



Nursing Program

Student

Handbook

2017-18

Table of Contents

Staff Directory	4
Western’s Associate Degree Nursing Program	6
Mission, Vision and Values	6
Purpose	6
Accreditation.....	6
Statewide Curriculum Wisconsin Technical System Philosophy	7
System Wide Curriculum	7
WTCS Curriculum Program Outcomes	8
The Americans with Disability Act	8
Essential Functions in Nursing	9
Essential Functions and Program Specifications	11
Requirements.....	15
Nursing Curriculum and Schedule	17
Nursing Skills and Theory Class Grading.....	18
Grade Review Policy.....	18
Clinical Grading	18
Clinical Preparedness Definition	18
Student Uniform Policy	19
Student Clinical Pin Replacement Process	20
Attendance Policy.....	21
Midterm Holds on Registration.....	21
Progression to the Next Term.....	21
LPN to RN Completion Program.....	22
Re-entry Process into Nursing Courses	22
Program Course Repeat Policy	22
Program Re-entry Appeal Process.....	22
Student Success.....	24
Students with Diagnosed Disability/Special Needs	24
Student Experiencing Difficulties with Testing Without a Diagnosed Disability	25
Student Success Plan Policy.....	25
La Crosse Campus Resources	25
Nursing Program Communication Channels.....	26
Taking a Course at another Wisconsin Technical College	27
Statement of Professional Behaviors.....	28
Student Code of Conduct.....	28
Student’s Rights and Responsibilities	29
Academic Dishonesty	29
Written and Late Assignments.....	29
Clinical Cancellation.....	29

Table of Contents

Technology Use	30
Social Media Policy	30
Computer Use	31
Using Information and Graphics from the World Wide Web	31
Cell Phone Use.....	31
Student Committees and Clubs.....	32
Assessment Technologies Institute (ATI).....	33
ATI Curriculum Test Schedule.....	34
Nursing Program Completion	35
Graduation	35
NCLEX Preparation Requirements	35
Signature Page	36

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Western's Associate Degree Nursing Program

The Nursing-Associate Degree Program is designed for the adult learner. 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 Black River Falls, Mauston, and Tomah Campuses. The General and Advanced Anatomy and Physiology and Microbiology labs are only offered in La Crosse. Nursing theory courses are offered online, face-to-face, IDL, or in a blended (combination of online and face-to-face) format.

Mission, Vision and Values

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

Purpose

The purpose of the Nursing Program at Western Technical College is to provide qualified individuals with an opportunity for licensure to become Licensed Practical and Registered Nurses as part of an interdisciplinary team in a variety of settings.

Accreditation

Western Technical College Associate Degree and Practical Nursing programs are approved by the Wisconsin Board of Nursing. The Associate Degree Nursing program is also accredited by ACEN (Accreditation Commission for Education in Nursing), 3343 Peachtree Road, NE, Suite 850, Atlanta, Georgia, 30326. <http://acenursing.org>. Their phone number is (404) 975-5000.

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.

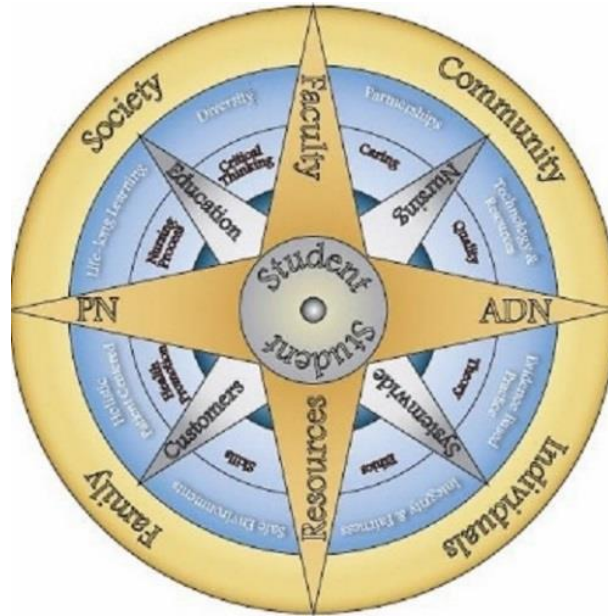
Nursing is the dynamic interpersonal goal-directed process that seeks to promote optimal health within the context of individuals, family, community and society. The concepts of caring and integrity are central to nursing and communicated through both attitude and action. Nursing uses the nursing process,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

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

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

System-Wide Curriculum

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



Program Outcomes for Associate Degree Nursing Curriculum

1. Implement one's role as a nurse in ways that reflect integrity, responsibility, ethical practices, and an evolving professional identity as a nurse committed to evidence-based practice, caring, advocacy and quality care.
2. Demonstrate appropriate written, verbal and nonverbal communication in a variety of clinical contexts.
3. Integrate social, mathematical, and physical sciences, pharmacology and pathophysiology in clinical decision making.
4. Provide patient centered care by utilizing the nursing process across diverse populations and health care settings.
5. Minimize risk of harm to patients, members of the healthcare team and self through safe individual performance and participation in system effectiveness.
6. Lead the multidisciplinary health care team to provide effective patient care throughout the lifespan.
7. Use information and technology to communicate, manage data, mitigate error and support decision-making.

The Americans with Disabilities Act

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 insure quality education for students. It is our obligation to inform students of the program specifications (Essential Functions) required by this program and occupation.

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.

Program Specifications – NURSING - ASSOCIATE DEGREE / PRACTICAL NURSING

Function Number	Essential Functions	NURSING – ASSOCIATE DEGREE / PRACTICAL NURSING
1	Articulate the roles and relationships of nurses to the public and other health care providers.	
2	Collaborate with the client and family, nurses, and members of other health team disciplines to plan, implement and evaluate health care activities for clients and their families during the preventative, maintenance, restorative, and terminal phases of health care.	
3	Utilize the nursing process (assess, plan, implement, evaluate) in the execution of general nursing procedures in the maintenance of health, prevention of illness or care of the ill.	
4	Delegate nursing care activities that are commensurate with the educational preparation and demonstrated abilities of the person supervised and within legal and ethical parameters of the nurse practice act.	
5	Supervise and evaluate the provision of nursing care by licensed and unlicensed personnel.	
6	Therapeutically respond to verbal, emotional, and physical cues of clients from a variety of social, emotional, cultural and intellectual backgrounds.	
7	Document nursing care and client/family responses to nursing and medical therapeutics in the legal record utilizing appropriate spelling, grammar and medical terminology.	
8	Interpret emotional and physical assessment data, physician orders, and results of laboratory tests utilizing principles from the behavioral and physical sciences.	
9	Calculate medication dosages and fluid administration rates utilizing the metric system and mathematical concepts of ratios and equations.	
10	Respect values and beliefs of individuals/families from a variety of social, emotional, cultural, and intellectual backgrounds.	
11	Provide personal care for individuals of all ages and sexes.	
12	Assist individuals undergoing life crisis.	
13	Assume responsibility for personal goals, professional development and success.	
14	Make independent nursing decisions.	
15	Carry out nursing responsibilities within a fast paced, dynamic, demanding work environment that may include working varied shifts, weekends and holidays.	
16	Safely and reliably lift, transfer, ambulate, and position clients of all ages, sexes, and body types utilizing principles of body mechanics.	
17	Respond to visual, olfactory, tactile and auditory cues.	

Program Specifications – NURSING - ASSOCIATE DEGREE / PRACTICAL NURSING

Function Number	Essential Functions	NURSING – ASSOCIATE DEGREE / PRACTICAL NURSING
18	Handle, label and transport body tissues and fluids.	
19	Use germicides and disinfectants.	
20	Manipulate instruments, dressings, and equipment in the execution of diagnostic and therapeutic procedures.	
21	Perform CPR.	
22	Wash hands frequently	
23	Palpate body structures.	

WESTERN TECHNICAL COLLEGE Health and Public Safety Division

The list of Program Specifications that follows can be referenced to the Function Numbers on the two previous pages. The ability to perform these actions or activities is necessary to complete program lab and clinical functions as well as to work in this field.

Program Specifications – NURSING – ASSOCIATE DEGREE / PRACTICAL NURSING

Physical Factors	YES	NO	Essential Function/s Numbers
Standing	◆		11, 16
Walking	◆		16
Sitting	◆		1-15, 17-20. 22, 23
Lifting			
10 lbs.	◆		16
20 lbs.	◆		16
50 lbs.	◆		16
100 lbs.		◆	
100 lbs. +		◆	
Carrying			
10 lbs.	◆		16
20 lbs.	◆		16
50 lbs.		◆	
100 lbs.		◆	
100 lbs. +		◆	
Pushing/Pulling			
10 lbs.	◆		16, 20
20 lbs.	◆		16, 20
50 lbs.	◆		16, 20
100 lbs.	◆		16, 20
100 lbs. +	◆		16, 20
Climbing	◆		16, 20
Balancing	◆		16, 21
Bending	◆		16, 20, 21, 23
Stooping	◆		16, 20
Crouching	◆		16, 20, 21
Kneeling	◆		21
Crawling		◆	
Running	◆		15

Physical Factors	YES	NO	Essential Function/s Numbers
Twisting	◆		16, 20
Turning	◆		16, 20, 21
Jumping		◆	
Grasping-Firm/Strong	◆		16, 20, 21
Grasping-Light	◆		18, 23
Finger Dexterity	◆		18-20, 23
Reaching Forward	◆		16, 20-22
Reaching Overhead	◆		20
Pinching	◆		20
Simultaneous use of Hand, wrist, fingers (e.g. typing, data entry)	◆		7
Coordination			
Eye-hand	◆		16, 18, 20-21, 23
Eye-hand-foot	◆		16
Driving		◆	
Vision			
Acuity, Near	◆		5, 7, 9, 11, 16-18, 20-21
Acuity, Far	◆		17
Depth perception	◆		16-18, 20-21, 23
Accommodation	◆		16-18, 20-21, 23
Color vision	◆		17-18
Field of vision	◆		16-17, 20
Face-to-face conversation	◆		1-6, 10-12, 17
Verbal conversation with others	◆		1-6, 10-12, 17
Public speaking	◆		1-2
Hear normal conversation	◆		2-6, 10-12, 17
Hear telephone conversation	◆		2, 8, 12

Program Specifications – NURSING – ASSOCIATE DEGREE / PRACTICAL NURSING

Environmental Factors	YES	NO	Essential Function/s Numbers
Works indoors	◆		ALL
Works outdoors		◆	
Exposure to extreme hot or cold temp	◆		20
Working at unprotected heights		◆	
Being around moving machinery	◆		20
Exposure to marked changes in temperature/humidity		◆	
Exposure to dust, fumes, smoke, gases, odors, mists or other irritating particles (<i>specify</i>)	◆		11, 17-20, 22
Exposure to toxic or caustic chemicals	◆		19
Exposure to excessive noises		◆	
Exposure to radiation or electrical energy	◆		20
Exposure to solvents, grease, or oils	◆		19
Exposure to slippery or uneven walking surfaces	◆		16, 19-20
Working in confined spaces	◆		ALL
Using computer monitor	◆		7, 8
Working with explosives		◆	
Exposure to vibration	◆		20-21
Exposure to flames or burning items		◆	
Works around others	◆		15
Works alone	◆		7-9,13-14,17-18,22,23

Environmental Factors	YES	NO	Essential Function/s Numbers
Works with others	◆		1-6, 10-12, 16, 21
Safety Equipment (<i>Required to wear</i>)			
Safety glasses	◆		20
Face mask/face shield	◆		20
Ear plugs		◆	
Hard Hat		◆	
Protective Clothing	◆		20

WESTERN TECHNICAL COLLEGE Health and Public Safety Division

Program Specifications – NURSING – ASSOCIATE DEGREE / PRACTICAL NURSING

Cognitive/Mental Factors	YES	NO	Essential Function/s Numbers
Reasoning Deal with abstract and concrete variables, define problems, collect data, establish facts, and draw valid conclusions	◆		2-6, 8, 10-15, 17, 20
Interpret instructions furnished in oral, written, diagrammatic, or schedule form	◆		3, 5, 7-9
Deal with problems from standard situations	◆		2-5
Carry out detailed but uninvolved written or oral instructions	◆		2-3
Carry out one or two step instructions	◆		2-3
Mathematics Complex skills –Business math, algebra, geometry or statistics	◆		9
Simple skills – add, subtract, multiply and divide whole numbers and fractions, calculate time and simple measurements	◆		9
Reading Complex skills - Comprehend newspapers, manuals, journals, instructions in use and maintenance of equipment, safety rules and procedures and drawings	◆		2-3, 13, 20

Cognitive/Mental Factors	YES	NO	Essential Function/s Numbers
Simple skills - Comprehend simple instructions or notations from a log book	◆		2-3, 13, 20
Writing Complex skills – Prepare business letters, report summaries using prescribed form at and conforming to all rules of punctuation, spelling, grammar, diction and style	◆		1, 2, 7
Simple skills – English sentences containing subject, verb and object; names and addresses, complete job application or notations in log book	◆		1, 2, 7
Perception Spatial – ability to comprehend forms in space and understand relationships of plane and solid objects; frequently described as the ability to “visualize” objects of two or three dimensions, or to think visually of geometric forms	◆		16-17, 20-21, 23
Form – ability to perceive pertinent detail in objects or in pictorial or graphic material; to make visual comparisons and discriminations and see slight differences in shapes and shadings of figures and widths and lengths of line	◆		6, 7, 8, 20

Program Specifications – NURSING - ASSOCIATE DEGREE / PRACTICAL NURSING

Cognitive/Mental Factors	YES	NO	Essential Function/s Numbers
Clerical – ability to perceive pertinent detail in verbal or tabular material; to observe differences in copy, to proof-read words and numbers, and to avoid perceptual errors in arithmetic computation	◆		7, 8, 9, 20
Data Synthesizing	◆		1-4, 8, 12
Coordinating	◆		2-5
Analyzing	◆		2-3, 8, 14, 17
Compiling	◆		4-5, 7
Computing	◆		9
Copying	◆		7
Comparing	◆		3-5, 8, 17, 20, 23
Personal traits Ability to comprehend and follow instructions	◆		2
Ability to perform simple and repetitive tasks		◆	
Ability to maintain a work pace appropriate to a given work load	◆		15
Ability to relate to other people beyond giving and receiving instructions	◆		2, 4-6, 10-12
Ability to influence people	◆		2-6, 10-12
Ability to perform complex or varied tasks	◆		11-12, 20

Cognitive/Mental Factors	YES	NO	Essential Function/s Numbers
Ability to make generalizations, evaluations or decisions without immediate supervision	◆		2-5, 13-14
Ability to accept and carry out responsibility for direction, control and planning	◆		2-5, 11-12, 14-15

A change in your ability to perform any of the Essential Functions must be reported to the Associate Dean (608-785-9195) or to your instructor immediately.

Requirements

1. It is your responsibility to keep your Nursing program requirements up-to-date.

Failure to keep your Nursing program requirements up-to-date will result in a forfeit of your seat in the Nursing courses (clinical and theory). This policy will be enforced. These items can be uploaded to www.CastleBranch.com. You will receive email alerts from CastleBranch.com and **if you are not current in their system, you will be removed from all Nursing courses** and will be put on the waiting list. Re-entry students must also be current in certifiedbackground.com. If you are not current you will not be eligible for re-entry into your next term course(s).

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.
Procedure: 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.
- **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 in order to submit the immunization form. You need to submit the remaining dates when the series is complete.
- **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, and/or students need to wear a mask when at clinical. 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 clinical course, and therefore, the program. Western Technical College **cannot** guarantee clinical placement.

3. Attain CPR Certification

You are required to complete the American Heart Association Basic Life Support Provider certification or American Red Cross Basic Life Support for Healthcare Providers and provide a copy of the front and back of your card, which must include your signature. 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 where a current listing of CPR certification courses can be found at [CPR BLS Provider courses](#) towards the bottom of the page. Do not let it expire or you will not be eligible to take the refresher course and will have to take the whole course over.

4. Health and Safety Orientation

Students are REQUIRED to complete the Nursing Department's annual online Health and Safety Orientation Training and Test as a condition to participate in clinical activities. Please check the Nursing Student Blackboard site for directions. If your assigned clinical agency requires additional training, you will also be required to complete their training by the assigned due date in order to attend any clinical course. Some clinical sites may charge students an additional fee to attend clinical at their facility. Currently, some organizations are charging a \$10 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.

5. Essential Functions and Program Specifications

The Essential Functions and Program Specifications for the Nursing Program are printed on pages 9-14 of this handbook. The student will be required to read and verify that she/he is aware and capable of performing the essential functions, and knowing who to contact for information concerning reasonable accommodations. A change in your ability to perform any of the Essential Functions, **which includes pregnancy**, must be reported to the Associate Dean of Nursing, Dr. Krieg, at 608-785-9195 or to your instructor within 24 hours as well as provide medical documentation stating you are medically cleared and/or describes your restrictions.

6. Background Check

On October 1, 1998, Wisconsin passed a law which requires stringent background checks of all nursing students. A background check is required prior to clinical experience in health care facilities. Western may be required to share the student's background check results with the clinical experience agencies. If a student has a criminal background or pending charges as noted in the Department of Justice record, then they may be barred from engaging in the required clinical placements. Failure to disclose an arrest, pending charges and/or a conviction that subsequently appears on the Department of Justice record may also bar the student from clinical placements. It is the clinical sites' prerogative to accept or deny clinical placement of students with an arrest, pending charges and/or a conviction. In addition,

- The student **MUST** inform the program and/or college of any changes in his/her criminal history while enrolled in the Nursing program.
- If the student has a criminal history and chooses to begin/continue his/her education, the student is not guaranteed a clinical site. For each clinical rotation, the program will contact up to two clinical sites that meet the program competencies. Acceptance for clinical placement during one rotation does not guarantee subsequent clinical placements. Failure to be accepted into a clinical placement will result in course failure and dismissal from the nursing program

7. Liability Waiver and Direct Supervision Agreement

This states that you understand that Nursing as a profession encompasses health and safety concerns. You may only practice your skills under instructor supervision and may not practice at your place of employment, with peers or patients without supervision. You may not be at a clinical site or perform any patient care when your instructor is not present.

8. Student Accident Insurance

All students will be automatically enrolled in Western Technical College's Accident Only Insurance Plan when you register for classes. This insurance covers the student when an accident occurs while on campus, **attending clinical**, or attending a recognized student group activity approved by Western Technical College. Coverage is in place while on school premises when school is in session and during College-approved activities. Coverage is in place to and from a Western Technical College sponsored event within the state of Wisconsin and up to 2 hours from the Wisconsin state border. There is no deductible for this coverage at this time. Your choice of primary health insurance remains your responsibility.

9. Student Accidents or Injuries

All students are covered under student accident insurance while at their clinical site. If there is an accident or exposure on the clinical site please notify:

- Your instructor
- The Student Life Office (Kumm Building, Room 100, 608-785-9445)

Refer to the Western website under [Current Students/Helpful Information](#) in the [Western Student Handbook](#) for current policies and also the [Incident Report Form](#).

Nursing Curriculum and Schedule

It is strongly recommended that students complete as many general studies courses as possible PRIOR to beginning the nursing core courses. General studies courses must be Associate Degree level courses. All 1st and 2nd term General Education courses must be completed prior to the 3rd term. **Black River Falls and La Crosse year round cohort requires all science and General Education courses be complete prior to starting core Nursing courses.**

First Term

Nursing Core Courses

Course Number	Course Title	Credits
543-101	Nursing Fundamentals	2
543-102	Nursing Skills	3
543-103	Nursing Pharmacology	2
543-104	Nursing: Introduction to Clinical Practice	2
801-195+	Written Communication	3
809-188+	Developmental Psychology	3
806-177	General Anatomy & Physiology	4
	Total	19

Second Term

Course Number	Course Title	Credits
543-105	Nursing Health Alterations	3
543-106	Nursing Health Promotion	3
543-107	Nursing: Clinical Care Across the Lifespan	2
543-108	Nursing: Introduction to Clinical Management	2
801-198	Speech	3
806-179	Advanced Anatomy & Physiology (not required for PN, but is required for ADN)	4
	Total	17

Third Term

Course Number	Course Title	Credits
543-109	Complex Health Alterations I	3
543-110	Nursing: Mental Health and Community Concepts	2
543-111	Nursing: Intermediate Clinical Practice	3
543-112	Nursing Advanced Skills	1
809-198	Introduction to Psychology	3
806-197	Microbiology	4
	Elective	2
	Total	18

Fourth Term

Course Number	Course Title	Credits
543-113	Complex Health Alterations II	3
543-114	Nursing Management and Professional Concepts	2
543-115	Nursing: Advanced Clinical Practice	3
543-116	Nursing: Clinical Transition	2
809-196	Sociology	3
806-186	Elective: Recommend Introduction to Biochemistry	3
	Total	16

[Nursing Curriculum](#)

Nursing Skills and Theory Class Grading

The student must achieve a **78% average on all Exams and/or Skills Assessments** independent of any paper/project/participation grade to pass the course. This grade would be entered as the final course grade and considered a course failure.

- Once the 78% minimum score for exams has been achieved, the weighted average of the papers, projects and/or participation grades and the passing Exams/Blended Skills Assessment grade will be calculated to determine the final theory grade. This final grade must be 78% or above in order to pass the course.
- Nursing Program Grading Scale policy recognizes the achievement of the actual grade attained. Therefore, **there will be no rounding up of course grades** (for example 77.9% = 77%).

<u>Nursing Program Theory Course Grading Scale</u>		
A =	94-100	(grades from 94.0-100%)
AB =	90-93	(grades from 90.0-93.999 [∞] %)
B =	86-89	(grades from 86.0-89.999 [∞] %)
BC =	82-85	(grades from 82.0-85.999 [∞] %)
C =	78-81	(grades from 78.0-81.999 [∞] %)
D =	70-77	(grades from 70.0-77.999 [∞] %)
F =	<69	(grades 0.0-69.999 [∞] %) is defined as infinity

Grade Review Policy

If a student wishes to have a grade reviewed for a test, paper or project, he or she must contact the instructor and make arrangements to discuss the grade within 5 business (Mon-Fri) days of the date that the grade is posted. This is to ensure that issues are addressed in a timely manner for the benefit of both students and faculty.

Clinical Grading

Clinical performance is evaluated on a **pass/fail** (credit/fail) basis. A student who fails the clinical course must repeat the clinical course with a passing grade before proceeding to the next term. Clinical performance is evaluated by measuring the student's ability to meet the stated performance standard criteria related to each competency. Patient care and paperwork are both considered when determining a grade. In order to pass clinical courses the student must:

1. Complete all assigned clinical preparation (clinical prep sheet, medication cards, nursing care plans, etc.) on time according to the instructions.
2. Participate in all clinical experiences and conferences.
3. Receive a satisfactory evaluation for all of the course competencies on the final evaluation.
4. Receive a satisfactory in each area of cumulative nursing judgment.

Please keep a copy of your clinical evaluation for future reference.

Clinical Preparedness Definition

As a student you will comply with the following criteria:

- being where you are supposed to be, when you are supposed to be there, prepared to do what you are supposed to do (as outlined per clinical course).
- completing assigned independent learning plan activities in preparation for clinical (as outlined per clinical course).
- clarifying what is expected of you and what you are responsible for prior to clinical experience; as well as, take responsibility for your learning, your actions and your inaction.

A student not compliant with clinical preparedness criteria will:

- personally inform facility staff that the student is not prepared to assume patient care.
- complete clinical preparation as directed by clinical instructor.
- understand that clinical absence time will be assigned for any time spent completing clinical prep.
- understand that faculty may re-assign student role per faculty discretion.

**Health and Public Safety Division
Nursing – Associate Degree Program**

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
Uniform Tops	<ul style="list-style-type: none"> • Clean and pressed (unwrinkled) • Sized for proper fit • Short sleeved solid red uniform top (see Cherokee brand 4700 & 4876 to use as a color reference) • Red patch on left upper sleeve • Black short or long sleeve t-shirts or turtlenecks may be worn under red scrub top 	<ul style="list-style-type: none"> • Torn, ripped or tight fitting uniforms • Colored t-shirts, emblems or faded • Accent colored piping. • Tilted or poorly sewn on patches • Patch on right sleeve
*Jackets (optional purchase)	<ul style="list-style-type: none"> • Red scrub jacket with school patch on left sleeve (use Cherokee brand as a color reference) 	<ul style="list-style-type: none"> • Fleece, cardigan sweaters, sweatshirts or jackets
Pants	<ul style="list-style-type: none"> • Black, straight or boot legged uniform pants that are hemmed so they do not touch the ground 	<ul style="list-style-type: none"> • Crop pants, cuffed, flared, spandex, yoga, fleece or sweat pants
Shoes	<ul style="list-style-type: none"> • Clean solid-black shoes. • Laces must match shoe color • Low heeled rubber or slip resistant soles. 	<ul style="list-style-type: none"> • Sport sandals, canvas/cloth shoes • Holes and/or open toed shoes • Accent color on shoes
Hosiery	<ul style="list-style-type: none"> • Black socks of at least crew ankle length. 	<ul style="list-style-type: none"> • Colored, designed, lacy or appliqued socks or hose
Undergarments	<ul style="list-style-type: none"> • Required 	<ul style="list-style-type: none"> • Underwear must not be visible • Visible cleavage.

Accessories and Body Art	<ul style="list-style-type: none"> • Conservative watches with a second hand or digital seconds • Only <i>one post earring</i> in each earlobe • Wedding rings which do not present a safety hazard • Visible tattoos must be covered unless covering interferes with infection control standards per Health and Public Safety Division Body Art or Piercing Policy • Only solid black headbands with no embellishments 	<ul style="list-style-type: none"> • Earrings that are neon, bright colors, hoops, or expanders • Nose, lip, eyebrow, tongue, bellybutton or other piercings
Grooming	<ul style="list-style-type: none"> • Bathe as need to avoid body odor • Hair neatly cut and styled • Long hair is put up off the shoulder and pulled back from the face • Nails short, rounded, and clean • Only clear polish if desired • Conservative use of cosmetics 	<ul style="list-style-type: none"> • Aftershave, perfumes or body sprays • Artificial nails or colored nail polish
Name Tags	<ul style="list-style-type: none"> • Worn at all times on upper torso • Name tags shall be worn only during official school business 	<ul style="list-style-type: none"> • Damaged or peeling tags • Decorative stickers or pins
Behavior	<ul style="list-style-type: none"> • Professional behavior (see Nursing Student Handbook) 	<ul style="list-style-type: none"> • Smoking, tobacco or gum chewing on clinical sites
Attire for Community Nursing	<ul style="list-style-type: none"> • Scrub uniform is not required • Solid colored slacks and a solid colored shirt (short or long sleeves) must be worn • Name tag must be worn with professional dress 	<ul style="list-style-type: none"> • Jeans, sweatpants, spandex, shorts or tennis shoes • 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

Policy revised 3/8/16

- Patches and scrubs are sold at The Scrub and Shoe Company. They are located across from the Valley View Mall at 9360 State Road 16 and their number is 608-781-1177.
- 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.

The Division will order one clinical name pin your first term. If you would need to replace this pin at any time you will be responsible to replace it by the procedure below.

Student replacement clinical pins process:

- Student contacts Jessica Pintz, emailed preferred (pintzj@westerntc.edu or 608-789-6181)
- Identify color of clinical pin

- Identify second line on badge (ie. Nursing Student)
- Provide name as it appears on the clinical pin (ie. First Name, Last Initial)
- Provide Student ID
- Charge of \$5.65 is applied to student account-student is responsible for paying
- Student is responsible for picking up at Fifth Avenue Awards, 601 Division Street, La Crosse contacting the Marketing Department at Western at 608-789-6181.

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

Attendance Policy

Attendance is an expectation in all nursing program courses. Attendance is viewed as a reflection of professional accountability, which employers expect of graduate nurses. Absenteeism interferes with meeting course and clinical objectives. Absences are tracked and documented as part of the student's academic record.

Tardy: Defined as not being present and ready to receive assignments at the identified start of the clinical day.

- 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.

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

- Tardiness greater than 30 minutes is considered a clinical absence.
- Leaving prior to the instructor's dismissal is considered a clinical absence.
- Clinical absences of more than 1 clinical day per clinical course (regardless of the reason or the number of hours) will result in a clinical course failure.
- The Nursing program does not offer clinical make-up days.
- 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 will result in failure of the course.
- An absence may require a medical note.

Mid-term Holds on Registration

At mid-term students who are performing at <78% in any course will have a hold placed on their account. They will not be allowed to register for the following term. The registration hold is in place until final grades are entered. If you are passing on the date grades are due, the hold will be lifted and you will be allowed to register for the next term. You will have a seat (as long as you are successful). Please do not contact the Health and Public Safety Division Office. You will be contacted by your Western student email after grades are posted. The Academic Hold Process is on the [Student Nurse Blackboard](#) in the Student Information and Policies folder/Handbook and Policies/Academic Hold and Student Services Process Folder.

Progression to the Next Term

All Nursing courses within a term must be successfully completed before progression is permitted. 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.

LPN to RN Completion Program

LPNs are eligible for advanced standing in the N-AD program. LPNs do not need to take the Nursing Pre-Admission Exam. The LPN entering into the Nursing Associate Degree program will need to have taken both General Anatomy and Physiology and Advanced Anatomy and Physiology courses prior to entering the Nursing Associate Degree program.

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 Dean of Health and Public Safety for course re-entry (See Program Re-entry Appeal Process).

Procedure

- The student is required to complete a student re-entry success plan with the course instructor and/or program chair.
- The faculty member provides the Associate Dean a copy of the Student Success Plan.
- 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.
- A program may require a student to demonstrate competency skills with a passing grade of a “C” or better prior to course enrollment.

This process is on [Student Nurse Blackboard](#) in the Student Information and Policies folder/Handbook and Policies/Re-entry to Sequence Process folder.

General Anatomy and Physiology Repeat Policy: Please refer to [Western Student Handbook](#) for the current policy.

Program Re-entry Appeal Process

Procedure

Students failing or dismissed from a Health and Public Safety Division program may appeal to the Dean of Health and Public Safety. 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 follow 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 for change and improvement for program success.
 - Contact information: name, program, student ID number, address, phone and email.
2. Mail letter of intent to: Dean of Health and Public Safety, Room K211, Western Technical College, 400 North Seventh Street, PO Box C-0908, La Crosse, WI 54602-0908.
3. The Division will contact student to schedule an appeal meeting with the Dean of Health and Public Safety.
4. The student will be notified of the Dean’s decision by letter (email or USPS).

Program re-entry is always dependent on space availability. In situations where re-entry is granted, the Dean will often refer the student to meet with program faculty to develop a program success plan. The success plan may include (but is not limited to the following):

1. Additional courses for remediation.
2. Competency demonstration.
3. Required meetings with Western faculty or staff.

Student Success

Students with Diagnosed Disability/Special Needs

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 peer note takers, enlargement of print materials, assistance at registration, alternative testing, additional orientation to campus, and adaptive equipment. Upon request, your instructors will be notified about the accommodations you need. To request disability support services, you must schedule an appointment with the instructional support specialist. 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:

Kristina Stellpflug
Disability Services Specialist
Welcome Center, Room 164H, (608) 785-9875
stellpflugk@westerntc.edu
[Disability Services](#)

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 the 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 accommodations and auxiliary aides and their impact.
7. The credentials of the diagnosing professional(s).

Services for Students who are Deaf or Hard of Hearing

Western provides specialized services to students who are deaf or hard of hearing. Interpreter services are provided to students, upon request, for classes, tutoring sessions, and all other academic and social functions. Other services available for students who are deaf and hard of hearing may include: captioning/C-print services, note takers, test accommodations, advocacy and liaison between deaf and hard of hearing students and campus community, information and referral regarding deafness and/or recent hearing loss, tutoring through the Academic Success Center, sign language classes offered by the College, and transition assistance. FM Listening devices and other assistive technology are also available to students for use in the classroom. Any Western student with a hearing loss may be eligible for these services. To request interpreter services please contact the Deaf and Hard of Hearing Specialist to schedule an appointment, before the term begins. You will need to bring documentation of your disability (i.e. audiogram). During the appointment, you will discuss which accommodations will be most beneficial to your success in the classroom.

To make an appointment, contact:
Kris Follansbee
Deaf and Hard of Hearing Specialist
Welcome Center, Room 164F, (608).785.9551
follansbeek@westerntc.edu

Students Experiencing Difficulties with Testing Without a Diagnosed Disability/Special Need

A student who is experiencing difficulty with 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:

Learning Commons
Academic Resource Center, Room 122
(608) 785-9198

The purpose of this referral is to assist the student in identifying areas in which they are experiencing difficulty and to provide recommendations and guidance for remediation of the problems. This process includes:

1. The student will be asked to complete a learning style inventory.
2. Based on the results of the learning style inventory, the student will be counseled regarding:
 - a. Study habits
 - b. Note taking skills
 - c. Strategies for successful test taking

Faculty from the Learning Commons 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 duration of 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.

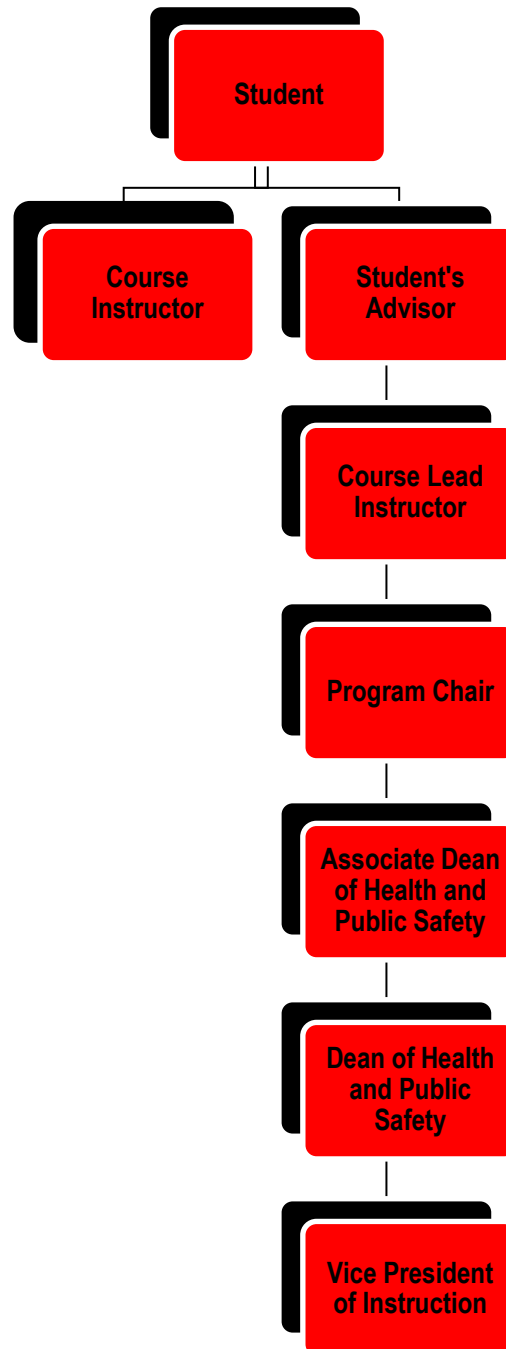
The student is expected to comply with the Action Plan for Success section of the Success Plan or may risk jeopardizing their standing in the program, as determined by the Associate Dean.

La Crosse Campus Resources

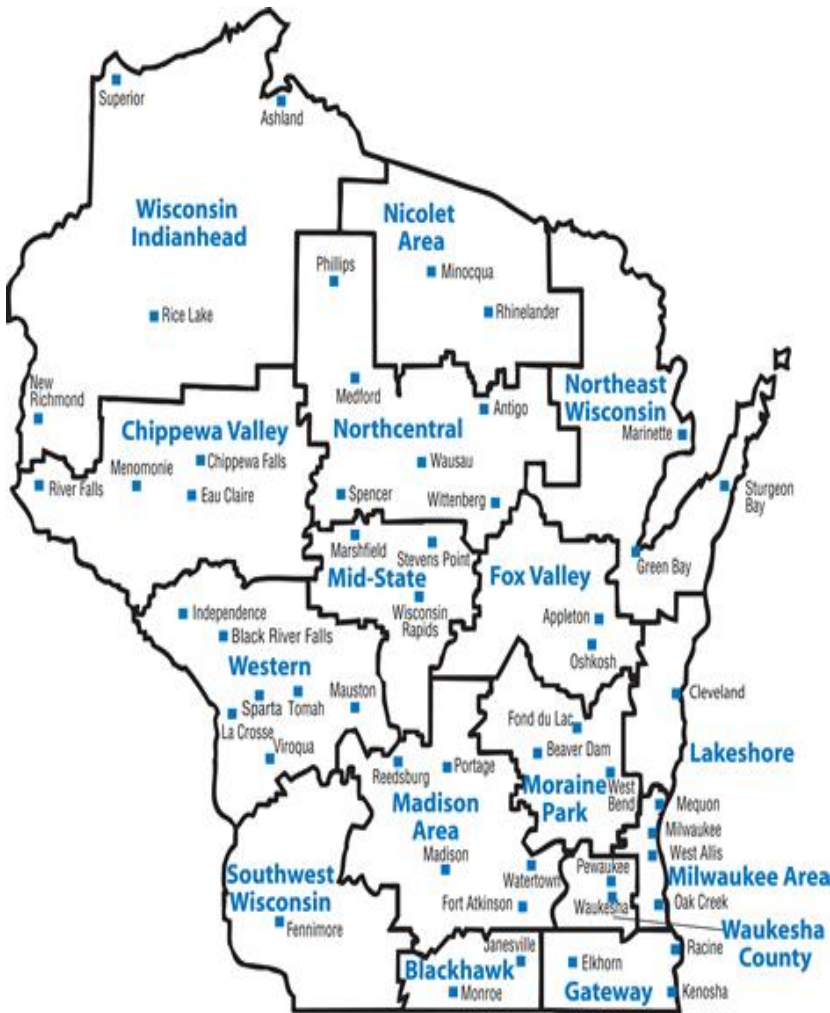
Learning Commons	Academic Resource Center, Room 122	(608) 785-9198	Assistance with study skills
Library	Academic Resource Center-Room 210	(608) 785-9142	DVDs, computer programs
Wellness Center	Administrative Center-Room 10	(608) 785-9443	Physical Fitness

Nursing Program Communication Channels*

The communication process starts with the student. The student may discuss situations/issues with their faculty advisor and/or course instructor. If the issue is not resolved at the faculty advisor/course instructor level, then the student may contact the lead instructor for the course to further discuss the issue. If the issue is not resolved at this level the student should move on to the next level (program head) and so forth (Associate Dean of Health and Public Safety, Dean of Health and Public Safety, Vice President of Instruction). **Student Services Counselors are available to discuss situations/issues during this process.** Policies for a grievance procedure are further explained on the [Student Rights and Concerns](#) link on the web.



Taking a Course at another Wisconsin Technical College



In order to take a course at another technical college in Wisconsin, the student must be in “good academic standing” as well as following the curriculum standards. Curriculum standards include identification of pre-requisite and co-requisite courses as outlined within the statewide curriculum.

1. The approval procedure for taking a class at another technical college in Wisconsin includes:
2. The student must send an e-mail to the Associate Dean of Nursing Barbara Krieg at kriegb@westerntc.edu which includes the following information:
 - Student Name & Student ID number
 - The course name and course number the student wishes to take
 - The location of the technical college
 - The term in which the class will be taken
 - A written request that the Associate Dean send a letter of good academic standing to the chosen college
3. Upon course completion, the student is responsible for finalizing their credit transfer by:
 - Completing a “Request for Transfer Credit Evaluation”. This form is available from the Registrar’s Office located within the Welcome Center or is available online under <http://www.westerntc.edu/transfer>

Transfer Forms – Request the course instructor e-mail the Associate Dean with your final grade, which will allow you the ability and/or academic standing to register for your next classes.



Statement of Professional Behaviors

Accountability

1. Be where you are supposed to be, when you are supposed to be there, prepared to do what you are supposed to do.
2. Clarify what is expected of you and what you are responsible for if you are unsure.
3. Complete all of your assigned work on time. Remember that your time management affects the work of other people.
4. Document your work. If it isn't documented, it wasn't done.

Commitment to Learning

5. Take responsibility for your learning. Ask thoughtful questions and clarify what you don't understand.
6. Accept direction and criticism from those who are more experienced and knowledgeable without becoming defensive or emotional. Seek feedback and accept the fact that you will make mistakes.
7. Express curiosity. Develop the habits of a lifelong learner.
8. Take initiative to seek and take advantage of opportunities to enhance your knowledge base.
9. "Arguing for points" is NOT a commitment to learning. Your professional practice is based on a sound theory base, not test points.

Respect

10. Demonstrate self-respect. Maintain high personal standards and remember that you will be a role model for others.
11. Treat everyone with whom you work with respect. Remember that your fellow students or assigned nurse may someday be your coworker...or... your nurse.
12. Respect professional boundaries. You can be warm and caring but still maintain a professional manner with patients and families.
13. Maintain the dignity of your patients, regardless of their condition, their abilities, or your personal reactions to them.

Responsibility

14. Take responsibility for your actions and your inaction. Don't make excuses, blame others, or act helpless to avoid responsibility. Admit your mistakes, attempt to resolve them and learn from them.
15. Know the limits of your knowledge and don't attempt tasks that exceed them. Be honest about your limitations and ask for assistance.
16. Remember that patient care is about the patient, not about you. Your patient is not responsible for your ego, learning, or personal comfort.

Student Code of Conduct

Students are expected to abide by Western's Student Code of Conduct as described in [Western Student Handbook](#).

Student's Rights and Responsibilities

Nurses are considered to be the most trusted profession in the United States and you have a responsibility to behave in ways that promote a trusting relationship with the patients. You can help to defend the high integrity of the nursing profession by demonstrating integrity in the classroom, lab, and in clinical, even in the face of adversity. Such events prevent the student from gaining knowledge or skill necessary to care for patients. What you should be thinking is, "Would you want your loved one to be taken care of by someone who cheated their way through nursing school?" Most importantly, the lack of knowledge or skill as the result of the practice of dishonesty in your profession is a threat to patient safety. Therefore, academic dishonesty of any kind in a classroom, lab, or clinical setting, will result in disciplinary action that may include immediate termination from the program. This includes all courses required for the Nursing program. See p. 47 of the [Western Student Handbook](#).

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.

Written Assignments

All written assignments must be typed, double spaced and have 1 inch margins. Times New Roman or Arial font is used. All cited references within the body of the paper and for the reference page will be written using current APA format. Western's Library online resource has links to sources that can help you use various citation styles, such as APA. If in doubt, look and ask. Follow specific course assignment rubrics.

Late Assignments

Late assignments **will not** be accepted. Correct spelling is considered a professional behavior. It is expected that all students will be accountable for proper spelling of all medical/nursing terminology that is stated or implied in the learning activities for the course.

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 whatever reason, students will be notified. Depending on the situation, an alternative/extended clinical experience or an assignment may be provided in place of the clinical day. It is an expectation of the nursing program that students will participate in the extended/alternative clinical day or assignment. Failure to participate could result in a documented "Needs Improvement" (NI) on the Clinical Evaluation Form.

Technology Use

Western Technical College e-mail accounts are the required email address used to communicate between students and faculty. WTC 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 which may be denied if administrators, instructors, or computer lab personnel determine they are being used inappropriately. Inappropriate use includes but is not limited to the following:

- Avoid activities that are harmful to hardware, software, data systems or the network including introduction of viruses, modification of system files or settings or damaging hardware or software.
- Transmitting or printing offensive, pornographic or harassing material including junk mail, use of obscene language while using e-mail or College approved discussion groups/chat rooms, chain letters or use of College computers for personal business transactions.
- 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 site is copyrighted, which means you must have permission to use it any way other than to complete your assignment as a registered student.
- 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 I can't identify the sender, 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 manners 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 letter 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.

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, so, too, there are 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 & Telecommunications Usage](#), [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. Disregard of 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 into the Nursing Program have the most current Microsoft Word and PowerPoint Publisher products available either on their personal computer or are able to 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 e-mail, 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 course work so nursing students need access to a computer that has 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 use of a Web Board (Blackboard) for questions and answers, discussions, email, and learning plans with links to related web sites. Digital Subscriber Line (DSL) internet access is recommended as dial-up access is slow. Downloading the Firefox web browser has been found to work best with Assessment Technologies Institute (ATI) products. Downloading Internet Explorer or Google Chrome web browsers have been found to work best with Blackboard.

Using Information and Graphics from the World Wide Web

Cite everything that you get from someone else's website. That means that if you use it word for word, it goes in quotes. If you use the ideas but rewrite them in your own words, you still must cite the source. If you use a picture, graph or other visual in you handout, PowerPoint, or paper, again, 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 going to use it in a handout for the public or in 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 to help avoid being charged with plagiarism. The Purdue University Online Writing Lab is an excellent source of information. <http://owl.english.purdue.edu/owl/section/2/10/>

Cell Phone Use

- Students are expected to have a current phone number on Blackboard under Tools/Personal information 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** at the clinical site during your assigned clinical hours, class time, or testing. This policy will be strictly enforced.
- **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 785-9226. If an emergency call is received during class time, the Nursing Administrative Assistant will contact the student in the classroom or lab.

Committees and Student Clubs

SNA (Student Nurses' Association): Faculty Advisor – Charlene Hopkins

- Student President and officers elected each year.

Student Ambassadors: Faculty Representative – Charlene Hopkins

- Students volunteer to help new students' progress through the Nursing program.

Student/Faculty Liaison Group: Faculty Representatives – Linda Rauch and Pam Turner

- Student Representatives are elected each year.

Information available on the Student Nurse Blackboard site.



WISCONSIN STUDENT NURSES' ASSOCIATION

Assessment Technologies Institute (ATI)

In order to access your ATI information, please go to www.atitesting.com. It is the student's responsibility to record and save their individual personal login and password. It is also the student's responsibility to submit a receipt of ATI purchase and certification from the Western Campus Shop as an assignment in Student Blackboard.

ATI site: www.atitesting.com

Product ID: _____

Login _____

Password _____

ATI is a testing and NCLEX review program that each nursing student admitted into Western's Nursing Program is **required** to purchase. The assessment exams are standardized, nation-wide exams that use proven NCLEX-style questions that serve 4 purposes:

1. Prepare the student for the PN and/or RN-NCLEX exams.
2. Identify student-specific areas of strength and weakness.
3. Serve as a reliable predictor of NCLEX success.
4. Provide a method for comparing Western's Nursing Program students with other nursing students across the nation.

The ATI series involves the following areas:

- Content Module Books
- Tutorials, simulations and quiz banks
- Skills videos
- Online Practice or Non-proctored Assessments
- Proctored Exams
- Nurse Logic, a resource for critical thinking, study skills, and test taking
- ATI NCLEX review course included with 3rd term purchase

The purpose of utilizing the ATI program is to give a student individual exam feedback to identify areas for future study and content growth as well as to provide NCLEX predictor information. All learning materials are accessible online through students' individual account after purchase of the product. This purchase also gives access to the Practice Assessments. The Practice Assessments may be taken numerous times independently and are strongly encouraged for a study/review tool in nursing courses.

The Proctored Exams are administered throughout the Nursing program in designated terms and are linked to a specific course. Proctored Exams are administered by specifically trained personnel. **In the event that a student does not complete a designated Proctored Exam, an incomplete will be submitted for the final course grade and the student may not be allowed to continue with course progression.** Please refer to the Student Handbook and Planner regarding Incomplete Courses.

All 4th term students are required to participate in the ATI NCLEX Review Course. This cost is included in your 3rd term ATI payment. If you did not make a 3rd term ATI payment, there will be a separate cost for this ATI NCLEX Review course.

ATI Curriculum Test Schedule

ATI Curriculum Test Schedule			
Term 1		Term 2	
Course	ATI Exam	Course	ATI Exam
Nursing Skills (543-102) Total = 30 min.	Critical Thinking-Entrance—RN 30 minutes Quest For Academic Success—Book Only	Nursing: Health Alterations (543-105) Total = 3 hrs.	PN—Comprehensive Predictor 3 hours
Nursing: Introduction to Clinical Practice (543-104) Total = 2 hrs. 40 min.	Pharmacology—RN 75 minutes Fundamentals in Nursing Care—RN 85 minutes	Nursing: Introduction To Clinical Management (543-108) Total = 3 hrs. 50 min.	Nursing Care of Children ---RN 75 minutes Nutrition—RN 80 minutes Maternal Newborn ---RN 75 minutes
Term 3		Term 4	
Course	ATI Exam	Course	ATI Exam
Nursing: Intermediate Clinical Practice (543-111) Total = 2 hrs. 15 min.	Community Health—RN 60 minutes Mental Health—RN 75 minutes	Nursing: Advanced Clinical Practice (543-115) Total = 3 hrs. 12 min.	Medical Surgical Nursing RN 92 minutes Nursing Leadership & Management—RN 70 minutes Critical Thinking—Exit—RN 30 minutes
		Nursing Clinical Transition (543-116) Total = 3 hrs.	RN Comprehensive Predictor 3-hours
Mandatory ATI NCLEX Review Course 4th term			

Practical Nursing Graduates

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 receive the Practical Nursing diploma. The Registrar's Office will automatically update your transcript to show you have completed the PN degree if you are a student in the Associate Degree and are continuing to complete that. You are also eligible to take the exam to become a Licensed Practical Nurse. Please follow the instructions on the below website link for that process. Any questions regarding the licensing process need to be directed to the Wisconsin Department of Safety and Professional Services at 608-266-2112 or email dsps@wisconsin.gov. Website: <http://dsps.wi.gov/Licenses-Permits/Credentialing>

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 below website link for that process. Any questions regarding the licensing process need to be directed to the Wisconsin Department of Safety and Professional Services at 608-266-2112 or email dsps@wisconsin.gov. Website: <http://dsps.wi.gov/Licenses-Permits/Credentialing>

All Nursing Graduates

When you are finished with either the Practical Nursing or 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. That can either be done on paper with Form 259 or online through the Online Licensure Application System, OLAS. If you send a paper application for testing to the state then Western needs to send a paper verification, Form 259 Statement of Graduation. If you do your application online then your verification needs to be done by Western through the OLAS. With the paper verification Form 259, you will print that form from the state website, fill out your portion and turn it into Tina Allen in the Welcome Center. Here is the link to the OLAS if you would like to take a look. <https://olas.wi.gov/>. Also remember when deciding which way to process your application that the OLAS is going to be much faster than paper and regular mail. Graduation verification will be mailed and sent to the state or processed through the OLAS the day after grades are posted following the term in which you complete your program.

If you have questions on the process to update your transcripts or the verification process please contact Tina Allen at 608-785-9221 or allent@westerntc.edu. Any questions regarding the licensing process need to be directed to the Wisconsin DSPS at 608-266-2112 or email dsps@wisconsin.gov.

The Nursing program offers a special recognition ceremony, called a Pinning Ceremony for graduates of both the Practical Nursing and Associate Degree Nursing programs at the main campus. Special pins may be purchased prior to the ceremony.



Western Technical College Health and Public Safety Division

Signature Page

Initial _____

LIABILITY WAIVER AND DIRECT SUPERVISION AGREEMENT

In consideration of my participation in ADN/LPN (circle), I hereby release Western Technical College, its officers, employees and agents from any and all liability arising out of my participation. I understand the health and safety concerns involved, and I accept and assume all risk for any harm, injury, or damages that may befall me, foreseen and unforeseen, as a result of my participation. Further, I agree not to practice or perform clinical skills as identified by the program, invasive or otherwise, with a student partner without the direct supervision and/or consent of the instructor.

Initial _____

ESSENTIAL FUNCTIONS AND PROGRAM SPECIFICATIONS

I, _____ (name) have read and verify that I am aware and capable of performing the essential functions as stated on pages 9 and 10 in this Nursing Program Student Handbook.

Initial _____

STUDENT STATEMENT OF ACCOUNTABILITY OF NURSING HANDBOOK

I have read and understand the Nursing program policies as described in the Nursing Program Student Handbook.

Initial _____

HEALTH AND SAFETY ORIENTATION

I certify that I have taken the Health and Safety Orientation and understand the risks involved. I also agree to follow HIPAA and blood borne pathogen policies.

Initial _____

STUDENT STATEMENT OF ACCOUNTABILITY OF WTC STUDENT CODE OF CONDUCT

I have read and understand the Western Technical College Student Code of Conduct as described in [Western's Student Handbook](#) available on the College website:

Initial _____

PROFESSIONAL BEHAVIORS

I have read and understand the Statement of Professional Behaviors as described in the Nursing Program Student Handbook on page 27.

Initial _____

STUDENT ACCIDENT INSURANCE

I understand that I am covered under Western's student accident insurance while at clinical sites.

Initial _____

TECHNOLOGY USE

I understand and will abide by the terms listed regarding appropriate use of technology on page 29 in the Nursing Program Student Handbook.

Signature

Printed Name

Date