



**Associate Degree  
Nursing Program  
Student Handbook**

2025-2026

# Table of Contents

Staff Directory .....	4
Introduction.....	6
About the Handbook .....	7
Handbook Contents Disclaimer .....	7
Overview.....	8
Western's Associate Degree Nursing Program .....	8
Mission, Vision, and Values .....	8
Statewide Curriculum Wisconsin Technical System Philosophy .....	9
System-Wide Curriculum.....	9
Philosophy .....	10
Program Outcomes: Statements and Measures .....	11
State Curriculum Student Learning Outcomes.....	11
Learner .....	12
Nurse Educator .....	12
The Americans with Disability Act.....	13
Essential Functions .....	13
Accreditation .....	13
Associate of Science Degree (ADN) and Licensure.....	14
Notification of Program Changes to Currently Enrolled Students .....	14
Nursing Handbook Section 2: Program Curriculum .....	15
Bloom's Cognitive Taxonomy of Learning.....	15-16
Nursing Handbook Section 3: Cost.....	16
Nursing Handbook Section 4: Student Policies .....	16
Student Uniform Policy.....	16-17
Academic and Clinical Performance Coaching .....	18-19
Academic Advisement .....	19
Student Success Plan .....	19
Attendance.....	19
Classroom Tardy .....	20
Clinical Tardy.....	20

Classroom Absence .....	20
Clinical Absence .....	20
Attrition.....	20
Progression to the Next Term.....	20-21
Health and Public Safety Division Re-entry Process .....	21
Program Re-entry Appeal Process .....	21-22
Dismissal from the ADN Program .....	22
Re-Entry after Dismissal for the ADN Program.....	23
Background Checks .....	23
Requirements.....	23-24
CPR Certification .....	24
Clinical Onboarding.....	24-25
Change of Name and Contact Information.....	25
Civility.....	25
Nursing Program Student Conduct Policy .....	25-28
Health Insurance Portability and Accountability Act (HIPAA & Confidentiality).....	29
Technology Use .....	30
Social Media Policy .....	31
Computer Use.....	31
Cell Phone Use.....	32
Student Success-Students with Diagnosed Disability/Special Needs .....	32-33
Student Success Plan Policy .....	33
Nursing Program Communication Channels .....	33
Committees and Student Clubs.....	34
Practical Nursing NCLEX Testing.....	34
Graduation and Licensure .....	34-35

# STAFF DIRECTORY

## Administration

Name	Email	Office	Phone
Kevin Dean Dean, Health and Public Safety	DeanK@westernnc.edu	Kumm 211D	608-789-6080
Chaudette Miller, MSN, RN Associate Dean, Nursing and Nursing Assistant	MillerC@westernnc.edu	Kumm 211C	608-785-9196

## Faculty

Hilaree Alexander, MSN, RN	AlexanderH@westernnc.edu	Kumm 303T	608-785-9251
Jill Anderson, APRN, MSN, RN	AndersonJill@westernnc.edu	Kumm 301K	608-785-9224
Julie Anderson, MSN, RN	AndersonJ@westernnc.edu	Kumm 303I	608-785-9597
Megan Barbian, MSN, RN	BarbianM@westernnc.edu	Kumm 301G	608-789-6176
Rosli Bautch, MSN, RN	BautchR@westernnc.edu	Kumm 301J	608-789-4737
Heather Berra, MSN, RN	BerraH@westernnc.edu	Kumm 303G	608-789-4726
Julie Everson, APRN, MSN, RN	EversonJ@westernnc.edu	Kumm 303H	608-789-6102
Patricia Hoffheiser, MSN, RN, CCM	HoffheiserP@westernnc.edu	Kumm 301M	608-785-9146
Pamela Kamm, MSN, RN	KammP@westernnc.edu	Kumm 301E	608-785-9377
Rachel Kanz, DNP, RN	KanzR@westernnc.edu	Kumm 303J	608-785-9208
Lee Her Lee, DNP, RN	LeeL@westernnc.edu	Kumm 303L	608-785-9592
Kimberly Schrandt, DNP, MSN, RN	SchrandtK@westernnc.edu	Kumm 301H	608-789-4794
Alicia Strong, DNP, MSN, RN	StrongA@westernnc.edu	Kumm 303K	608-785-9414
Kelsey Swartling, MSN, RN	SwartlingK@westernnc.edu	Kumm 301L	608-785-9127
Janet Thewis, MSN, RN	ThewisJ@westernnc.edu	Kumm 303S	608-785-9412
Sandra Thill, MSN, RN	Thills@westernnc.edu	Kumm 301F	608-785-9182

### Simulation Staff

Name	Email	Office	Phone
Amanda Kind	KindA@westerntc.edu	Kumm 303F	608-789-6104
Kendra Hanson	HansonK@westerntc.edu	Kumm 303E	608-785-9427

### Support Staff

Name	Email	Office	Phone
Anouk Goreta	GoretaA@westerntc.edu	Kumm 211	608-785-9195
Nichole Purvis	PurvisN@westerntc.edu	Tomah Office	608-374-7700
Sarah Wilke	WilkeS@westerntc.edu	Mauston Office	608-847-7364
Ann Cade	CadeA@westerntc.edu	Viroqua Campus	608-637-2612
Lynda Savage	SavageL@westerntc.edu	BRF Campus	715-284-2253

### Counselors & Case Managers

Name	Email	Office	Phone
Brent Brigson	BrigsonB@westerntc.edu	Student Success Center 222	608-785-9583
Alicia Hengel	HengelA@westerntc.edu	Student Success Center 222	608-785-9536
Lauren Jankowski	JankowskiL@westerntc.edu	Student Success Center 222	608-785-9917
Katrina Rotar	Rotark@westerntc.edu	Student Success Center 222	608-785-9841

## Introduction

On behalf of the faculty and staff it is my distinct pleasure to welcome you as a member of our Western Technical College's Nursing Program community. You are about to begin an important journey as you prepare to become a nurse. Grounded in the sciences and liberal arts, you will learn the basic skills and the scientific basis for practicing our profession. The next four terms will be exciting, intense, and challenging as you learn to care for individuals throughout their lives, whether ill or healthy.

You will grow professionally and personally through interactions with faculty, your fellow students, nursing staff in clinical agencies, and patients. Upon graduation, you will be well-prepared for the NCLEX exam, allowing you to become licensed as a registered nurse. Our graduates have successful careers in multiple specialty areas and perhaps you will complete a baccalaureate, master or doctoral degree.

From the beginning, your faculty will be there to help you learn. Some of our faculty have doctoral degrees and many continue their own practices. You will be working closely with clinical staff and participating as a member of the healthcare team to provide patient care. Don't hesitate to seek out faculty and learning experiences; we are here to help you and facilitate your learning.

You are here because you are the best and the brightest. Our expectations are high, but the outcomes are well worth it. I know that your education at Western Technical College will take you far. We are excited that you are here.

A career in nursing is a profession dedicated to the achievement of health and healthcare through science and its application. I hope you will gain a deeper understanding of what it means as you experience the dedication our faculty members have to your development. I encourage you to get to know them – they are leaders not only in the school, but the entire nursing profession. The time you spend with us is sure to provide you with many opportunities.

Best wishes,

Chaudette Miller, MSN, RN  
Associate Dean of Nursing and Nursing Assistant

## **About the Handbook**

This handbook for students in Western Technical College's Nursing Program provides information regarding policies, procedures, available resources and issues that are of concern to student academic life. It also outlines the rights and responsibilities of the students.

These policies, and any additional Nursing Program policies and procedures relative to student records, publications, grievances and discipline, are consistent with the Family Rights and Privacy Act of 1974. Policies and procedures governing all Western Technical College students are available in the Western College Catalog.

Students are responsible for using the Handbook and College Catalog as a resource when questions arise and as a guide to academic and non-academic policies and procedures.

All students are required to sign the Handbook Acknowledgement. A copy of the Handbook Acknowledgement is retained in your file. By signing the acknowledgement, you certify that you are responsible for:

1. Reading the Handbook in its entirety.
2. Agreeing to comply with all policies.
3. Reviewing and understanding any changes made to the Handbook during the entire time you are enrolled as a student in the Western Technical Colleges Nursing Program.
4. Recognizing that changes made to policies and procedures may impact you as a student.

## **Handbook Contents Disclaimer**

Information in this handbook describes the Western Technical College's Program at the time of publication.

Unless otherwise indicated by a parenthetical statement containing "effective date" all terms, conditions, policies, practices, stated directives and information contained within the handbook are correct and current. Changes may be made in policies, the calendar, curriculum or costs. Such changes will be announced by Western Technical College for approved methods and practices.

## **Overview**

Mission Statement  
Philosophy  
Nursing Education  
Program Outcomes and Student Learning Outcomes  
Learner  
Nurse Educator  
Non-Discrimination (EEO/AA) Statement  
American with Disabilities ACT (ADA) Statement  
Accreditation  
Associate of Science Degree (ADN) and Licensure  
Notification of Program Changes  
Documents and Forms  
Faculty and Staff

## **Western's Associate Degree Nursing Program**

The Nursing Associate Degree Program is designed for adult learners. It features a learning environment that fosters independence, problem solving, organization, goal attainment and communication through faculty-guided learning and performance-based evaluation. Only students accepted in the Nursing program are allowed to register for nursing courses. Courses provide learning tasks based on course competencies and facilitate mastery of theoretical and clinical performance standards. Classes, clinical sites, skills, and simulation labs provide opportunities to share knowledge, ask questions, and practice newly mastered skills. The Interactive Distance Learning (IDL) for support courses are occasionally offered at regional campuses. The general education courses are offered at the La Crosse, Black River Falls, and Mauston Campuses. The General and Advanced Anatomy and Physiology and Microbiology labs are only offered at the La Crosse campus. Nursing theory courses are offered online, face-to-face, IDL, or in a blended (combination of online and face-to-face) format.

### **Our Mission**

Western Technical College provides relevant, high-quality education in a collaborative and sustainable environment that changes the lives of students and grows our communities.

### **Our Vision**

Western Technical College is the college of first choice in our region.

### **Our Values**

We value the success of our students and hold ourselves accountable for providing excellence in student learning, based on the diverse needs of each student, and built on a foundation of integrity, teamwork, and respect.

- Learning
- Excellence
- Accountability
- Diversity
- Student Success
- Teamwork
- Integrity
- Respect

## **Statewide Curriculum Wisconsin Technical College System (WTCS) Philosophy**

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

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

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

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

### **System-Wide Curriculum**

The WTCS Nursing programs provide a seamless curriculum, flexible and accessible for learners statewide. Prior learning, experience and career mobility are valued, and efforts are aimed at facilitating articulation between levels of nursing. Information gathering within the community network that includes advisory committees, employers, and health care consumers enhances curriculum review and revision.

## Philosophy

We believe that the Western Technical College's Nursing Program Learning Outcomes with Supporting Definitions serve as the guide for nursing education.

Nursing education in an institution of higher learning incorporates knowledge gained from nursing courses and those in general education, physical, behavioral, social sciences, and cultural diversity. Identification of general education courses provides a common foundation for all students in the Nursing Program.

We recognize that individual educational and life experiences also contribute to each student's nursing education process. A balance between general education and nursing courses with early introduction of technical skills and person/student interaction facilitates development of nursing knowledge by recognizing needs of the individual adult learner.

Nursing education must address use of the nursing process across the life span at various points along the health-illness continuum and in a variety of health care settings. Nursing education at the technical college must also consider the demographic and cultural needs of the community that will serve as the nursing practice environment for the graduate of the Nursing Program.

Integral to nursing students' education is providing opportunities to observe and participate in simulated and patient-centered learning experiences. Laboratory, simulation, and clinical courses are structured to allow application of concepts and principles learned from theory courses. Each semester of education builds upon previous learning and encourages the development of clinical decision making.

Nursing faculty are both educators and skilled clinical practitioners responsible for maintaining expertise and current knowledge and serve as role models for the importance of lifelong learning. Nursing faculty are responsible for identifying learning experiences that will expose the students to a variety of settings and serve as liaisons with registered nurses within those settings. Nursing faculty review and analyze current trends in nursing and health care issues that impact the role of the registered nurse.

The goal of nursing education at Western Technical College is to prepare a safe, competent, beginning-level practitioner with the knowledge, skills and professionalism required by the registered nurse. The nursing education obtained by the graduate of the Western Technical College Nursing Program serves as the starting point for continued development and education as an accountable and responsible member of the nursing profession.

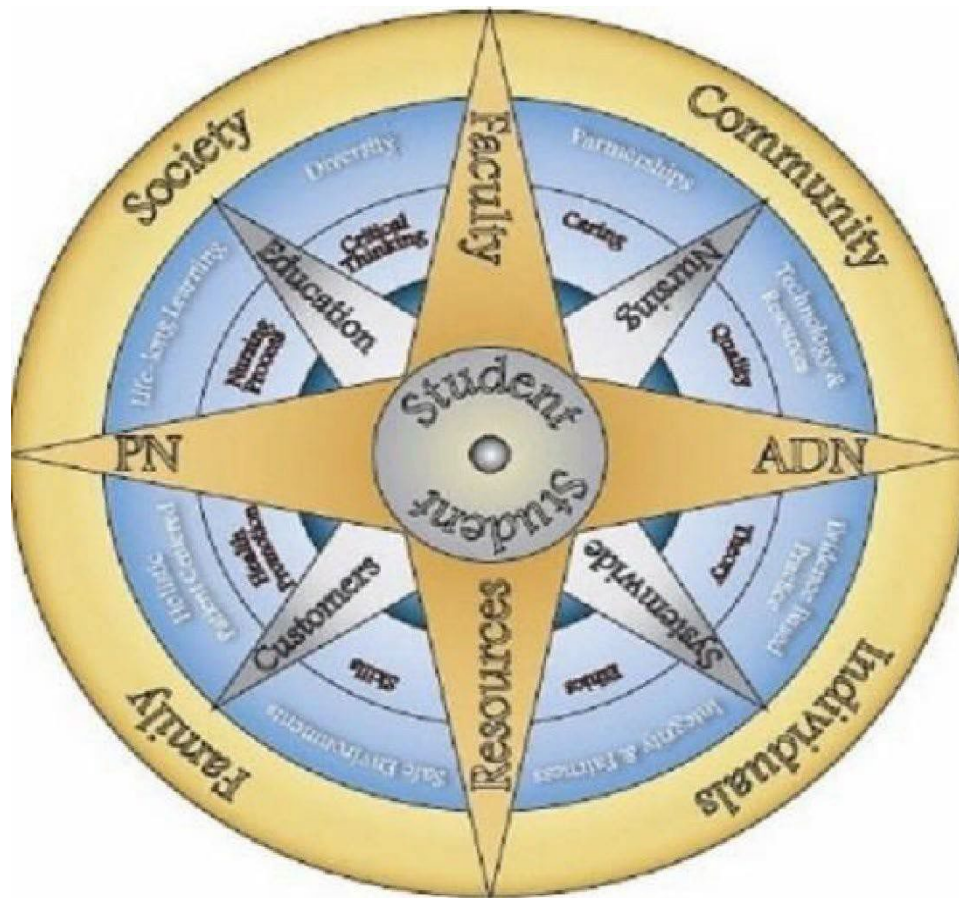
## Program Outcomes: Statements and Measures

### Program Outcomes:

- **Outcome Statement 1:** Students completing the Associate of Science: Nursing Degree will achieve a passing score on the NCLEX-RN.
  - **Measure:** NCLEX-RN results for first-time test takers will be at or above the national mean.
  
- **Outcome Statement 2:** Students completing the Associate of Science: Nursing Degree will complete the program in a timely manner.
  - **Measure:** Graduation within six semesters of admission will be achieved by 75% of students.
  
- **Outcome Statement 3:** Students completing the Associate of Science: Nursing Degree will be employable.
  - **Measure:** Upon completion of the program, 75% of graduates will report themselves as employed in a nursing role on the exit survey.

## State Curriculum Student Learning Outcomes

1. Integrate professional nursing identity reflecting integrity, responsibility, and nursing standards.
2. Communicate comprehensive information using multiple sources in nursing practice.
3. Integrate theoretical knowledge to support decision making.
4. Integrate the nursing process into client care across diverse populations.
5. Function as a healthcare team member to provide safe and effective care.



## Learner

The adult learner in the Associate Degree Nursing Program has unique values, beliefs, needs, experiences, and educational backgrounds. Each individual has personal and professional aspirations that serve as motivation to succeed. The combination of readiness, motivation, culture and life experiences of the learner will influence the learning process.

It is the responsibility of the learner to take advantage of all educational opportunities, to adhere to program and course policies and requirements, and to seek out academic and support services as needed.

## Nurse Educator

- Facilitates learning by providing a variety of meaningful learning experiences and assisting learners to develop the core competencies of nursing.
- Provides ongoing evaluation of the learner, utilizing verbal and written feedback to stimulate growth.
- Is a professional role model in the classroom and clinical settings.
- Participates in continuing education and professional activities, including maintaining membership in professional organizations and involvement in community service.

## The Americans with Disabilities Act

Qualified, self-identified students with documented disabilities have the right to free accommodations to ensure equal access to educational opportunities at Western Technical College. For assistance, contact Western's Access Services.

The Americans with Disabilities Act of 1990, (Section 504 of Rehabilitation Act of 1973 29 CR 793 and 42 U.S.C. 12101) bans discrimination of persons based on their disabilities. In keeping with this law, colleges of the Wisconsin Technical College System make every effort to ensure quality education for students. It is our obligation to inform students of the program specifications (Essential Functions) required by this program and occupation.

See also page 34 student success regarding disabilities.

### Essential Functions

A change in your ability to perform any of the Essential Functions must be reported to the Associate Dean of Nursing (608-785-9195) or to your instructor immediately. The Essential Functions are listed on the Western Technical College Nursing Program web page:

[https://www.westerntc.edu/sites/default/files/programs/documents/ADN\\_Essential\\_Functions.pdf](https://www.westerntc.edu/sites/default/files/programs/documents/ADN_Essential_Functions.pdf)

### Accreditation



Western Technical College is accredited by the Higher Learning Commission:

The Associate Degree Nursing Program at Western Technical College located in La Crosse, Wisconsin is accredited by the:

Accreditation Commission for Education in Nursing (ACEN)

3390 Peachtree Road NE, Suite 1400

Atlanta, GA 30326

**Phone:** 404-975-5000

The most recent accreditation decision made by the ACEN Board of Commissioners for the Associate Degree Nursing Program at Western Technical College is Continuing Accreditation.

View the public information disclosed by the ACEN regarding this program at: \_

<https://www.acenursing.org/search-programs>



## **Associate of Science Degree (ADN) and Licensure**

Western Technical Colleges Nursing Program meets all the Wisconsin Department of Higher Education minimum degree requirements for the Associate of Science Degree.

Upon completion of the program, students are awarded an Associate Degree in Nursing.

After completion of the second semester of Western Technical College's Nursing Program, students are eligible to complete the National Council Licensure Examination (NCLEX-PN) for practical nursing. Upon successful completion of the NCLEX-PN, the graduate is licensed as a licensed practical nurse, provided all State Board of Nursing requirements are met.

Graduates of the program are eligible to take the National Council Licensure Examination (NCLEX-RN) for registered nursing. Upon successful completion of the NCLEX, the graduate is licensed as a registered nurse, provided all State Board of Nursing requirements are met. See page 34-35 "Graduation and Licensure" for more information, including LPN licensure examination after two terms.

Completion of Western Technical College's Nursing Program is not a guarantee of licensure or employment as a registered nurse. See Graduation and Licensure for more information.

### **Notification of Program Changes to Currently Enrolled Students**

All student policies of Western Technical College's Nursing Program are developed and approved by the faculty. Approved policies are contained in a Nursing Student Handbook, which is available to all students on the student website.

Each semester, new students will read the Nursing Student Handbook and submit a handbook acknowledgement form agreeing to follow handbook guidelines throughout the program.

- Input from students will be considered a part of data gathering regarding policy changes.
- New policies or those needing revision will be reviewed and approved, modified, or denied during a faculty meeting by a majority vote of all faculty.
- New and revised policies will be incorporated into the Nursing program website.
- Changes to the Handbook become effective at the beginning of the Fall Semester.
  - If a policy or process is implemented prior to the next scheduled handbook revision, students will be provided with changes in writing and sign an acknowledgement of receipt.
  - The effective date will be included.

## **Nursing Handbook Section 2: Program Curriculum**

### **Curriculum**

General education degree requirements are taken prior to admission to the Nursing Program.

View Nursing Program Associate of Science Degree Requirements:

<https://www.westerntc.edu/node/786/academic-programs/nursing/courses>

General Studies courses must be associate degree level courses. All General Studies and Science courses must be completed with a "C" or better prior to starting the Nursing program.

The material in this handbook supplements Western Technical College's Catalog, and presents more explicit current requirements and policies for the ADN.

### **Curricular Organizing Structure**

Western Technical College's Program Curriculum: An organizing structure for teaching nursing has been developed by faculty to facilitate learning about nursing.

The organizing structure uses Bloom's Taxonomy of Learning, the nursing meta-paradigm and the Nursing Process. This structure provides a method for students and faculty to interpret and organize knowledge about clients, nursing, health and the environment.

The following are concise descriptions of these components.

### **Bloom's Cognitive Taxonomy of Learning**

The nursing curriculum utilizes the six levels of Bloom's Taxonomy as a method of developing the program of study to progress from simple to complex. The first semester of study is directed toward the level of knowledge and comprehension, while the fourth semester focuses on analysis, synthesis and evaluation of the total client care and management.

- Level I. Remember is recalling, recognizing and remembering important concepts. It includes factual information with right and wrong answers.
- Level II. Understand is the thought processes of interpreting, exemplifying, classifying, summarizing, inferring, comparing, and explaining of interpreting, translating from one medium to another and describing in one's own words.
- Level III. Apply is executing and implementing, showing the practical use of information in one's environment. It is problem solving and applying information to produce a result.
- Level IV. Analyze is the processing, researching and guessing of problems or situations. It is differentiating, organizing, and attributing and includes subdividing concepts in order to show how they are put together in an effort to find the underlying structure. It allows for conclusions to be made about client care.

- Level V. Evaluate is checking and critiquing. It is the examination of the plan of care and determination of its effectiveness.
- Level VI. Create is generating, planning, and producing. It allows for the creation of individualized plans of care.

### Nursing Handbook Section 3: Cost

This program will cost about \$11,200\* based on tuition and basic program fees. There may be additional fees for books, uniforms, materials, and testing. For more information on tuition costs, visit the <https://www.westerntc.edu/tuition>

\* Tuition and fees are subject to change.

### Nursing Handbook Section 4: Student Policies

#### Student Uniform Policy

**Policy:** The following applies to all Western Technical College Nursing Students.

All Nursing Students are required to present a professional appearance and comply with the individual clinical agency requirements.

Attire	Acceptable	Unacceptable
<b>Uniform Tops</b>	<ul style="list-style-type: none"> <li>• Clean and pressed (unwrinkled)</li> <li>• Sized for proper fit</li> <li>• Short sleeved solid red uniform top (see Cherokee brand 4700 &amp; 4876 to use as a color reference)</li> <li>• Red patch on left upper sleeve</li> <li>• Short or long sleeve t-shirts or turtlenecks may be worn under red scrub top-Must be same color as scrubs or white</li> </ul>	<ul style="list-style-type: none"> <li>• Torn, ripped, tight or ill-fitting uniforms</li> <li>• Colored t-shirts, emblems or faded</li> <li>• Accent colored piping</li> <li>• Tilted or poorly sewn on patches</li> <li>• Patch on left sleeve</li> </ul>
<b>*Jackets optional purchase</b>	<ul style="list-style-type: none"> <li>• Red scrub jacket with school patch on left sleeve (use Cherokee brand as a color reference)</li> </ul>	<ul style="list-style-type: none"> <li>• Fleece, cardigan sweaters, sweatshirts, or jackets</li> </ul>
<b>Pants</b>	<ul style="list-style-type: none"> <li>• Black, straight-leg or bootcut-leg uniform pants that are hemmed so they do not touch the ground</li> <li>• Elastic bottom pants are okay if they cover all the leg and go down to the ankle</li> </ul>	<ul style="list-style-type: none"> <li>• No cropped, spandex, yoga, fleece or sweatpants</li> <li>• No frayed bottoms</li> </ul>
<b>Shoes</b>	<ul style="list-style-type: none"> <li>• Shoes must be clean and in good repair</li> <li>• Low heeled rubber or slip resistant soles.</li> <li>• Closed toe</li> <li>• Open heel shoes must have a strap</li> </ul>	<ul style="list-style-type: none"> <li>• Sport sandals, canvas/cloth shoes</li> <li>• Holes and/or open toed shoes</li> <li>• No bright, loud or fluorescent colors</li> <li>• No Crocs</li> </ul>
<b>Hosiery</b>	<ul style="list-style-type: none"> <li>• Black or white socks</li> </ul>	<ul style="list-style-type: none"> <li>• Colored, designed, lacy or appliqued socks or hose</li> </ul>
<b>Undergarments</b>	<ul style="list-style-type: none"> <li>• Required</li> </ul>	<ul style="list-style-type: none"> <li>• Underwear must not be visible</li> <li>• Visible cleavage</li> </ul>

Attire	Acceptable	Unacceptable
<b>Accessories and Body Art</b>	<ul style="list-style-type: none"> <li>• Conservative watches with a second hand or digital seconds</li> <li>• Wedding rings which do not present a safety hazard</li> <li>• Tattoos are ok if not offensive               <ul style="list-style-type: none"> <li>• Facial tattoos are highly discouraged and will be addressed on a case-by-case basis</li> </ul> </li> <li>• Piercings               <ul style="list-style-type: none"> <li>• Ears - <i>two post earrings</i> in each earlobe</li> <li>• Single small stud in nose</li> <li>• Clear retainers/earrings are permitted</li> </ul> </li> <li>• Only solid black headbands with no embellishments</li> </ul>	<ul style="list-style-type: none"> <li>• Earrings               <ul style="list-style-type: none"> <li>• neon, bright colors</li> <li>• hoops, dangle</li> <li>• expanders</li> </ul> </li> <li>• Piercings               <ul style="list-style-type: none"> <li>• No more than 2 piercings</li> <li>• No septum piercings</li> <li>• No visible body piercings other than those noted</li> </ul> </li> <li>• No necklaces</li> </ul>
<b>Grooming</b>	<ul style="list-style-type: none"> <li>• Bathe as needed to avoid body odor</li> <li>• Nails short, rounded, and clean</li> <li>• Only clear polish if desired</li> <li>• Conservative use of cosmetics</li> </ul> <p><b>Hair</b></p> <ul style="list-style-type: none"> <li>• Neatly cut and styled</li> </ul> <p>Long hair is put up off the shoulder and pulled back from the face</p> <p><b>Mustache/Beard</b></p> <ul style="list-style-type: none"> <li>• Neatly trimmed</li> </ul>	<ul style="list-style-type: none"> <li>• No aftershave, perfumes, or body sprays</li> <li>• Nails</li> <li>• No artificial nails: includes gel, acrylic, shellac, or jamberry</li> <li>• No colored nail polish</li> </ul>
<b>Name Tags</b>	<ul style="list-style-type: none"> <li>• Worn at all times on upper torso</li> <li>• Name tags shall be worn only during official school business</li> </ul>	<ul style="list-style-type: none"> <li>• Damaged or peeling tags</li> <li>• Decorative stickers or pins</li> </ul>
<b>Behavior</b>	<ul style="list-style-type: none"> <li>• Professional behavior (see Nursing Student Handbook)</li> </ul>	<ul style="list-style-type: none"> <li>• Smoking, vaping, tobacco, or gum chewing on clinical sites</li> </ul>
<b>Attire for Community Nursing</b>	<ul style="list-style-type: none"> <li>• Scrub uniform is not required</li> <li>• Solid colored slacks and a solid-colored shirt (short or long sleeves) must be worn</li> <li>• Name tag must be worn with professional dress</li> </ul>	<ul style="list-style-type: none"> <li>• Jeans, sweatpants, spandex, shorts, or tennis shoes</li> <li>• Shirts may not be sweatshirt, gauze, sheer, lacy, leather material sleeveless, contain spaghetti straps, backless, low cut, or tight fitting. Item may not be torn, ripped or stained</li> </ul>

- Patches are sold at the campus Bookstore. One patch is included in the Nursing Skills Kit.
- Patches are to be sewn on the left sleeve on the scrub shirt and jacket.
- To ensure that your scrub top is the correct color, style and contains pockets, use Cherokee 4700 (women) and 4876 (men) as the reference.
- It is also recommended that you purchase the same brand for your scrub jacket as you purchased for your scrub top in order to ensure the matching colors.
- Uniforms can be purchased at any uniform shop, retail store, or online.

The Division will make one photo clinical ID badge your first term. If you need to replace this badge at any time, you will be responsible for paying for your next one.

This dress code must be adhered to unless otherwise specified by your instructor or facility policy.

## **Academic and Clinical Performance Coaching**

### **Coaching Conference**

- A coaching conference provides an opportunity for the instructor, student, or Associate Dean/Dean to raise and discuss issues of concern.
- A coaching conference can be initiated or requested by a student, faculty member, or Nursing Director.
- A third person/neutral party may be asked to participate in a coaching conference. Attendance of a third party is to be accepted by all participating.
- Students may be coached regarding academic and/or clinical performance.
- Violations of any program standard or policy as stated in course syllabi or the program handbook are also reasons for which counseling is initiated.

### **Academic Coaching Conference**

- If a student's academic performance indicates potential for not completing the course, a conference may be held at the request of the student or instructor.
- The instructor will provide the student with course grades in writing.
- Recommendations for student success to assist the student in improving performance can be made at this time.
- The instructor will put a copy of the conference documentation in the student's file.

### **Clinical Performance Conference**

- Instructors have the right and responsibility to ensure safe and satisfactory performance in the clinical setting. The instructor may impose restrictions upon the student if deemed necessary in relation to any unsatisfactory performance. This includes removal from the clinical setting immediately.
- The instructor will then document the unsatisfactory performance objectively. All specific data including date, time, and place of occurrence will be included.
- When student clinical performance does not meet satisfactory standards, the instructor will initially inform the student verbally (verbal warning) and if necessary, a written warning will follow.
- The verbal discussion should occur as close to the time of the occurrence as possible.

- The instructor will discuss with the student acceptable behavior/performance and establish a plan for remediation.
- Written warning will generally follow a verbal warning as necessary for unsatisfactory clinical behavior.
- An action plan will be provided.
- A counseling conference may be held.
- The student has the opportunity to respond to the instructor's warning and recommendation on the Success Plan or Written Summary of verbal warning.
- The student and instructor's signatures are required on the Student Success Plan. The student's signature does not necessarily indicate agreement. The signature represents that the student has been apprised of the occurrence in writing and has read the information.
- Should a student refuse to sign the form, a note will be made on the form.
- An area for student comments is provided on the form.

### **Academic Advisement**

- Students should make an appointment by contacting their clinical instructor.

### **Student Success Plan**

A student Success Plan is a written document between the student and faculty. This may be to help an individual student understand expectations and standards governing the student's performance in the Nursing Program. The plan is implemented for a variety of situations including, but not limited to, re-entry into the Nursing Program, decreasing clinical performance behavior, failure to observe program standards, and excessive tardiness. The plan will be placed in the student's file, and a copy will be provided to the student. The plan is applicable only during the semester in which it is initiated.

### **Attendance**

Attendance at lab, lecture, and clinical experiences is vital to successful course completion. Lab, lecture, and clinical course syllabi contain attendance policies, including tardiness. These may vary slightly from one course to another. Lab and lecture course work missed for any reason may be made up at the discretion of the instructor. Clinical course work missed for any reason is addressed below. It is always the professional responsibility of the student to consult with the instructor prior to any absence from a lab, lecture, or clinical experience. The instructor makes the final determination on whether the missed lab or lecture work can be done at a time other than during the regularly scheduled class period. Instructors have the prerogative to assign a

grade of "F" when, in their judgment; the student cannot successfully complete the course due to excessive absences.

**Classroom Tardy:** Outlined in course syllabus for lab/lecture.

**Clinical Tardy:** Defined as arriving after the identified clinical start time. See clinical course syllabus for tardy/late policies.

- The first tardy results in a written Success Plan.
- The second tardy results in a clinical absence.
- Subsequent tardiness results in an 'Unsatisfactory' grade at course completion in Professional Behaviors.

**Classroom Absence:** Outlined in course syllabus for lab/lecture.

**Clinical Absence:** Defined as being unable to be physically present to engage in nursing practice activities related to the course.

- Leaving prior to the instructor's dismissal is considered a clinical absence.
- Term 1 and Term 2: Any clinical and simulation absence will result in remediation activities; clinical absences of more than one clinical day per clinical course (regardless of the reason or the number of hours) may result in a clinical course failure. Student absences of two or more clinical or simulation days per clinical course will be reported to the Associated Dean of Nursing.
- Term 2 and Term 3: Any clinical and simulation absence will result in remediation activities (regardless of the reason or the number of hours). Students must complete all required activities including skills blitz, simulations, clinicals, etc.
- In the event of an absence, the student will notify the facility and instructor prior to the start of the scheduled clinical day.
- It is the responsibility of the student to contact faculty regarding missed assignments.
- In the event of a no call/no show to the clinical site, the absence may result in failure of the course.
- An absence may require a "return to work note" if there were previous restrictions.
- All situations will be reviewed on an individual basis, and decisions may be made at the discretion of the instructor and/or the Associate Dean.

### **Attrition**

Faculty will meet with each student who withdraws from a class due to personal or academic reasons. Students will complete an "Exit Interview". If the student is eligible for readmission, faculty will provide academic counseling to the student and complete a "Faculty Remediation" form. The original form will be given to the student, and a copy will be placed in the student file. Students should include a copy of the "Faculty Remediation" with their request for readmission.

### **Progression to the Next Term**

All Nursing courses within a term must be successfully completed before progression is permitted. The Dean has the discretion to override the sequence policy. Students who do not meet the prerequisite grade requirement will be required to withdraw from the course(s) or receive a failing grade. If approved, re-entry is subject to program and course availability, which may mean having to wait to retake a course. As a reminder all required program course

grades (including General Studies and electives) applied toward graduation must be recorded as a "C or better" or as "Pass" (in the case of Pass/Fail) grades. The Western Nursing Program requires a minimum grade of 78%, which is designated as a grade of C, to successfully pass nursing courses.

### **Health and Public Safety Division Re-entry Process into Nursing Courses Program Course Repeat Policy**

Each course drop, withdrawal, or failure will count as a course enrollment. A student seeking to enroll in a program course for a second time must initiate a student Success Plan, with program faculty, prior to enrollment. Enrollment into all courses a second time is based on space. Students will not be allowed to enroll in a course more than twice without appealing the dismissal to the Associate Dean of Health and Public Safety for course re-entry (See Program Re-entry Appeal Process).

#### **Procedure**

1. The student is required to complete a student re-entry Success Plan with the course instructor and/or program chair.
2. The faculty member provides the Associate Dean with a copy of the Student Success Plan.
3. If the student is enrolled in a program course for the second time, and has not obtained a Success Plan, the Associate Dean will direct admission to drop the student from the course.
4. A program may require a student to demonstrate competency skills with a passing grade of a "C" or better prior to course enrollment.
5. Students withdrawing from a theory class must withdraw from the clinical co-requisite associated with that theory course, unless overridden by the Associate Dean of Nursing.

This process is also posted in the Student Nurse Blackboard.

General Anatomy and Physiology Repeat Policy: Please refer to Western Student Handbook for the current policy.

#### **Program Re-entry Appeal Process**

Students failing or dismissed from a Health and Public Safety Division program may appeal to the Associate Dean of Nursing for re-entry. Students will follow the re-entry process and recognize that the Dean reserves the right to deny the student program re-entry.

Students requesting program re-entry are required to initiate the following process:

1. Write a letter of intent requesting re-entry into the program that includes:
  - The student's professional goals.
  - An examination of the student's choices and behaviors that prevented successful completion of courses/program.
  - The student's plan is for change and improvement for program success.
  - Contact information, including name, program, student ID number, address, phone, and email.

- Email [millerc@westerntc.edu](mailto:millerc@westerntc.edu) or mail letter of intent to: Associate Dean of Nursing, Room K211, Western Technical College, 400 North Seventh Street, PO Box C-0908, La Crosse, WI, 54602-0908.

2. A division staff member will contact the student to schedule an appeal meeting with the Dean of Health and Public Safety.
3. The student will be notified of the Dean's decision by letter (email or USPS).

### **DISMISSAL FROM ADN PROGRAM**

The student will be dismissed from the ADN program if either of the following occurs:

- Fail/withdraw from three core (543 nursing) courses
- Fail/withdraw from the same core (543 Nursing) course two times

This policy includes core (543 nursing) courses taken at other Wisconsin Technical College System colleges.

This policy reflects concerns for appropriate ADN program standards from the ADN Faculty Advisory Committee. This policy has become a typical standard in all ADN programs throughout the state of Wisconsin. This standard also enhances the position of WTC ADN graduates when transferring to another ADN program or pursuing a baccalaureate degree in nursing.

### **Reentry of dismissed students will be as space is available in the semester of reentry.**

Prioritization of dismissed students for reentry will be after all other categories of reentry students (withdrawal and passing, course failure, withdrawal, and failing) have had the opportunity to re-enter.

After a student is academically dismissed, his or her program code will be deactivated, and he or she must withdraw from any ADN program courses. Academically dismissed students are not eligible to receive a Letter of Good Standing from the Associate Dean of Nursing.

If a student is dismissed a second time for course failure the student will not be allowed to return to the ADN program for a minimum of 3 years.

A student who is dismissed from the ADN program due to violations of Code of Conduct, safety, and/or professional standards is not eligible to apply for readmission to the ADN program.

### **REENTRY AFTER DISMISSAL FROM ADN PROGRAM**

Students who have been dismissed from the ADN program for academic reasons are eligible to reenter provided all the following criteria have been met and there is space available:

1. Sit out a minimum of two semesters.

2. We highly recommend you work a minimum of 30 hours/week providing direct patient care in a healthcare setting for at least 500 hours following dismissal.
3. Provide documentation of working with Western Technical College Learner Support or other service providers to enhance learning abilities and study skills.
4. You must also take the PALS Level 3 – student Success Course offered by Learner Support and Transition. It is designed to provide you with important student success skills in the context of your next term classes. Additionally, the course is open enrollment; students can start anytime throughout the semester, and it is free. *Please contact Kirsten Moffler- Daykin in the learning commons at [Daykink@westernnc.edu](mailto:Daykink@westernnc.edu) to get started.* Here is a link to an informational video telling you more about PALS: <https://youtu.be/oGCnkidyFU8>
- Please Note, you must contact the learning commons to enroll in PALS 3.
5. Upon re-admission, all Viewpoint requirements must be current, submitted, and approved prior to course start date.

### **Background Checks**

Background checks and immunizations/CPR (Basic Life Support Provider) certification are requirements of clinical facilities with which Western Technical College has a contract for nursing student clinical experience. If a student declines, or if the results of the background check are unsatisfactory to the facility, the student will not be permitted to participate in the clinical portion of the program. Students are admitted to each clinical course subject to the results of the background check and acceptance at the clinical site. Current students are advised that they will be withdrawn from the program if clinical requirements are not able to be met for any reason.

### **Requirements**

1. It is the student's responsibility to keep up to date with Nursing program requirements. Failure to keep Nursing program requirements up to date will result in a forfeit of the student's seat in Nursing courses (clinical, theory, and lab). This policy will be enforced. These items can be uploaded to [www.Viewpointscreening.com](http://www.Viewpointscreening.com). Students will receive email alerts from [Viewpointscreening.com](http://Viewpointscreening.com) and if not current will be removed from all Nursing courses and placed on the re-entry list. Re-entry students must also be current in [Viewpointscreening.com](http://Viewpointscreening.com). If students are not current, they will not be eligible for re-entry into the next term courses.
2. Immunizations
  - a. Tuberculosis Test (TB): The student must provide negative tuberculosis results (by either skin test or chest x-ray report) to attend the clinical portions of Health and Public Safety Division courses. Another acceptable form of documentation is the T-spot or QuantiFERON gold. Procedure for Tuberculosis Test: Prior to beginning the clinical portion of a program, students must obtain the two-step test. If the two-step TB skin test is negative, a one-step skin test is required on an annual basis. Should 12 months lapse since the previous skin test, a two-step test will be required. If the skin test is positive, the student must see his/her

healthcare provider for follow up. A chest x-ray is required to rule out active TB. If the chest report is negative, the student needs to complete the TB self-report form annually. Students should seek medical attention if they experience signs and symptoms suggestive of active TB disease.

- b. Hepatitis B series: It is your choice whether to have the series. If you elect to have the Hepatitis B series, you need to start the series, but you do not have to complete the series to submit the immunization form. You need to submit the remaining dates when the series is complete. If you choose to decline the Hepatitis B series, you must sign a declination form and upload the declination form into Viewpoint. Please note that if a facility does require a vaccination and you decline the vaccination, you could be prevented from attending clinical which may result in you being withdrawn from the course and the program. Western Technical College cannot guarantee clinical placement.
- c. Influenza Vaccine: Although it is not a requirement at all agencies, many facilities are asking for either proof of this immunization, declination of the flu vaccine form (because of a known allergy or reaction to the vaccine or religious reasons), and/or students may be required to wear a mask when at clinical. Typically, the influenza vaccinations must be uploaded by November 1. Please note that if a facility does require a vaccination and you decline the vaccination, you could be prevented from attending clinical, which may result in you being withdrawn from the course and the program. Western Technical College cannot guarantee clinical placement.

### **CPR Certification**

You are required to complete the American Heart Association Basic Life Support Provider certification or American Red Cross Basic Life Support (at the Healthcare Provider level) and provide a copy of your valid certification (valid for 24 months). Note: Until you graduate, you are required to be certified. If it is due to expire prior to the end of the term, it must be renewed before it expires. You may take this course at your place of employment or at [Western Technical College](#). Do not let it expire, or you will not be eligible to take the refresher course and will have to take the whole course again.

### **Clinical Onboarding**

Students are **REQUIRED** to complete clinical onboarding training as a condition to participate in their clinical assignments. Please check the Nursing Student Blackboard site for directions. If your assigned clinical agency requires training, you will also be assigned to a Blackboard course for that site and required to complete their training by the assigned due date in order to attend any clinical course. Students that are assigned to clinical sites that do not have their own clinical onboarding training will be assigned to the Western Clinical Onboarding Blackboard and will also have to complete assignments by the assigned due date to attend their clinical course. Some clinical sites may charge students an additional fee to attend clinical at their facility. Currently, some organizations are charging a fee directly to students for online training. These fees may vary from site to site and may be added or increased at any point in time. The College has no control over the fees charged by our educational partners.

### **Change of Name or Contact information**

Any change of name, address or telephone number must be reported to the Registrar's Office as soon as the change takes effect. The school needs telephone access to all students in case

of emergency. Any change of name or variation of email due to name change should be brought to the attention of the student's term faculty as this is important contact information.

### **Civility**

Students are expected and required to conduct themselves in a courteous and polite manner in all areas of the campus, college buildings, office areas, faculty offices, clinical areas, verbal and written language, and with all personnel at all times. Students are held to all policies in the Western Technical College Student Handbook.

## **Nursing Program Student Conduct Policy**

Nursing is among the highest in distinction, honesty, and integrity. These characteristics are essential for members of this profession. Western Technical College's Nursing Program requires all students to comply with standards deemed appropriate for the nursing profession by the American Nurses Association, the National Student Nurses Association, and those in Western Technical College's Student Code of Conduct.

### **Student Conduct**

Students are expected to abide by Western's Student Code of Conduct as described in Western's Student Handbook.

Conduct concerning nursing students can be considered under two general headings: academic and professional. Misconduct involves violating academic or professional principles as viewed by students, faculty, and colleagues. The Nursing Program will process violations within these areas without regard to the sex, race, color, national or ethnic origin, age, veteran status, or disability of any of the participants.

### **Academic Misconduct**

Academic misconduct is an offense generally defined as any action or inaction that is offensive to the integrity and honesty of the members of the academic community. This offense includes, but is not limited to, the following:

- Seeking, acquiring, receiving, or giving information about the content of an exam knowing that the release of such information has not been authorized;
- Plagiarizing;
- Seeking, using, giving, or obtaining unauthorized assistance or information in any academic assignment or examination;
- Intentionally giving false information to professors or instructors for the purpose of gaining academic advantage;
- Breach of any duties prescribed by this Code;
- Intentionally giving false evidence in any hearing or refusing to give evidence when requested

by the Nursing Program.

- Inappropriate use of AI: allowing AI to complete your homework assignments, care plans, etc.

### **Professional Misconduct**

Any action by students indicating dishonesty or lack of integrity in professional matters is considered a violation of professional ethics. The offenses include, but are not limited to, the following:

- Discriminating based on race, religious creed, color, national origin, age, disability, ancestry, or sex in the rendering of nursing services.
- Performing acts beyond the scope of the practice of student nursing.
- Assuming duties and responsibilities within the practice of student nursing without adequate training.
- Assuming duties and responsibilities within the practice of student nursing if competency is not maintained, or the standards of competence are not satisfied, or both.
- Failing to conduct oneself with honesty and integrity, taking responsibility for one's own actions.
- Disclosing the contents of the examination before, during, or after its administration.
- Assigning or delegating functions, tasks, or responsibilities to unqualified persons.
- Failing to safeguard a patient from the incompetent, abusive, or illegal practice of any person.
- Practicing student nursing while, with or without good cause, the student nurse's physical, mental, or emotional condition impairs the ability to act in a manner consistent with established or customary nursing standards, or both.
- Practicing student nursing if any amount of alcohol or a controlled substance or dangerous drug that is not legally prescribed is present as determined by a test of the blood, saliva, breath, or urine of the nurse.
- Having present in the body of the student nurse alcohol or a controlled substance or dangerous drug that is not legally prescribed during a test of the blood, saliva, breath, or urine of the student nurse or nursing assistant.
- Failing to respect and maintain a patient's right to privacy.
- Violation of a patient's confidentiality.
- Failing to report the gross negligence of a licensee or holder of a certificate in the performance of your duties.
- Failing to document appropriately the administration of a controlled substance, including,

but not limited to:

- Failing to document the administration of a controlled substance on the Controlled Substance Administration Record, the patient's Medication Administration Record, and the Nursing Progress Notes, including the patient's response to the medication;
- Documenting as wastage of a controlled substance and taking that controlled substance for personal or other use;
- Failing to document the wastage of a controlled substance that was not legally administered to a patient;
- Soliciting the signature on any record of a person as a witness to the wastage of a controlled substance when that person did not witness the wastage or
- Signing any record as a witness attesting to the wastage of a controlled substance that you did not witness.
- Soliciting services or soliciting or borrowing money, materials, or other property or any combination thereof from a patient; a family member of a patient; a person with significant personal ties to a patient, whether or not related by blood; or legal representative of a patient.
- Diverting supplies, equipment, or drugs for personal or unauthorized use.
- Aiding, abetting, or assisting any person in performing any acts prohibited by law.
- Inaccurate recording, falsifying, or otherwise altering or destroying records.
- Leaving an assignment without properly notifying the appropriate personnel or abandoning a patient in need of care.
- Failing to collaborate with other members of a healthcare team as necessary to meet the health needs of a patient.
- Failing to observe the conditions, signs, and symptoms of a patient, to record the information, or to report significant changes to the appropriate persons.
- Failing to perform student nursing functions in a manner consistent with established or customary standards.
- Causing a patient physical, mental, or emotional harm by taking direct or indirect actions or failing to take appropriate actions.
- Failing to report the unauthorized practice of nursing.
- Endangering the safety of the general public, patients, clients, or coworkers by making actual or implied threats of violence or carrying out an act of violence.

- Abusing or neglecting a patient.
- Misappropriating the property of a patient.
- Practicing outside the ethical, legal, and regulatory frameworks of nursing and standards of professional nursing practice.
- Demonstrating a lack of accountability for nursing care given by self and/or delegated to others.
- Engaging in the practice of nursing without a license
- Failing to follow clinical instructions and policies.
- Representing self or acting as a nursing student outside of clinical hours listed in the course syllabus.
- Leaving clinical premises without permission.
- Accepting gifts from patients or clients.

### **Academic Dishonesty**

Failure to use proper citation is considered plagiarism. Students are expected to do their own work and acknowledge someone else's work when using other sources. Deliberate failure to cite sources will result in a failing grade for an assignment. Understanding what plagiarism is and how to avoid it is important. With all of the internet resources available in addition to other sources, it is very easy to use someone else's work without properly crediting it as theirs. The general guideline to keep in mind is that if you didn't create it or think it up on your own, then it is someone else's work. Academic dishonesty includes but is not limited to copying other's work, utilizing test banks, failure to cite a reference, or failure to report the academic dishonesty of peers.

### **AI Use Guideline:**

Students may use Artificial Intelligence (AI) tools (e.g., ChatGPT, generative AI) to support their learning and academic work in this course. However, AI should be used strictly as an aid, not a substitute for original thought and effort. All submitted work must be the student's own and appropriately cited where applicable. Any violations of academic integrity—such as plagiarism, cheating, or misuse of AI—will be addressed in accordance with the College's Academic Integrity Policy as outlined in the Student Handbook. If there is any suspicion that a student's work is not original or has been generated using AI tools at any time, the assignment will not be accepted and the student may receive a failing grade or be required to resubmit the assignment in accordance with academic integrity policies.

### **Written Assignments**

The Nursing program generally follows APA-style formatting of assignments in all four terms. Therefore, it is recommended that all written assignments are typed, double-spaced, and have 1-inch margins. Times New Roman or Arial font is used in 12-point font size. All cited references within the body of the paper and for the reference page will be written using the current APA

format. Western's Library's online resource links sources that can help you use various citation styles, such as APA. Follow course syllabi and specific course assignment rubrics.

### **Late Assignments and Exams**

Students are expected to turn in papers/assignments and complete testing at the scheduled time. If unable to submit a paper/assignment or complete testing at the scheduled time, students must contact their faculty PRIOR to the due date. Exemptions may be permitted by faculty on a case-to-case basis. An alternative make-up version of the exam may be given. Faculty will inform students of the process for make-up work.

### **Clinical Cancellation**

At times, a clinical may need to be canceled and rescheduled (for example, weather, faculty illness, clinical site request, school closing, etc.). Should clinical be canceled, postponed, or rescheduled for any reason, students will be notified. Depending on the situation, an alternative/extended clinical experience or an assignment may be provided before the clinical day. It is an expectation of the nursing program that students will participate in the extended/alternative clinical day or assignment.

## **Health Insurance Portability and Accountability Act (HIPAA & Confidentiality)**

Federal law mandates our clinical agencies to maintain compliance with HIPAA regulations. In most clinical agencies, first-time violators are typically not given a "second chance" and are immediately dismissed from their employment. ADN students providing client care are subject to the clinical agency's processes to address HIPAA violations.

Violations of HIPAA regulations also constitute unsatisfactory clinical performance assessments related to professionalism and will result in failure of the clinical course in which the infraction occurred.

Students must be adequately educated regarding HIPAA regulations and the consequences of HIPAA violations. Content regarding HIPAA regulations is part of the 10543104 Nursing: Introduction to Clinical Care Practice curriculum and will be reviewed in each clinical course. A statement of the consequences of a HIPAA violation will be part of the syllabus for all clinical courses.

The following statement will be included in all syllabi for clinical courses:

"WTC and our clinical agencies are required by law to enforce HIPAA regulations. Any student in violation of this law will be subject to the clinical agency's processes to address violators. Violations of HIPAA regulations also constitute unsatisfactory clinical performance assessments related to professionalism and will result in failure of the clinical course. Sources of violations of HIPAA regulations include, but are not limited to, sharing of information in written or oral form, including social networking media (e.g. Facebook)."

All students are required to review and sign the Allied Health/Nursing Confidentiality Statement form at clinical facility orientation which details behaviors that would constitute violations of confidentiality and potential actions as a result of breaks in confidentiality.

## Technology Use

Western Technical College email accounts are the required email address used to communicate between students and faculty. Western Technical College has made a wide variety of resources available for student use, including software packages, equipment, and Internet access. The use of these resources is a privilege that may be denied if administrators, instructors, or information technology personnel determine they are being misused. Inappropriate use includes, but is not limited to, the following:

1. Avoiding activities that are harmful to hardware, software, data systems, or the network, including the introduction of viruses, modification of system files or settings, or damaging hardware or software.
2. Transmitting or printing offensive, pornographic, or harassing material, including junk mail, use of obscene language while using email or college-approved discussion groups/chat rooms, chain letters, or use of college computers for personal business transactions.
3. Copyright laws apply on the Internet. If a site is copyrighted, you must have permission from its webmaster to use the information or graphics on the site. This website is copyrighted, which means you must have permission to use it in any way other than to complete your assignment as a registered student.
4. Please use appropriate netiquette (etiquette for the Internet). Here are some tips:
  - All emails must be signed with a complete first and last name. If the sender cannot be identified, the email will be returned. When you send an email, please type your course and delivery mode (online or face-to-face) in the subject line.
  - Use the same professionalism you would if you were talking to someone face-to-face. The receiver of an email or discussion board message cannot see your facial expressions or hear your tone of voice, so to avoid miscommunications, read over your transmissions to make sure they say what you mean for them to say and can't be interpreted otherwise. For example, writing in all capital letters is considered yelling.
  - Please do not use offensive language.
  - Do not forward jokes, chain letters, or large files to instructors.
  - Save copies by adding your email in the cc address line. This provides you with documentation that you emailed your instructor, and what was sent in case there is a discrepancy later.
5. Cite everything that you get from someone else's website. That means that if you use it word for word, it goes in quotes. You must cite the source if you use the ideas but rewrite them in your own words. Again, if you use a picture, graph or other visual in your handout, PowerPoint, or paper, you must cite the source. Unless the information or graphic is clearly identified as available for use for educational purposes, you need to cite it. In some cases, you may have to get the author's permission to use a picture or other graphic, especially if you are going to use it in a handout for the public or a public presentation. You can't simply cut and paste or rewrite passages and present them as your own. Information that is common knowledge does not have to be cited. An example would be "George Washington was the first. U.S. President" or "Hypertension is a factor in the development of heart disease." There are many writing resources online that can help you with correct APA citation documentation and help you avoid being charged with plagiarism. The Purdue University Online Writing Lab is an excellent resource: [https://owl.purdue.edu/owl/research\\_and\\_citation/apa\\_style/apa\\_style\\_introduction.html](https://owl.purdue.edu/owl/research_and_citation/apa_style/apa_style_introduction.html)

## **Social Media Policy**

Social media creates opportunities for students to communicate in a public forum. Just as there are guidelines for respectful face-to-face communication, there are also standards of conduct for the use of internet tools such as Facebook, Instagram, Snapchat, Twitter, and YouTube. All engagement in social media is bound by Western Technical College's Computer Use Policy,

Student Code of Conduct and other generally established policies governing student behavior (e.g., program handbooks, course syllabi, clinical training site guidelines, employer policies, etc.), as well as the Terms of Use of the specific social media site being used. Disregarding these standards will be considered a violation of the Student Code of Conduct.

Because the technology that drives web communication changes rapidly, this policy may be adjusted to reflect issues that may arise in its management and implementation or for any other reason that supports the College's priorities.

### **Guidelines for Individual Use of Social Media**

These include, but are not limited to, the following:

- Students must adhere to the principles of patient/client privacy and confidentiality in safeguarding identifiable patient/client information as it relates to social media.
- Students should represent their own views and be professional and accurate in their communications.
- Students should not misrepresent when they are speaking for themselves or Western, other organizations, educational institutions, clinical sites, or employers.

### **Computer Use**

The Nursing faculty requires that all students entering the Nursing Program have the most current Microsoft Word and PowerPoint Publisher products available on their personal computer or can access these programs in the computer lab for all nursing course/clinical assignments. The Nursing program also requires that all students entering into the Nursing program have the ability or knowledge to receive and transmit email, attach a file to an email, open and save files in Word and PowerPoint, and have the ability to download and print course forms from Blackboard. The student should be able to complete the blank forms on a computer, save them, and then electronically send the completed forms back to the instructor. All nursing courses include computer coursework, so nursing students need access to a computer with internet access and email capabilities. Students may use the computer labs at all Western campuses but may find it more convenient to own a computer. Internet-supported learning strategies include using a Web Board (Blackboard) for questions and answers, discussions, email, and learning plans with links to related websites. Downloading Internet Explorer or Google Chrome web browsers have been found to work best with Blackboard.

## Cell Phone Use

Students are expected to have current phone number/contact information on file with Western Technical College by the first week of class. Any student who has a concern about publishing their phone number must contact their instructor immediately.

Cell phones are not allowed to be used in patient care areas at clinical sites during your assigned clinical hours. Cell phones are not allowed to be used during testing. This policy will be strictly enforced. See course syllabi for guidelines on cell phone usage during lab and lecture courses.

Clinical: Emergency calls can be directed to your clinical instructor at your assigned clinical facility.

Class: Emergency calls can be directed to the Nursing Administrative Assistant at (608) 785-9195 or HPS Division at (608) 785-9226. If an emergency call is received during class time, the Nursing Administrative Assistant will contact the student in the classroom or lab.

## Student Success

### Students with a Disability

Western Technical College provides support services for students with disabilities. There are a wide range of support services and accommodations that can assist you. These accommodations may include alternative testing, adaptive equipment, alternative formats of texts, notetaking software, assistance at registration, additional orientation to campus, and deaf and hard of hearing services. Upon request, your instructors will be notified about the accommodation you need.

To request disability support services, you must fill out the [Access Services Application](#). Access Services will then schedule a meeting with you. You will need to bring documentation of your disability. At this meeting, you will discuss the classes you have registered for and the accommodations you need. To ensure that support services are in place when classes begin, students should complete this process at least one month before entering Western by contacting:

Access Services

Unit: Student Service & Engagement Dept: Counseling & Case Management Services

Office: SSC222, Phone: 608-785-9524

Email: [AccessServices@westernnc.edu](mailto:AccessServices@westernnc.edu)

### Documentation Guidelines

1. A diagnostic statement identifying the disability, the date of the current diagnostic evaluation, and the date of the original diagnosis.
2. A description of the diagnostic criteria and/or diagnostic test used. Scores must be included if applicable.
3. A description of the current functional impact of disability.
4. Treatments, medications, assistive devices/services currently prescribed or in use.
5. A description of the expected progression or stability of the impact of the disability over time should be included.
6. A history of previous accommodation and auxiliary aids and their impact.
7. The credentials of the diagnosing professional(s).

## **Students Experiencing Difficulties with Testing Without a Disability**

A student having trouble with classroom learning or testing within a course as perceived by the student or the faculty may be referred to the Learner Support Center for assistance. To promote student success within the program, a written referral will be made by the faculty or can be initiated independently by the student to: (608) 785-9198.

This referral aims to assist the student in identifying areas in which they are having trouble and to provide recommendations and guidance for remediation of the problems. This process includes:

The student will be asked to complete a learning style inventory.

Based on the results of the learning style inventory, the student will be counseled regarding:

1. Study habits
2. Note-taking skills
3. Strategies for successful test-taking

Faculty from Learner Support will provide written feedback to the referring faculty regarding the student's progress.

## **Student Success Plan Policy**

A student Success Plan will be initiated by the instructor when:

- A student's average exam grade falls below 78% at any time throughout the course or when other issues are identified that may affect a student's success.
- Clinical course performance issues arise.
- Other issues identified that may affect a student's success.
- At midterm if performance is unsatisfactory and/or at the end of a course if the student fails the course.

The student is expected to comply with the Action Plan for Success section of the Success Plan or may risk jeopardizing their standing in the program, as determined by the Associate Dean.

## **Nursing Program Communication Channels**

The communication process starts with the student. The student should discuss the situation/issue with their course instructor before contacting other administrative staff. If the issue is not resolved at the course instructor level, the student may contact the Associate Dean of Nursing and Allied Health. Student Services Counselors are available to assist with discussion of situations/issues during this process. Policies for a grievance procedure are further explained on the Student Rights and Concerns link: <https://www.westernnc.edu/student-rights-concerns-and-disclosures>.

## Committees and Student Clubs

Student Ambassadors:

- Students volunteer to help new students' progress through the Nursing program.
- Information is available on the Student Nurse Blackboard site.



### WISCONSIN STUDENT NURSES' ASSOCIATION

#### Practical Nursing NCLEX Testing

When you have successfully completed the first two terms of the Nursing core classes along with General Studies courses, Written Communications, Speech, Developmental Psychology, and General A & P, you are eligible to take the PN-NCLEX. The Registrar's Office will automatically update your transcript to show you can sit for the PN-NCLEX to become a Licensed Practical Nurse.

Please follow the instructions on the website link below for that process. Any questions regarding the licensing process must be directed to the Wisconsin Department of Safety and Professional Services at 608-266-2112 or email [dspd@wisconsin.gov](mailto:dspd@wisconsin.gov). Website: <http://dspd.wi.gov/Licenses-Permits/Credentialing>.

#### Graduation and Licensure

##### Associate Degree Nursing Graduates

Once you are an official graduate, you are eligible to take the exam to become a Registered Nurse. Please follow the instructions on the website link below for that process. Any questions regarding the licensing process must be directed to the Wisconsin Department of Safety and Professional Services at 608-266-2112 or email [dspd@wisconsin.gov](mailto:dspd@wisconsin.gov). Website: <http://dspd.wi.gov/Licenses-Permits/Credentialing>.

##### All Nursing Graduates

When you have completed the Associate Degree Nursing program and want to take your state exam for licensing, one of the parts of the process is having Western verify with the state that you are officially done. Wisconsin licensure can be done on paper with Form 259 or online through the Online Licensure Application System, LicenseE. If you send a paper application for testing to the state, Western needs to send a paper verification, Form 259 Statement of Graduation. If you do your application online, then your verification will be done by Western through LicenseE. With the paper verification Form 259, you will print that form from the state website, fill out your portion, and turn it in to Tina Allen in the Welcome Center. Here is the link to the LicenseE: <https://license.wi.gov/s/login/?ec=302&startURL=%2Fs%2F>. Also, remember when deciding which way to process your application that LicenseE will be much faster than paper and regular mail. Graduation verification will be mailed and sent to the state or processed through the LicenseE the day after grades are posted following the term in which you complete your program.

If you have questions about updating your transcripts or the verification process, please contact Tina Allen at 608-785-9221 or [allent@westernnc.edu](mailto:allent@westernnc.edu). Any questions regarding the licensing process must be directed to the Wisconsin DSPS at 608-266-2112 or email [dsps@wisconsin.gov](mailto:dsps@wisconsin.gov). Please follow the directions in your final term Transition course for students applying for licensure in other states.

The Nursing program offers a special recognition ceremony, a Pinning Ceremony for graduates of the Associate Degree Nursing program at the main campus. Western Technical College Associate Degree Nursing (or Practical Nursing) pins must be purchased before the ceremony.