NRST 1690, or nursing director's permission. (6 lect., clinical 12 hours per week)

### **NRST 2130 – Medical-Surgical Nursing II. 10 credits (T)**

This is an advanced adult medical-surgical nursing course where the student has a final opportunity to apply nursing knowledge and practice skills acquired in preceding and concurrent courses. The student will have the opportunity to demonstrate attitudinal, psychomotor, and cognitive abilities necessary to provide safe and appropriate nursing care. Experience is gained in hospitals and community settings. Prerequisites: Completion of NRST 1110, NRST 1120, and NRST 1520. (5 lect., clinical 16 hours per week)

### **NRST 2400 – Trends in Nursing Leadership. 2 credits**

This course will explore current nursing trends, leadership and management theories, legal issues, communication, and professional organizations. The student will explore leadership styles and roles relative to the discipline of nursing. The role of the registered nurse in delegation and the relationship this role has on various care delivery models will be explored. Current issues in nursing will be examined as well as their potential effect on nursing practice. Students will apply critical thinking to solve problems. Prerequisites: Completion of NRST 1110, NRST 1120, and NRST 1520. (1.5 lect., clinical 12 hours total)

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## VIII. *E*valuation Process

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Components of the nursing program will be evaluated on a regular basis using multiple methods and multiple populations. A copy of the evaluation tally will be provided to the respective faculty for review. Data from student responses will assist in providing quality course design and instruction.

1. Evaluation of Course by Student  
Nursing courses will be evaluated by students at the completion of the course.  
Form: Evaluation of Course (Nursing form)  
Evaluation of Online Course (Nursing form)
2. Evaluation of Classroom Instructor by Student  
Instructors will be evaluated by students on effectiveness of classroom teaching activities at the completion of the course. New hires or instructors new to classroom teaching will be evaluated at midterm. Tenured instructors will be evaluated in at least one course per semester at the discretion of the assistant director of nursing.  
Form: Evaluation of Classroom Instructor (Nursing form)
3. Evaluation of Clinical Agency and Instructor by Student  
Evaluation of the total clinical experience (clinical agency and instructor) will be completed by students at the end of each clinical rotation.  
Form: Evaluation of Clinical Experience by Student (Nursing form)
4. Evaluation of Clinical Simulation Laboratory by Student  
Nursing courses with a clinical simulation laboratory component will be evaluated at the completion of the course.  
Form: Evaluation of Clinical Simulation Lab (Nursing form)
5. Evaluation of Nursing Program by Student  
Nursing graduate candidates will evaluate the total nursing program near the completion of fourth semester nursing courses.  
Form: Evaluation of Nursing Program (Nursing form)
6. Evaluation of Student Performance by Instructor  
Individual student performance evaluations will be completed by the faculty at midterm and at the end of the semester. Student performance evaluations shall include, but are not limited to, areas of strengths and improvement and shall provide the student an opportunity for written comments. Performance evaluations will be signed and dated by the instructor and the student and maintained in the student's clinical record.  
Form: Evaluation of Student Performance by Instructor (Nursing form)

7. Evaluation of Course by Instructor  
 Nursing courses will be evaluated by the respective faculty at the completion of each course. New courses and courses with substantive changes must provide evidence of consistency with program philosophy, outcomes, and organizing framework.  
 Form: Evaluation of Course by Instructor (Nursing form)
  
8. Evaluation of Clinical Instructor by Agency Staff  
 Clinical instructors will be evaluated by the respective clinical agency personnel in November and/or April of each year. The evaluation process will be initiated by the nursing office at the college. The assistant director of nursing will review responses with individual clinical instructors during annual evaluation conferences.  
 Form: Evaluation of Clinical Instructor by Agency Staff (Nursing form)
  
9. Nursing Graduate Survey  
 Graduates of the nursing program will be surveyed 12 months after the graduation date to determine their impression of the effectiveness of the educational process and to verify employment in nursing or a related field. The evaluation is initiated by the research office at the college.  
 Form: Nursing Graduate Survey (College form)
  
10. Employer Survey  
 Employers of nursing graduates are surveyed 16 months post-graduation to determine their perceptions about how well-prepared graduates are and the program's overall effectiveness.  
 Form: Nursing Employer Survey (College form)

## IX. *Assessment of Outcomes*

Assessment of student and graduate learning is an ongoing process at Central Wyoming College. Various assessment activities occur throughout the program, upon completion of the program, and during the first year after graduation from the program. Student participation in the various assessment activities is expected and appreciated. External agencies (i.e., National League for Nursing, Wyoming State Board of Nursing, and Wyoming Community College Commission) also require the reporting of student/graduate data.

Data to be collected from students/graduates includes, but is not limited to:

1. Critical and creative thinking
2. Communication skills (oral and written)
3. Self-directed learning
4. Technological literacy
5. Nursing skills acquisition
6. Program satisfaction
7. Employment data
8. NCLEX-RN pass rate

## X. Faculty and Staff Contact Information

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<b>Campus Services</b>		855-2279		
<b>IT Help Desk</b>		855-2198		
<b>Jackson Outreach Office</b>		733-7425		
<b>Nursing Fax</b>		855-2099		