

PRACTICAL NURSING AND ASSOCIATE DEGREE NURSING HANDBOOK

**JOHN A. LOGAN COLLEGE
700 LOGAN COLLEGE ROAD
CARTERVILLE, IL 62918**



2016 - 2017

MISSION STATEMENT:

**WE ARE A DIVERSE LEARNING AND TEACHING COMMUNITY COMMITTED TO IMPROVING
INDIVIDUAL LIFE AND SOCIETY THROUGH HIGH-QUALITY, ACCESSIBLE
EDUCATIONAL PROGRAMS AND ENGAGED LEARNING OPPORTUNITIES.**

TABLE OF CONTENTS

Nursing Handbook Purpose	1
Nursing Program Admission Limit Policy	1
2016 ADN Student	1-2
Statement of Mission and Goals, Core Values, Diversity Statement	2-3
Associate Degree Nursing Program Philosophy	4
Associate Degree Nursing Program Mission Statements, Goals, Objectives	5-6
Practical Nursing Program Philosophy, Goals, Objectives	7-8
Students with Disabilities.....	9-10
Confidentiality Statement, Confidential Information, Choate Mental Health Facility Requirement.....	11-12
Insurance Statement.	13
Clinical Site Access	13
Nursing Program Health Requirements.....	14
Criminal Background Checks and Drug Testing	15-17
Tips for Using Social Media	18
JALC Nursing Department Social/Electronic Media Policy	19
Cardiopulmonary Resuscitation	20
Attendance.....	21
Dress Code in the Clinical Setting	22-23
Lab Health Requirements.....	23
Clinical Health Requirements.....	24
Student Health Issues	25-28
Program Information.....	29-30
Nursing Content Evaluation	30-33
Removal from the Program	34-35
Academic Dishonesty or Plagiarism	35
Intolerance to Violence and Intimidation.....	35-36
Re-Entry to the Nursing Program.....	36-37
Licensure Exam Information	38
Appendix A	Agreement to Assure Confidentiality ... 39
Appendix B	Nursing Health and Information Form 40-41
Appendix C	Drug Screen Signature ... 42
Appendix D ..	Risk and Benefit of Hepatitis B Vaccine Statement of Understanding .. 43
Appendix E	Hepatitis B Declination Form.... 44
Appendix F	Nursing Program Student Handbook Statement of Understanding ... 45
Appendix G	Consent for Student Release of Information ... 46
Appendix H	Nursing Program Calendars, Schedules and Communication Awareness Form.... 47
Appendix I	Criminal Background Check ... 48
Appendix J	Acknowledgement of Receipt of Drug/Alcohol Abuse Policy ... 49
Appendix K	Physical Examination Form ... 50
Appendix L	TB Skin Testing Form ... 51
Appendix M	Risk and Benefit of Varicella Titer Testing ... 52
Appendix N	Risk and Benefit of Measles, Mumps, Rubella Titer Testing ... 53
Appendix O	Student Data Form ... 54
Appendix P	Driver's Background Check ... 55

JOHN A. LOGAN COLLEGE NURSING HANDBOOK PURPOSE

The Nursing Handbook is a supplement to the John A. Logan College Rights and Responsibilities: A Student Code of Conduct and John A. Logan College Board Policy and cannot be changed. Other procedures unique to the nursing program can be altered or amended at any time. Students are also responsible for all provisions of the John A. Logan College Rights and Responsibilities: A Student Code of Conduct handbook.

It should be noted that the Board of Trustees has the final authority to interpret the rules and policies contained in this publication. Further, it should be noted that this publication is not a contract, and the Board of Trustees reserves the right to alter, amend or change these; or any other rules or policies without prior notice.

JOHN A. LOGAN COLLEGE NURSING PROGRAM ADMISSION LIMIT POLICY

Effective immediately, no student may be admitted to the John A. Logan Nursing Programs more than two times within a five year period. "Withdrawing" is defined as declining a previously accepted admission invitation within ten weeks of program start and/or withdrawing from class attendance before completing the first semester. Anyone caught cheating, or causing a disturbance, or attempting to remove test materials during Nursing re-entrance exam or any other exam will be ineligible to enter or remain in program for a minimum of one year.

2016 ADN STUDENT

The entering ADN student must have successfully completed a Practical Nursing program and been admitted directly into the upcoming ADN full or part-time program:

1. Students not accepted directly from PN program, to ADN program in consecutive years must have a current unencumbered Illinois LPN License to be considered as an eligible entry candidate for the John A. Logan College traditional or hybrid Associate Degree Nursing program. Consideration will be given when NCLEX is taken and the LPN License obtained. Potential candidates should never have had a license to practice revoked in any state, or reprimanded, or in the process of reprimand, by Illinois Department of Financial and Professional Regulations or any other state.

LPN License cannot have expired.

Clinical site work rules requires employees/students that can meet the physical conditions of the job.

Under program requirements in Fall 2016 ADN packet:

For consideration to the Fall 2016 full-time program, the applicant must:

1. Be currently enrolled in a practical nursing program that will be completed by **August 5, 2016** or submit proof of successful completion of a Licensed Practical Nursing Program in Illinois by **March 31, 2016**. A copy of a current LPN license and a college transcript that documents completion of an approved Department of Financial and Professional Regulation LPN program may serve as proof.

JOHN A. LOGAN COLLEGE STATEMENT OF MISSION AND GOALS

Mission Statement:

John A. Logan College is a diverse learning and teaching community committed to improving individual life and society through high-quality, accessible educational programs and engaged learning opportunities.

Goals:

- To foster an environment where diverse individuals, groups, and views are valued.
- To provide Programs and services for life-long learning that create and enhance opportunities for achieving career and personal goals in a changing society.
- To serve with integrity and accountability as a model of institutional excellence.
- To offer affordable programs and services enhanced by technology in an accessible and safe learning and working environment.
- To be a center for intellectual, economic, cultural, and recreational resources for individuals and communities.

JOHN A. LOGAN COLLEGE STATEMENT OF CORE VALUES

The John A. Logan College community affirms the following core values are central to its institutional mission:

Service:

We are committed to the cultivation of positive relationships and common experiences among students, faculty, staff and the communities we serve.

Responsibility:

We accept responsibility for our own actions and accountability for the use, preservation, and enhancement of human and material resources.

Respect:

While recognizing and valuing the dignity and uniqueness of every person, we are committed to creating a community where everyone is appreciated and considered for their contributions and performance.

Compassion:

We respond to the feelings of each person with kindness, concern and empathy for their needs.

Integrity:

We are committed to creating trust and confidence in our college community. We act with honesty and forthrightness, and hold ourselves to high academic and ethical standards.

DIVERSITY STATEMENT

John A. Logan College recognizes that an ethnically, racially and culturally diverse composition of students and faculty enhances the education of all students and we, as educators, have a responsibility to provide a variety of learning opportunities which will prepare our students for success in a global environment.

We submit that inclusive excellence extends direct and indirect benefits to our college community through a free exchange of ideas and perspectives, and a deeper empathy and respect for those of different racial, ethnic, and cultural groups. Our faculty, staff, administration and students are encouraged to support learning by expanding the opportunity and quality of diverse encounters and experiences.

Diverse learning environments positively affect students' critical thinking skills, their civic commitment, and their preparation for work in a global environment. In order to enrich the lives of those in our community, John A. Logan College is committed to the advancement of equity and firmly grounded in allegiance to our core values of service, responsibility, respect, compassion and integrity.

JOHN A. LOGAN COLLEGE ASSOCIATE DEGREE NURSING PROGRAM PHILOSOPHY

John A. Logan College believes in the inherent worth and dignity of the individual regardless of age, economic status, race, or social station; that the individuals who meet the admission requirements and enter the ADN Program build upon prior experiences and education and bring to the program a variety of social and cultural backgrounds and a desire and readiness to learn; that humans are biopsychosocial beings with certain needs which must be met before satisfying higher needs; and that individual humans operate as open systems within and inclusive of the open systems of families and communities.

John A. Logan College nursing curriculum believes that the individual as a system is in a constant state of change which in many ways is sequential and predictable; is continually striving towards self-actualization and optimal health; and learns throughout life in a variety of settings but at different rates. The nursing faculty respects all individuals and prepares graduates in achieving wellness in diverse population.

John A. Logan College nursing program believes that the family, community and students, experience growth as a result of educational processes and experience; need to participate in the process of identifying the types of traditional and non-traditional educational opportunities that would be of benefit to them.

John A. Logan College nursing program believes that illness is a disruption of physiological, psychological, and/or social well-being, and is a primary goal of nursing to improve the state of being.

The Associate Degree Nursing Program prepares graduates to be creative, dynamic, qualified nurses. Upon completion, graduates will have the skills and knowledge to pass NCLEX/RN.

Nursing practice at the associate degree level is a creative, dynamic, educative, therapeutic, and caring process; is an art; is a science; utilizes knowledge from other sciences (natural and behavioral) and the humanities; assists humans to attain their highest level of wellness using palliative, restorative, preventive, and rehabilitative measures; relates both independently and dependently to other health care professionals; requires the therapeutic use of self and the ability to communicate effectively with clients, families and members of the health care team; is constantly changing and evolving professionally, technologically, and societally, is able to function in a variety of settings using critical thinking skills and a synthesis of learning; provides the basis for baccalaureate education; and requires the use of the nursing process to meet health needs, supervise personnel in direct care, and collaborate with members of the health team.

MISSION STATEMENTS

JOHN A. LOGAN COLLEGE	ADN NURSING PROGRAM
Provide a comprehensive community college program as mandated by Illinois Law. This program includes liberal arts and sciences and general education, adult education, and career education leading directly to employment.	Provide a comprehensive nursing program as mandated by the Illinois Nursing and Advanced Nursing Practice Act 2007. This program includes general education and nursing education leading directly to employment as a registered nurse.
Provide open access and equal opportunity, within the limitations of our resources, to all citizens in the district.	Provide open access and equal opportunity, within the limitations of the College resources and within an established entrance score, to all citizens in the district.
Secure and manage human and material resources in a responsible manner.	Secure and manage human and material resources for the nursing program in a responsible manner.
Provide programs and services that contribute to the economic development of the district and its citizens and enhance the quality of lives of students, staff, and community through development of leadership skills and core values.	Provide environment conducive to meeting diverse student population.
Serve with honesty and dignity, striving to become a symbol of unity and identity within the district, and foster appreciation and pride among the citizens.	Provide safe and effective nursing care, striving to become a symbol of quality health care delivery within the district, and foster appreciation and pride among the citizens. The graduates will be able to effectively communicate utilizing verbal and nonverbal interpersonal communication to convey caring and compassion.
Provide community-oriented public service activities, cultural activities, workshops and seminars, and exhibitions that foster awareness of the talents of individuals and create appreciation for the historic and cultural heritage and beauty of Southern Illinois.	Provide community-oriented health services that foster awareness of knowledge and skills of nursing students.
Provide educational leadership in the College district and cooperate with other institutions in that endeavor.	Provide educational leadership in nursing education and articulate with other institutions in that endeavor.

Associate Degree Nursing Program Goals	Objectives of Associate Degree Nursing Program
1. At least eighty percent (80%) of the students entering the program will graduate.	1. To prepare nurses who possess the competencies defined by the Illinois Department of Professional Regulation and adhere to the standards and scope of practice set forth in Illinois Nursing Act.
2. Ninety percent (90%) of graduates surveyed will rate the program as “satisfactory” or higher when addressing how well the educational program: a. prepared them for an entry level position, and b. prepared them to take the NCLEX-RN	2. To support and encourage professional continuing education.
3. Ninety percent (90%) of employers surveyed will rate graduates as “satisfactory” or higher when addressing how well the graduates: a. display professional attitude and conduct, b. display accountability, c. display commitment to professional continuing education by attending in-services/training programs, d. demonstrate use of critical thinking skills, e. demonstrate proficiency in clinical skills and knowledge, f. utilize the nursing process, and g. meet or exceed “expectations” for new graduates.	3. To actively maintain and pursue articulation with baccalaureate level nursing programs.
4. The NCLEX-RN pass rate will be eighty percent (80%) or higher for each graduating class.	4. To collaborate with district and regional health care providers in identifying entry level employment skills required of ADN graduates.
5. Out of the qualified applicants, the top-ranking forty will be accepted for classes starting in even- numbered years and the top-ranking eighty (40 full-time and 40 part-time) candidates will be accepted in the odd-numbered years.	5. To work with all College departments to provide a high quality education.
6. Ninety percent (90%) of graduates who are seeking employment will be employed within six months of graduation.	6. To prepare graduates to live and work in a globally interdependent and multi-cultural society.
7. Effectively communicate with Faculty, classmates, and hospital personnel.	7. The graduates will be able to effectively communicate verbally, using appropriate non-verbal communication to convey caring, compassion, and professionalism.

JOHN A. LOGAN COLLEGE PRACTICAL NURSING PROGRAM PHILOSOPHY

John A. Logan College believes that Practical Nursing (PN) as a vocation can best be taught within the framework of an institution which considers its main function to be providing education for the community of which it is a part. Therefore, the Practical Nursing Program and John A. Logan College have philosophies which are interrelated to assist in developing the potential of the student.

This program exists primarily because there is a great need for licensed practical nursing personnel in the health services of the diverse community college district. In addition, there is a need for many individuals to become employable, some of whom desire a health career.

John A. Logan College defines *Nursing* as a process of assessing, planning, implementing and evaluating care through cognitive (knowledge), affective (attitude) and psychomotor (skills) techniques. In striving for the attainment and maintenance of health, nursing encompasses preventive, supportive, therapeutic and rehabilitative measures provided in a manner which allows for preserving the dignity of individuals.

Education is a continuing process, offering a constant sources of stimulations and self-evaluation, and necessitating change. The education offered in this program allows for participation of students in determining their best learning situations. The teaching-learning process is a responsibility shared by faculty and students.

The nursing faculty is responsible for providing stimulation learning experiences and allowing for individual creativity and flexibility of performance. The nursing student's responsibility is to demonstrate interest in and strive toward achievement of the goals and objectives of the Practical Nursing Program.

Practical nursing education prepares the graduate of the program to function as a member of the health-care team under the direction of the registered professional nurse and/or the licensed physician or dentist. The student practical nurse, upon completion of the John A. Logan College Practical Nursing Program, will have the ability to exercise sound nursing judgment based on cognitive, affective and psychomotor preparation and, therefore, have the capabilities to pass the State Licensing Examination/NCLEX.

The Practical Nursing Program of John A. Logan College is not static. It reflects national health care trends and meets community needs by assisting in the education of diverse populations leading to employment.

Practical Nursing Program Goals	Objectives of Practical Nursing Program
1. At least eighty percent (80%) of the students entering the program will graduate.	1. The graduate will have satisfactory knowledge of nursing theory and skill in all areas of the developed curriculum to produce a satisfactory score on the NCLEX-PN.
2. Ninety percent (90%) of graduates surveyed will rate the program as “satisfactory” or higher when addressing how well the program: a. prepared them for an entry level position, and b. prepared them to take the NCLEX-PN	2. The graduate will have sufficient competencies needed by individuals preparing for gainful employment in the career of practical nursing; to be recognized as a safe and effective beginning practitioner.
3. Ninety percent (90%) of employers surveyed will rate graduates as “satisfactory” or higher when addressing how well the graduates: a. display professional attitude and conduct, b. display accountability, c. display commitment to continuing education by attending in-services/training program, d. demonstrate use of critical thinking skills, e. demonstrate proficiency in clinical skills and knowledge,	3. The graduates will be able to relate effectively with people in daily endeavors through verbal and nonverbal communication. The graduate will recognize the importance of integrity and self-imposed high standards of performance as a means of perpetuating regard for the career of practical nursing.
4. The NCLEX-PN pass rate will be eighty percent (80%) or higher for each graduating class.	4. The graduate will be able to utilize the nursing process in problem solving.
5. Out of the qualified applicants, the top-ranking forty will be accepted for classes starting in the Spring Semester of even-numbered years for the part-time program and the top-ranking ninety candidates will be accepted each Fall Semester for the full-time program.	5. The graduate will be able to assist in planning and implementing a health care/teaching plan designed to meet the identified needs of the client.
6. Communicate effectively with faculty, classmate, and hospital personnel	6. The graduates will be able to effectively communicate verbally, using appropriate non-verbal communication to convey caring, compassion, and professionalism.

STUDENTS WITH DISABILITIES

Because the Nursing Program seeks to provide a safe environment for its nursing students and patients, a student may be required during the course of the program to demonstrate their physical and/or emotional fitness to meet the essential requirement of the program. Such essential requirements may include the ability to perform certain physical tasks and suitable emotional fitness. Any appraisal measure used to determine such physical and/or emotional fitness will be in compliance with Section 504 of the Rehabilitation Act of 1973 and the Americans with Disability Act of 1990 so as not to discriminate against any individual on the basis of disability. If special accommodations for disability are needed for a course, contact the College's Student Success Center. The Nursing Program has established core performance standards for students' use that were developed by the National Council of State Boards of Nursing, Inc., for the profession. They are as follows:

Issue	Standard	Some Examples of Necessary Activities (not all inclusive)
Critical Thinking	Critical thinking ability sufficient for clinical judgement; critical thinking ability in application and integration of knowledge.	Identify cause and effect relationships in clinical situations, develop nursing care plans
Interpersonal	Interpersonal abilities sufficient to interact with individuals, families, faculty, colleagues and groups of a variety of social, emotional and cultural backgrounds.	Establish rapport with patients/clients hospital staff and colleagues.
Communication	Communication abilities sufficient for interaction with others in verbal and written form.	Explain treatment procedures, initiate health education, document and interpret nursing actions and patient/client responses.
Mobility	Physical abilities sufficient to move from room to room and maneuver in small spaces. <u>Lift up to fifty pounds of weight and move in a timely manner.</u>	Moves around in patients' rooms, work spaces, and treatment areas, administers cardio-pulmonary procedures, and medications.
Motor Skills	Gross and fine motor abilities sufficient to provide safe and effective nursing care and to operate computers and other equipment in clinical and classroom settings.	Calibrate and use equipment; position patients/clients. Administer prescribed medications and treatments.

Issue	Standard	Some Examples of Necessary Activities (not all inclusive)
Hearing	Auditory ability sufficient to monitor and assess health needs; and to learn from audio aided instruction in classroom settings.	Hears monitory alarm, emergency signals, auscultatory sounds, cries for help.
Visual	Visual ability sufficient for observation and assessment necessary in nursing care; and to learn from visual aided instruction and demonstration in the classroom.	Observe patient/client responses, as well as signs and symptoms of improvement of deterioration of condition.
Tactile	Tactile ability sufficient for physical assessment and to use media aided instruction.	Perform palpitation, functions of physical examination and/or those related to therapeutic intervention, i.e., insertions of a catheter.

CONFIDENTIAL INFORMATION

Health Insurance Portability and Accountability Act of 1996

Health Insurance Portability and Accountability ACT (HIPAA) established a set of rules governing privacy and confidentiality of health care information for covered entities under Health Insurance Portability and Accountability Act. The federal government has mandated compliance and student must have Health Insurance Portability and Accountability Act training on privacy and confidentiality. The final rule changes were released August 14, 2002. To read the new rules, go to: www.cms.hhs.gov/hipaa. All students will have training prior to entering the clinical experience.

The American Nurses Association's Position Statement on Privacy and Confidentiality

Summary: Advances in technology, including computerized medical databases, the Internet, and tele-health, have opened the door to potential, unintentional breaches of private/confidential health information. Protection of privacy/confidentiality is essential to the trusting relationship between health care providers and patients. Quality patient care requires the communication of relevant information between health professionals and/or health systems. Nurses and other health professionals who regularly work with patients and their confidential medical records should contribute to the development of standards, policies, and laws that protect patient privacy and the confidentiality of health records/information. For more information regarding confidentiality, go to: <http://www.nursingworld.org/DocumentVault/Position-Statements/Ethics-and-Human-Rights/Position-Statement-Privacy-and-Confidentiality.pdf>.

Student Records and Confidentiality

The family Education Rights and Privacy Act of 1974 (FERPA) and its accompanying regulations establishes the rights of students including rights pertaining to their education records.

All information received by the College becomes a part of the student's education record except for information from a physician, psychiatrist, psychologist, or other recognized professionals or paraprofessionals. Student education records are classified as follows:

1. *Directory Information* – Name, address, telephone number; date and place of birth; program in which enrolled; participation in officially recognized institutional or extracurricular activities; date of enrollment; certificates and degrees received; last education instruction attended.

2. *Confidential Information* – All information other than directory information is considered confidential. Examples of confidential items include class schedules, daily attendance, academic records, grade reports, progress reports, high school and college transcripts, and test results; correspondence, including letters of recommendation and comments from counselors and faculty; and application information for financial aid, Illinois Veterans' Scholarship, and G.I. Bill benefits. All information is considered confidential and may not be released without student's consent. Student's signature required. Appendix G.

CONFIDENTIALITY STATEMENT

Students in nursing programs are required to maintain strict patient confidentiality at all times. ALL students will review Health Insurance Portability and Accountability Act (HIPPA) requirements prior to clinical rotation and sign and statement agreeing to abide by the clinical/community agency's rules and regulations regarding confidentiality. Any violation of confidentiality will result in disciplinary action so deemed necessary by the faculty, agency and/or nursing program. A student breach of confidentiality can impact clinical agency contract agreements with the John A. Logan College Nursing Program. Students are reminded patients/clients can pursue legal action should any health professional, including nursing students violate confidentiality in any setting. ***Violation of patient/client confidentiality shall result in immediate failure of class/clinical and may result in expulsion from the nursing program.***

*Students' signature required on Appendix A.

CHOATE MENTAL HEALTH FACILITY REQUIREMENT

1. Students are not allowed to bring cell phones
2. Students must leave cell phones in their car.
3. There are potential HIPPA issues with cell phones being on the patient units, including:
 - cell phones with camera
 - phones lost or stolen from students
 - conversation being overheard
 - interruptions when phone is left on
4. Choate staff are required to obtain Administrative Approval to carry a cell phone.
5. If the cell phone is in view, it is considered in use.
6. **The student will be excused from clinic with the day counted as an absence.**

HEALTH INSURANCE

Students are responsible for all costs incurred related to health problems, falls at the hospital, needle sticks or any ER visits. These are not paid by John A. Logan College. Students must show documentation that they are covered by health insurance **prior to beginning of class**. Re-entry students must submit health insurance proof prior to any re-entry clinical. Health Insurance must be maintained for the school year.

AUTOMOBILE LIABILITY INSURANCE COMMUNITY HEALTH ROTATION

In the event that a student is transported by clinical agency personnel, during Community Health Rotation, the student may be required to:

1. Sign the release of responsibility form from the agency as required.
2. Elect to drive own vehicle. Students are not allowed to transport patients/clients in their personal motor vehicles. Students must be aware and adhere to any pertinent clinical/community agency policies.
3. Students are required to verify current auto insurance and to maintain auto insurance throughout the nursing program.

CLINICAL SITE ACCESS

Students **must meet the criteria of each clinical site utilized by the program**. Students who do not meet the criteria of assigned clinical facilities will be dismissed from the program. CPR, immunizations/titers/and health insurance are required by clinical site contracts.

NURSING PROGRAM HEALTH REQUIREMENTS

John A. Logan College Nursing faculty are responsible for assuring students a safe working environment through requiring proof of immunization* or immunities from certain diseases. These include the following:

Measles/Rubeola Titer
German Measles/Rubella Titer
Mumps Titer
TDAP Booster
Tuberculosis (yearly)
Chicken Pox/Varicella Titer
Proof of Childhood Polio Vaccine or Booster
Flu Vaccine each fall (usually offered in September at Health Departments)

Health requirements can change according to clinical requirements. ***Physical Examination.*** In addition to immunizations/immunity titer reports, the John A. Logan College Nursing Program requires a physical examination by a physician prior to entering each program. This exam will allow an opportunity for the student and his/her physician to discuss the physical ability of the student considering nursing as a profession. ***Note: Please keep a copy of all forms submitted to the College for your health records.***

A Mantoux Tuberculosis Test is required ***each year*** Upon entry to the program, students must have a two (2) step tuberculosis test within a 1-3 week period or show proof that a two-step test has been done in the past with subsequent re-tests annually. After the initial two-step with negative results, the student may get a one-step test renewed prior to expiration date. Before students can have any patient/client contact, they must show proof of the test and the appropriate medical follow-up, if needed. In the case of a positive result of previous positive TB skin test, the student shall be asymptomatic, present a current statement from the county TB nurse indicating status is non-communicable. ***ALL*** known TB reactors are to complete the “*Known Tuberculosis Reactor Evaluation*” form annually at the local health department. Should the student decide not to follow the Health Department TB Nurse TB Medication Regimen, the student may not attend clinical, lab, or class. Communication from County TB Nurse will be placed in the student’s file along with other immunization information.

A Varicella Zoster/Chicken Pox titer is required. If the Chicken Pox/Varicella titer is negative, the student will be required to discuss the possibility of obtaining the varicella immunization from their physician. The varicella vaccine is not offered through the local health departments for individuals over 18 years of age. If the student chooses not to obtain the vaccine and is exposed to Varicella Zoster (including Shingles), the student will not be allowed to attend clinicals from the 10th day through the 21st day of exposure since this is when the virus is shedding and infectious.

*Illinois Department of Health, Tuberculosis Rules and Regulations.

CRIMINAL BACKGROUND CHECKS AND DRUG SCREEN FOR NURSING PROGRAM ADMISSION

It is the policy of John A. Logan College, herein known as College to adhere to all policies of clinical facilities with which the College affiliates for student clinical learning experiences. Many of these facilities require drug testing and criminal background screening for all students within the Associate Degree Nursing and the Practical Nursing programs.

The College has determined that prior to being admitted in any allied health educational program, the student must have completed the criminal background check and possess a current negative drug screen. There will be a \$20.00 fee for initial criminal background investigation. The fee will be added to the student's billing statement. **Random drug/alcohol screens may be requested by faculty or Director of Nursing and will be paid by students if reasonable suspicion exists.**

CRIMINAL BACKGROUND CHECK

1. The student must sign a "drug testing and criminal background screening consent form" provided by the College.
2. The initial criminal background screening cost will be \$20.00 added to the Student's billing statement and will be nonrefundable. At the time the student completes the application process, the criminal background check will be executed.
3. The criminal background search will encompass a standard federal criminal background search. **Positive "hits" on the criminal background must be followed up by the student and cleared through JALC Human Resources prior to attending clinical. The criminal background must be cleared through John A. Logan College before attending clinical.**
4. If the background check indicates the student has a criminal conviction that may affect his/her ability to be a member of the nursing profession, he/she will first be given the opportunity to refute the record and appeal to the Health Professions Review Committee. A criminal conviction, in and of itself, may not prevent enrollment. This committee will review convictions before making a final ruling on entry.
5. The final decision for approval to sit for the NCLEX exam to be licensed in Illinois is with the Illinois Department of Financial and Professional Regulation.
6. Once a student is accepted into a nursing program and a facility refuses the student access to the clinical experience at its facility, the nursing Director will make reasonable efforts to find an alternative site for the student to complete their clinical experience. The College does not guarantee a student with a criminal conviction that he/she will be able to complete any clinical experience. A student who cannot be reasonably assigned a clinical site will be dropped from the program.

7. Reasonable efforts will be made to insure that results of criminal background checks are kept as confidential as possible with a limited number of persons authorized to review results.

*Once a student has any drug charge, theft charge, domestic or child abuse charge, the student will not be able to complete the clinical experience until the problem is legally resolved. Hospital administration, personnel and patients are concerned regarding patient safety and care when charges are publicized and looming. When the charges have been resolved by the court system, the student will re-enter the program following the re-entry policy.

DRUG TESTING

Medical Marijuana could hamper judgment and safety and students will not be allowed in any clinical or lab.

As a condition of the admission requirements, the student will be required to submit to a drug test by a party selected by the College and facility, and **paid for by the student**.

All drug screening must be conducted in accordance with the procedures of the United States Department of Health and Human Services as outlined in the "Mandatory Guidelines for Federal Workplace Drug Testing Programs".

1. The student shall provide a urine specimen for the drug screen. The specimen itself shall be collected at SIH Workcare, Heartland Regional Medical Center or the VA, under that facility's procedures and control. Drug screen results must be sent to the Director of Nursing's Office to be added with all applications materials. Re-entry students must submit clear drug screen prior to clinical consideration or enrollment.
2. If a student has a positive drug and alcohol screen, he/she may not be admitted into the nursing program. Drug/alcohol screenings are performed each semester.
3. If the initial drug test indicates a positive, the student will be given an opportunity to refute the positive. At the student's expense, he/she may request extensive testing on the same specimen by the party selected by the College who performed the initial test. If the student should not be able to refute the positive drug test, or the subsequent test again evidenced a positive test, the student will be prohibited from entering the nursing program.
4. Student shall be subject to the drug and alcohol testing policy and rules of the facility providing the clinical education experience, which may require the student to submit to the additional drug testing, in compliance with that facility's individual policies and requirements.

5. Student shall also be subject to additional testing as required by the Nursing Department, on either a random or for reasonable suspicious basis, as the Nursing faculty and clinical site staff finds necessary to promote student clinical learning and safe patient care.
6. Once a student is accepted into a nursing program and a random drug screen indicates positive; the clinical facility has the option to refuse the student access to the clinical experience at its facility. The student will receive failing grades for the nursing classes enrolled in for the semester in which drug screen was a positive. A student with one positive drug screen will be dropped for the program for a minimum of one year. Drug screens are cumulative in the combined nursing programs. At any point during the PN **and** ADN nursing program, two (2) positive drug screens within the nursing program will result in **permanent expulsion from the nursing programs**. Random drug screening at student's expense will be required for remainder of nursing program.
7. Student may be asked for a drug/alcohol screen by theory instructor or director at any time. The test will be paid by the student.

6 TIPS FOR NURSES USING SOCIAL MEDIA:

When creating an email address it must be professional. Social networks and the Internet provide unparalleled opportunities for rapid knowledge exchange and dissemination among many people, but this exchange does not come without risk. Nurses and nursing students have an obligation to understand the nature, benefits, and consequences of participating in social networking of all types. Online content and behavior has the potential to enhance or undermine not only the individual nurse's career, but also the nursing profession.

PRINCIPLES FOR SOCIAL NETWORKING:

1. Nurses must not transmit or place online individually identifiable patient information.
2. Nurses must observe ethically prescribed professional patient-nurse boundaries.
3. Nurses should understand that patients, colleagues, institutions, and employers may view postings.
4. Nurses should take advantage of privacy settings and seek to separate personal and professional information online.
5. Nurses should bring content that could harm a patient's privacy, rights, or welfare to the attention of appropriate authorities.
6. Nurses should participate in developing institutional policies governing online conduct.

6 TIPS TO AVOID PROBLEMS:

1. Remember that standards of professionalism are the same online as in any other circumstance.
2. Do not share or post information or photos gained through the nurse-patient relationship.
3. Maintain professional boundaries in the use of electronic media. Online contact with patients blurs this boundary.
4. Do not make disparaging remarks about patients, employers, or co-workers, even if they are not identified.
5. Do not take photos or videos of patients on personal devices, including cell phones.
6. Promptly report a breach of confidentiality or privacy.

References: American Nurses Association (2011, September). Principles for social networking and the nurse. Wilver Spring, MD: Author. National Council of State Boards of Nursing. (2011, August). White Paper: A nurse's guide to the use of social media. Chicago, IL: Author.
www.nursingworld.org

See#17 on Reasons for Failure on page 35 of this document.

JOHN A. LOGAN COLLEGE NURSING DEPARTMENT SOCIAL/ELECTRONIC MEDIA POLICY

This policy applies to students using social media/electronic media while on John A. Logan College premises and also to the use of social media away from the college premises when there is any affiliation to John A. Logan College is identified, known, or presumed. Students wearing John A. Logan College nursing hoodies, T-shirts, hats, etc. are considered an affiliation with the college. Social media's high speed, level of interactivity and global access to any information you publish merits particular consideration.

Use good judgment, there are consequences to what you write and pictures posted. *You are entering a respected profession. Professionalism will be evaluated in each theory, lab and clinical course. Nudity, revealing, inappropriate photos, vulgarity tagged from your personal Facebook/electronic media and sent to college faculty/director/administration will be seriously evaluated by the nursing faculty/director as a professional deficit which will result in discipline up to and including failing the course(s) and removal from nursing program for a minimum of one year.

Employees are being terminated in health care settings due to poor judgment with communication/pictures on Facebook/electronic media. The goal of the JALC Nursing Department is to strongly educate, evaluate students' judgment while using social/electronic media to better prepare the nursing student for the professional nursing workforce.

Harassment policy applies to use of social media during class/clinical hours and non-class clinical hours.

CARDIOPULMONARY RESUSCITATION

Annual Cardiopulmonary Resuscitation Certification (CPR), American Heart Association (AHA) is required of all nursing students in accordance with affiliating agency requirements. Upon entering nursing clinicals, each student must show proof of successfully completing the CPR **Basic Life Support (BLS) Provider** course. Yearly recertification is required while enrolled in the Nursing Program. Effective CPR training is necessary, annually, due to lack of experience in clinical settings. Failure to provide validation will result in withdrawal from clinical courses.

NO online CPR certifications or recertification's are allowed. The course will need to be done in person.

Note:

The CPR class required is the **Basic Life Support Provider** course and should include 1 and 2 persons CPR, airway obstruction of the infant, child, and adult, child and infant CPR, mask-valve ventilation, AED and Chain of Survival. Certification involves passing a written test and demonstrating ability to satisfactorily perform each skill before a certified instructor. The student must take the CPR course offered by the American Heart Association. **Students who do not have current certification will not be allowed to attend clinicals.**

ATTENDANCE

Students are expected to attend all classes/labs/clinical due to the concentrated curriculum in the Nursing Program.

1. Classroom

Registration for a course obligates the student to attend class and be punctual. John A. Logan College regulations require: 1) class attendance and 2) faculty notification of excessive absenteeism to the Office of Admissions. Faculty states in the course syllabus policies for attendance in class. Additional policies will be followed regarding class attendance as stated in the John A. Logan College student handbook, Rights and Responsibilities: A Student Code of Conduct (pages 9 & 10) and College Catalog.

2. Clinical and Laboratory

Attendance in the clinical/laboratory is mandatory in order to meet the objective and evaluate the student's clinical performance. If it becomes necessary for a student to miss clinical/laboratory obligations, **the student must contact the clinical instructor before 7AM on a clinical day**. Faculty state in the syllabus the policies for attendance in clinical areas or in the laboratory. A ***“no call, no show”*** results in immediate failure for that rotation, and results in a failure of the course.

Attendance is essential to your success!

GRADES

The grading scale in the Nursing Program is as follows:

94-100	A
85-93	B
78-84	C
< 77	E

All written work must be submitted on the scheduled date. Penalties will be stated in the syllabus at the beginning of each course for work not submitted on scheduled date.

DRESS CODE FOR STUDENT NURSES IN A CLINICAL SETTING

Personal appearance is valued as a part of professional development for nursing students. Student uniforms are worn at all times in scheduled clinical sessions. Students do not need to wear the student uniform on the College campus. A student is prohibited from wearing the student uniform while gainfully employed. **DO NOT** wear contaminated uniform in grocery store or restaurant or any public place. Hospital bacteria **ARE** on the uniform.

Student Uniform: consists of a white uniform, white pants or skirt. On the student uniform, the official John A. Logan College Nursing Program patch must be attached to the upper outer aspect of the left sleeve two inches below the shoulder seam. The student name pin must be worn on the left front of the student shirt. Additional identification required by specific facilities will be worn per facility policy. Both male and female students may wear a plain white undershirt under the white uniform student shirt. The uniform must be clean and neatly pressed. No visible long underwear or printed T-Shirts, etc., are allowed under student shirt or white pants. Pants cannot drag floor. Must be hemmed 1½ inches off the floor. Female students preferring not to wear white pants **must** a white skirt or white dress with white hose. Flesh colored hose are not allowed.

Official John A. Logan College Nursing Program Patch: Attached to the left sleeve of the student uniform and the white laboratory coat. The patches should be soaked in cold water prior to applying. The patches must be attached to the left upper outer sleeve two inches below the shoulder seam.

Shoes: Solid white leather shoes with white soles or solid white leather tennis shoes with white socks or hose. Only white hose or socks are permitted; hose should not have runs. Sandals, toeless shoes, and clogs are not acceptable. Shoes will be clean (including shoelaces) and polished. Bottoms (soles) of shoes should be white, black or gray.

White laboratory coat: Required in the obstetrical rotation and also worn when the student is not in uniform and making a clinic or home visit. The student's photo ID name pin is worn on the left front of the coat, and the John A. Logan College Nursing Program patch must be attached to the upper outer aspect of the left sleeve of the lab coat two inches below the shoulder seam. The lab coat must fasten, cover the hips (¾ length preferred), and have long sleeves.

Hair: Hair color should be of a natural appearing shade; i.e., no Pink, Striped, etc., and NO dread locks. No unkempt hair. Repeated warnings will result in dismissal from program. Long hair is worn up off the collar and away from the face. There are no decorative ribbons or hair decorations worn. Men's facial hair should be neatly trimmed.

Jewelry: One simple band ring without stones and one stud earring in each ear lobe may be worn. No jewelry may be worn around the neck unless completely hidden. All visible body piercing jewelry is prohibited including tongue rings, nose rings and all facial piercing. No wrist jewelry other than a wrist watch with a second hand or a MedAlert bracelet may be worn. No pins may be worn. No ear disc expanders. Ear lobes cannot be disfigured.

Makeup and fingernail polish: No exaggerated makeup or strong perfume may be worn in the clinical setting. Fingernails must be clean, filed smooth and rounded, fingertip length, with no nail polish. Acrylic, silk, gel, or other types of supplemental/artificial nails are not permitted in any clinic site including community sites.

Tattoos: must be completely concealed.

Ear Lobes: Prior to beginning and during nursing program, ear lobes must not have spacers or gauges or effects of spacers or gauges. Ear lobes must be repaired if spacers have resulted in abnormal lengths, widths, and openings. **NO** Dermal IMPLANTS below elbows or on Face and/or Neck. If these are obtained during the program, the student will jeopardize completing the program with their class.

Hygiene: Students are expected to participate in appropriate personal hygiene such as bathing, oral hygiene, use of deodorant, hair washing, and shaving. Dirty, greasy appearance or body odor and/or **tobacco odors** are considered UNPROFESSIONAL and reason to be sent home from clinic and charged a day of absence.

Picture Badge: No CAPS/HATS, facial piercings, or low cut tops. Follow prior dress requirement.

Do NOT wear scrubs from work to school! They are considered contaminated. Change clothes/shoes and place in plastic bag.

Miscellaneous: Fanny packs are allowed only with the permission of the clinical instructor. Gum and candy are not allowed when on duty. Scrub suits are worn when observing surgery and during the obstetrical rotation, and are furnished by the clinical facility. If the appropriate size of scrub suit is not available or if the student prefers not to wear pants, the student will be required to furnish their own scrub suit; appropriate guidelines will be provided if this situation occurs. Due to OSHA infection control requirements, stethoscopes are not to be worn around the neck, and stethoscope tubing covers are not acceptable. **Work scrubs should not be worn on campus.**

LAB HEALTH REQUIREMENTS

The lab objectives include return demonstrations of knowledge and the ability to perform patient care. It is necessary for the student to practice lifting, positioning, ambulation, range of motion in the lab setting. Physical limitations will be evaluated by Nursing Director and Nursing faculty member. There may be a delay in completion of the program until physical limitation has been addressed medically. Patient and student safety are of utmost concern. Any physical restriction or injury placing safety limitations on lifting, positioning and ambulation are evaluated individually by Director in PNE 102A and B. Students with injuries/restrictions may need to withdraw from LAB and complete at a later time.

CLINICAL HEALTH REQUIREMENTS

As guests of the clinical facility, there are certain health conditions such as hypertension, diabetes, seizure disorders, that might affect the success of the clinical experience as well as patient safety. **These conditions must be reported to the clinical instructor and/or Nursing Director upon entry to nursing program.** Students who develop chronic/persistent health problems while in the program will be allowed to remain in the program provided the student submits a physician's ***signed*** statement with updates about the student's ability to perform the learning activities required to meet the program's course objectives. Many objectives require return-demonstrations in the clinical setting to satisfy course requirements.

Students ***must*** be able to walk, stand, stoop, assist in lifting clients, reach above one's own head, move quickly, utilize fine motor control of hands and work under stress. These requirements are consistent with local hospital requirements for nursing employees. The care performance and standards of functional abilities from the National Council State Board of Nursing follows the Americans with Disabilities Act.

The hospitals will not pay for incidents while at clinicals. If student refuses ER visit, the student must leave clinic. Student must have release from physician prior to returning. Release must state NO restrictions in order to return to clinical.

The student must meet performance standards of functional abilities for the profession. Students in lab/clinical settings are not allowed conscious altering substances prescribed or over the counter, including prescribed pain killers.

Pregnancy

Students are required to notify their clinical instructor and the Director of Nursing when they are pregnant. The physician's, physician's assistant or nurse practitioner's signed statement (no substitute signatures by office nurse staff allowed) allowing the pregnant student to continue the clinical/lab component of the program without restrictions.

The clinical/lab objectives include return demonstrations of knowledge and patient care abilities, so it is necessary for the pregnant nurse to safely assist the patient in positioning ambulation and activities of daily living. If the physician orders physical restrictions, it will be necessary for the student to withdraw from the clinical and return to complete the program when a slot in the clinical is available. Should the pregnancy become high-risk, monthly releases from the physician will be required in order to continue clinicals. John A. Logan College nursing faculty and the Nursing Director are concerned for the health of the pregnant student and the health of the unborn child as well as the safety of patients.

STUDENT HEALTH ISSUES HEPATITIS B VACCINE FOR HEALTH CARE WORKERS

The risk of health care workers contracting HBV and Hepatitis C infection depends on how often they are exposed to blood or blood products through percutaneous and mucosal exposures. Any health care of public safety workers may be at risk for the HBV exposure, depending on the tasks performed. If those tasks involve contact with blood or blood contaminated body fluids, then such workers should be vaccinated. Risk is often highest during training periods. Therefore, it is strongly recommended that vaccinations be completed during training in schools of medicine, dentistry, nursing, laboratory technology, and other allied nursing programs. **ALL** students must sign a form indicating one of three (3) options; (1) They elect to receive the vaccine and will provide documentation; (2) They have previously completed the series and will provide documentation; or (3) They refuse the series and sign a waiver. Students will not be able to attend clinicals if they fail to provide evidence of the series or documentation refusal.

Possible Side Effects from the Vaccine

The most common side effect is soreness at the site of injection. Illnesses, such as neurologic reactions, have been reported after the vaccine is given, but hepatitis B vaccine is not believed to be the cause of these illnesses. Like any drug or vaccine, there is a rare possibility that allergic or more serious reactions or even death could occur. No deaths, however, have been reported in persons who have received this vaccine. Giving hepatitis B vaccine to persons who are already immune or to carriers will not increase the risk of side effects.

Pregnancy

The Centers of Disease Control (CDC), states in their guidelines for contraindications the hepatitis B vaccine is safe for pregnant women or those considering becoming pregnant. The decision for taking the hepatitis B vaccine before beginning clinicals at John A. Logan College will be determined by the student and their health care provider. Should the student decide to wait until after her baby is born to take the vaccine, waiver will be required, **Clinicals will be allowed with doctor's release indicating no restrictions.**

Questions

If you have any questions about hepatitis B or hepatitis B vaccine, please ask your health care provider or health department before you sign this form.

Hepatitis B Immune Globulin (HBIG)

HBIG is used for passive immunization for accidental (percutaneous mucous membrane) exposure or for a person having sexual contact with someone who has a positive blood test for HbsAg.

Adapted on 5/5/97 from Epidemiology and Prevention of Vaccine-Preventable Diseases, CDC, January 1996.

IMPORTANT INFORMATION ABOUT

HEPATITIS B AND HEPATITIS B VACCINE

Please read this carefully.

What is Hepatitis B:

Hepatitis B is an infection of the liver caused by the hepatitis B virus (HBV). The term “viral hepatitis” is often used for and may include hepatitis B and other similar diseases which affect the liver but are caused by different viruses.

Acute hepatitis generally begins with mild symptoms that may or may not become severe. These symptoms may include loss of appetite, a vague feeling of oncoming illness, extreme tiredness, nausea, vomiting, stomach pain, dark urine, jaundice (yellow eyes and skin). Skin rashes and joint pain can also occur.

In the United States about 300,000 persons, mostly young adults, catch hepatitis B each year. About one-fourth will develop jaundice, and more than 10,000 will need to be hospitalized. About 250 people die each year from severe acute hepatitis B. Between 6 and 10 of every 100 young adults who catch hepatitis B become chronic carriers (have HBV in their blood for 6 or more months) and may be able to spread the infection to others for a long period of time. Infants who catch hepatitis B are more likely to become carriers than adults. About one-fourth of these carriers go on to develop a disease called “chronic active hepatitis.” Chronic active hepatitis often causes cirrhosis of the liver (liver destruction) and death due to liver failure. In addition, HBV carriers are much more likely than others to get cancer of the liver. An estimated 4,000 persons die from hepatitis B related cirrhosis each year in the United States and more than 800 die from hepatitis B related liver cancer.

The risk of catching hepatitis is higher in certain groups of people because of their occupation, lifestyle, or environment. Because of the risks of serious problems associated with hepatitis B infection, vaccination to help prevent infections is recommended for these groups.

Hepatitis B Vaccine:

Recombinant hepatitis B vaccine was licensed in 1989. HBV infection cannot result from use of the recombinant vaccine since no potentially infectious viral DNA or complete viral particles are produced in the recombinant system. After three intramuscularly doses of hepatitis B vaccine, over 90% of healthy adults develop adequate antibody responses. The deltoid muscle is the recommended site for the vaccination. The usual interval between doses for adults is one month between the first and second doses and two to five months between the second and third doses. Allergic reactions are rare; however, it is wise to inform the health care provider if an individual is allergic to baker's yeast or to a prior dose or if the person has a moderate to severe illness. The protective antibody appears to persist eleven years or more. Booster doses of vaccine are not routinely recommended.

Hepatitis C:

There are no vaccines against Hepatitis C/Hepatitis C Virus (HCV).

CDC estimates in 2015 3.5 million people are currently infected with HCV. Health care workers are at risk for exposure from needle sticks and sharps involving HCV positive blood.

HCV can be spread during birth to an HCV infected mother. It is possible to spread through sex with an infected person, sharing razors, tooth brushes and health care invasive procedures.

HUMAN IMMUNODEFICIENCY VIRUS (HIV) STUDENT STATEMENT

John A. Logan College ADN Program will not deny admission of qualified individuals to the nursing program on the basis of Human Immunodeficiency Virus (HIV) status in compliance with the Americans with Disabilities Act of 1990 (P.L. 101-336).

The Nursing Program recognizes that to effectively halt the transmission of HIV infection from the nurse to client, as well as client to nurse, adherence to the Centers of Disease Control (CDC) “universal precautions” and OSHA guidelines regarding exposure to bloodborne pathogens must be observed. According to the CDC, the current data suggests that even during invasive exposure prone procedures, the risk of transmission of blood to a patient from an infected health care worker (or more) is small. The risk of health care worker to patient transmission during invasive procedures is minimized when the health care worker adheres to universal precautions. Recognizing the mode of HIV transmission, the nursing students will strictly adhere to the CDC recommended universal precautions.

The Code for Nurses states that nurses as client advocates act “to safeguard the client an public when health care and safety are affected by the incompetent, unethical, or illegal practice of any person” (3rd statement, ANA Code for Nurses). Therefore, the student must consider his/her ethical obligation to patient and self-regarding disclosure of HIV status.

Students infected with the Human Immunodeficiency Virus will be allowed equal access as long as their medical conditions permit, to school facilities or to academic activities including participation in clinical experiences. The presence of HIV infection alone does not constitute a bases for the student nurse to withdraw from their practice. However, those infected with HIV should be advised of the risks imposed by clinical settings and urged to consult with their private health care provider to assess the significance of the risks to their own health. As recommended by the CDC, any restriction imposed on a HIV positive student will be determined on an individual basis following yearly medical evaluations and release.

Strict adherence to universal precautions and strict infection control procedures would clearly eliminate all but the rarest cases of HIV transmission. It must be emphasized that the most likely transmission is from patient to nurse, not nurse to patient.

PROGRAM INFORMATION

Nursing Program Calendars, Schedules, and Department Communication:

John A. Logan College nursing programs provide a nursing calendar/schedule each semester. This is available in the reception area of G220. The student has the responsibility to read the information board in this area for changes, as well as obtain a calendar each semester. **Do not follow the dates placed on the billing statements and schedules from Admissions.** Schedules may be clarified with nursing faculty or the Director of Nursing prior to the clinical site orientation day. It is very important the student understand a **no call, no show in a clinical site is considered an automatic failure for the course.** The patient assignment for nursing students is made between 5:30 a.m. and 6:00 a.m. the day of clinical. John A. Logan College nursing programs commit to the clinical site that our students will care for a certain number of patients. Proper notification to the facility allows for adjustment in the student nurse/patient assignment in order to provide good patient care and a positive learning experience for the nursing student. Hospitals follow Joint Commission Accreditation Healthcare Organizations (JCAHO) standards which require the hospital education staff to provide certain components of the orientation to the students. Repetition of orientation is not cost-effective for the hospital and is unavailable. Students are prohibited from arranging their own orientation. This is strictly scheduled only by faculty or Nursing Director.

Curriculum Guide Requirements:

Associate Degree Nursing curriculum guides have been developed for the successful progression of learning from basic to complex information. The general education classes **must** be taken **prior to or during the semester** indicated on the curriculum guide. Please note students **will not** begin Fall Semester **without successful completion of BIO 205 and 206, Anatomy and Physiology of the Human Body I and II** and Microbiology BIO 226 or BIO 205 and 206 and General Chemistry CHM 141.

Practical Nursing curriculum guides also must be followed.

Travel:

John A. Logan College does not provide transportation for nursing students to and from the clinical site. Students are responsible for their own transportation and/or car pool.

Students are to park only in designated lots for student parking.

Visits to Clinical Agencies:

Faculty supervision is provided for students during scheduled clinical hours. Arrangements are made by faculty with clinical agencies for student visits other than scheduled hours. Specific agency information and schedules are provided by the faculty who teach the course.

Visitors/children are not allowed to attend orientations, class or clinical. School insurance forbids children unsupervised in halls. Children are not allowed in classrooms, labs, or clinicals.

NURSING CONTENT EVALUATION

Assessment Technologies Institute, Inc. is a testing package yielding creative ways to prepare students for their nursing career. Particular attention is given to teaching the new nursing students methods to maximize their learning style. The students will also learn about learning in order to enhance their future patients/clients education, as well as their own education.

Repeat ATIs and re-entry ATIs will cost the student \$31.00 for each test. The adult Medical/Surgical ATI is \$38.00. The PN and ADN Comprehensive Predictor is \$52.00.

ATI Assessments are used for the following:

1. Entering
2. Re-entry
3. Return after class failure
4. Evaluation prior to progression to the next class
5. Remediation plan
6. Exit the program successfully

The ATI testing package allows for innovative documentation and tracking of students' progress on critical thinking and the nursing process throughout the program. Validation of the curriculum comparing national norms while analyzing John A. Logan College student outcomes on NCLEX pass rates help us continually evaluate and improve the program.

Repeat ATIs and re-entry ATIs will be \$31.00 each and paid by student to ATI.

Our program emphasizes critical thinking which is a process of reflective reasoning of possible pathophysiological causes and necessary preventive measures to prevent or correct problems. Our goal is to use teaching/learning strategies (i.e., portfolios, case students, self-reports) to develop student critical thinking skills and problem solving abilities. The qualitative assessment strategies assist in measure the maturation of student critical thinking abilities, **and are evaluated by faculty and Nursing Director.** The quantitative measurement of the ATI assessments look at:

1. Prioritizing/Informing
2. Inferential reasoning
3. Goal setting
4. Application of knowledge
5. Evaluation of predicted outcomes

Critical Note on Curriculum Testing and Program Continuation

The student is enrolled in a nursing curriculum that leads to State of Illinois registration as a “licensed practical nurse” or “professional registered nurse”. As a profession, there is a legal expectation of “professional duty” to patients. This requires the student to engage in serious study of pathophysiology and nursing interventions. The profession of nursing requires that individuals be self-motivated and self-directed, and be able to use critical thinking skills to make clinical judgments and decisions about the safe and effective delivery of health care to patients. Anyone that portrays self as a faculty **on E Books or with a textbook vendor will be exited from the program for a minimum of one year.**

This is a reminder to students that, at the end of the ADN Program, students are **required** to take the **RN Comprehensive Predictor Exam** developed by a national nursing testing company, (ATI). The RN Comprehensive Predictor Exam will cover questions in mental health, pediatrics, maternity, medical nursing, surgical nursing, nursing process, providing a safe, effective care environment, maintaining physiological integrity, maintaining psychological integrity and promotion of health. The student “must achieve the required score to pass the RN Comprehensive Predictor Exam at the **national average ATI score in order to successfully complete the nursing class.** ADN 220 Nursing Care of the Adult II. In preparation for this exam, students should review their **LPN and ADN ATI Exam scores** to identify their competencies and deficiencies. The student should seek remediation for any deficiencies, follow their individualized education plan, take achievement exams when required or when offered, study NCLEX-RN question weekly and actively pursue competency in preparation for the RN Comprehensive Predictor Exam and the NCLEX-RN Exam. The student should be actively utilizing a NCLEX-RN Review book throughout academic year.

Assessment Technologies Institute (ATI), Inc. achievement exams are available for Anatomy and Physiology, Basic Nursing Skills, Therapeutic Communication, Geriatrics, Maternity Nursing, Mental Health Nursing of Adults, Nutrition, Nursing of Children and Pharmacology. Throughout the academic year, based upon prior testing, academic performance or clinical performance, the PN or ADN faculty may require students to take achievement exam to determine the student’s competency level in specific areas of nursing. The student may request to take any of the above exams on their own by contacting the Nursing Director and requesting a time to take the exam.

If the student does not pass the RN Comprehensive Predictor Exam with a score of the “national average”, the student will receive an Incomplete (INC) for ADN 220 Nursing Care of the Adult II and will be allowed one more opportunity to pass the **RN Comprehensive Predictor Exam with a national average ATI score.** If the student has not passed the RN Comprehensive Predictor Exam after the initial testing and one more attempt, then the student will receive **a failing grade (E) for ADN 220 Nursing Care of the Adult II.** The student will be required to repeat ADN 220 Nursing Care of the Adult II when space is available and follow re-entry procedures.

John A. Logan College Online/Hybrid ADN Program students are **REQUIRED** to complete the ATI Comprehensive RN Predictor and the ATI Virtual Personalized Review obtaining Green Light by ATI Coach **PRIOR** to the NCLEX application being signed by the Director of Nursing. The Virtual ATI Review is required at the end of program or terminal course for the program including general education courses.

Re-entry Students

STUDENTS FAILING TWO (2) NURSING COURSES ARE NOT ELIGIBLE FOR RE-ENTRY. Student who have had to leave the ADN or PN Program for academic reasons or who have dropped out for personal reasons are required to COMPLETE a Re-Entry contract with the Director of Nursing. Re-entry students complete virtual ATI NCLEX Review at the cost of \$335.00.

ALL Students deviating from their Nursing entry curriculum will require a Nursing Contract. The student must pass each of the PN Comprehensive Predictor major areas, mental health nursing, medical nursing, surgical nursing, obstetric nursing, and pediatric nursing with the ATI "Level II" score.

1. If the score on any section in the PN Comprehensive Predictor is below the ATI national average score, the student must remediate until each section is at the accepted level prior to re-entry in the ADN/PN Program.
2. If the student is repeating ANY nursing class and that class is their terminal class and even if the student has taken the RN Assessment Exam in the past, the student is required to take the RN Comprehensive Predictor.
3. When there is a semester without nursing courses the re-entry ADN and PN students must complete the ATIs of the classes they have completed to assure the student has maintained the knowledge acquired when first exiting the course successfully. The student may take the ATI two (2) times. If unsuccessful after two attempts, it is apparent the knowledge was not retained and the student must REPEAT the class.
4. All ADN students who have failed a class will meet with the Director of Nursing to develop a re-entry contract identifying expectation to optimize successful completion. This contract will include the student purchasing the virtual ATI NCLEX individualized online review, at the end of the program. Successful completion of Virtual ATI NCLEX obtaining the "green light" will be achieved prior to NCLEX application being signed by the Director of Nursing.

PN Requirements

The Practical Nursing Program wants to assure the student attains adequate knowledge from each nursing class as he/she progresses through the program. The following classes have an ATI test which will be given at the end of the class or semester:

PNE 101 Fundamentals in Nursing. **ATI Level II Score Required**

PNE 105 Nursing throughout the Life Cycles. **ATI Level II Score Required**

PNE 171 Pharmacology in Nursing II. **ATI Level II Score Required**

PNE 183 Maternal and Newborn Health. **ATI Level II Score Required**

PNE 193 Pediatric Nursing. **ATI Level II Score Required**

PNE 208 Mental Health Nursing. **ATI Level II Score Required**

*****PNE 206 Adult Nursing II will utilize the ATI Adult Nursing exam.

This exam **will cover body systems content from PNE 204 Adult Nursing as well as body systems content from PNE 206 Adult Nursing II.** PNE 206 will require the student attain the **ATI Level II score** in order to exit PNE 206. An Incomplete will be issued if the Level II score is not achieved. The student will remediate and be allowed one (1) more opportunity to achieve the Level II score. If the student has not attained the Level II score after the initial attempt plus one (1) more attempt, he/she will receive a failing grade (E) for PNE 206 Adult Nursing II.

The student must attain Level II on all ATI exams or you will fail the course. Students that pass the ATI at Level II and fail the course will receive a failing grade (E) for the course.

****After a previous course failure:** The first time a student **passes a course** and fails to meet Level II competency, the **student will not be removed** from the program. **This will occur one time only.** If a student passes their courses but fails 2 different course ATI's two times, the student will be allowed to remain in the program, but no more failures, ATI or course. ONE exception rule.

REASON FOR REMOVAL FROM THE PROGRAM

1. Failure of a clinical or lab course twice.
2. Failure of a lecture course twice.
3. Failure of one (1) lecture and one (1) clinical course and/or lab. Failure of two (2) different clinicals during the program.
4. Dismissal from a clinical site and Nursing Director cannot place student in any other site.
5. Failure of 2 different lecture courses.
6. *Academic dishonesty.
7. Photocopying any portion of the medial record for financial gain use is prohibited and will result in immediate dismissal from the program. Students will not be able to re-apply for one (1) year.
8. Violation of rights of privacy (HIPAA).
9. If you drop your Health Insurance during the program you will be exited from the program immediately and will not be able to re-apply for one (1) year.
10. Deceit on application to program. Falsification of address is deceit.
11. Portraying self as faculty on E Books will result in failing course and removal from program.
12. Practicing IV cannulation or any invasive procedure outside of lab/hospital environment or allowing oneself to be practiced on will result in failure.

REASONS FOR FAILURE OF LECTURE, LAB, OR CLINICAL

1. Missing one (1) scheduled orientation.
2. Missing six hours in a lab. Evaluation will be made if absences are due to death or accident.
3. Refusal by two clinical nurse administrators in different facilities or departments to allow the student to continue clinical rotation in the facility.
4. Lack of skills/knowledge as assessed by practicals, written tests, and classroom assignments earning below 78%.
5. No call, No show for clinicals. Calls to the instructor must be received by 7 AM or time indicated by instructor on syllabus of the clinic day. **Calls after 7 AM are considered a “No call, No show” and will result in course failure.** Promptness and dependability are expected components of the **PN/ADN role.**
6. **Tardiness. Tardiness is defined as being 1-14 minutes late for clinical with instructor notification. Failure to show for clinic 15 minutes after expected time on duty will be considered absence and will result in clinical failure.**
7. Positive Drug Screen. See pages 15-16 for detailed information.
8. Positive criminal background check as determined by the Nurse Practice Act. See page 14 for detailed information.
9. Dismissal from a clinical or practicum due to unsafe performance. Please refer to page 25 in *Rights and Responsibilities: A Student Code of Conduct*.
10. Returning or remaining at a clinical site without an instructor.
11. **Severity of circumstance in clinical may result in permanent program expulsion pending JALC Health Professional Review Committee decision.**
12. Disregard for dress code/personal hygiene. **Do not wear contaminated scrubs from work to school or lab.**
13. Abusive treatment of others including physical/psychological abuse of another person

- and abuse, damage, or misuse of another's property.
14. Illegal, indecent or obscene conduct in any electronic form or personally.
 15. Failure of the ADN clinical results in failure of the class. Failure to meet clinical objectives as outlined in clinical evaluation tool or as deemed by clinical instructor including and/or feedback from clinical site preceptors and staff. Student can continue to come to class but **WILL NOT** be allowed to take quizzes or exams. The theory and clinical must be repeated in the event of a failure of either component.
 16. False documentation regarding patient care.
 17. In appropriate language, demeaning remarks, or inappropriate pictures on social media are not acceptable or tolerated within program.
 18. Forgery of names will result in expulsion from program for one year.

ACADEMIC DISHONESTY OR PLAGIARISM

***Academic Dishonesty**

Individuals are expected to demonstrate integrity in their academic endeavors throughout their college careers. Practices such as cheating on examinations, plagiarism, fraud, misrepresentation or falsification of data, theft, destruction of examinations or papers, alteration of records and/or communication of examination questions and other acts of academic dishonesty are not acceptable behavior. Any of these practices will result in failure of the course and will result in dismissal from the nursing program for one year. At the end of the year, the Re-entry policy will be followed in the Nursing Handbook.

INTOLERANCE TO VIOLENCE AND INTIMIDATION

Violet and intimidating behavior and communication are not tolerated in the Nursing Program. A safe atmosphere free from verbal/physical threats is required for students to pursue their educational goals. The following examples of inappropriate behavior will result in disciplinary action which may result in probation or expulsion from the program or failure of the course or to be determined by the Vice President for Administration in Rights and Responsibilities handbook.

1. Unwelcome name calling, obscene language, and other abusive behavior of other students, faculty, patients, or clinic site staff.
2. Intimidation through direct or veiled threats.
3. Physically touching another student in an intimidating, malicious, or sexually harassing manner, including such acts as hitting, slapping, poking, kicking, pinching, grabbing, and pushing or any other unwanted physical contact.
4. Physically intimidating others including such acts as obscene gestures, "getting in your face," fist shaking activity or throwing any object.

Failure of the course, probation or expulsion from the nursing program as defined in Students Rights and Responsibilities handbook may result from above behaviors on College property or clinical site properties.

****All students with orders of protection are asked to notify the Nursing Director of the circumstances. Campus Safety will be made aware of potential situations for violence.**

UNSAFE CLINICAL OR PRACTICUM PERFORMANCE

Any student “disrupting the learning process or endangering the physical or psychological well-being of the other students, clinical or practicum employees, patients or clients” will be removed and/or suspended from the clinical or practicum experience. Please refer to *Rights and Responsibilities: A Student Code of Conduct* for more detailed information and appeal procedures.

RE-ENTRY

Students failing two nursing courses are not eligible for re-entry. Once a student withdraws from the program voluntarily or by failing a class, there is no guarantee of readmission. A student may be admitted to the Nursing Program two (2) times; the initial admittance and one additional admittance. Students withdrawing or failing the nursing program must follow the applications procedure outline in the packet. A student success plan/contract will accompany the readmission to facilitate student success in the program. Students are allowed to re-enter only if space is available after all current students are admitted for the requested school year. The readmitted student will be required to pass the Assessment Technologies Institute ATI, Inc. Proctored exams for each completed class at ATI Level II. This will **assure retention of past course material taken** the year before. This will encourage the nursing student to maintain the level of knowledge they attained before the failed class or clinical. Should the ATI Level II not be obtained after two (2) attempts, the student will be required to repeat the course. The student must achieve successful RN or PN Predictor scores, which is defined as the National Average ATI score. ATI Proctored exams must achieve Level II. Re-entry tests can be taken at a maximum of two (2) times and are paid for by the student. All re-entry students must submit clear drug/alcohol screen prior to re-entry or consideration of enrollment. All immunization and physical exam requirements must be updated. CPR must be updated.

Any failure of two (2) components of ADN 202 will result in course failure. Students failing two (2) components in the traditional ADN class are not allowed to repeat these components or class with the Hybrid class. Students failing two (2) components have failed a large amount of the total class and are identified as needing more structure and faculty interaction than the Hybrid program provides and must repeat the entire traditional nursing course and clinical. **Students failing one (1) component of the traditional course ADN 202 will be allowed to take the component with the Hybrid program, if the re-entry course is offered in the same semester as their sequence course ADN 220. This will allow the student to complete in the original time frame. If the repeat ADN 202 component is not available with the Hybrid class in the same semester as ADN 220, the student must wait and finished ADN 202 FIRST before going into ADN 220.**

The original Hybrid students get their schedule first and re-entry students are permitted on an “**as space is available**” basis, following the ten (10) to one (1) instructor per clinical section rule required by the Illinois Department of Financial and Professional Regulation (IDFPR).

ALL re-entry students are required to pay for and successfully complete with the “green light” the Virtual ATI NCLEX RN Review.

All repeat/re-entry classes transferred back to fulfill a component of a larger traditional larger credit hour class will receive at the highest a “C” grade.

Re-entry contracts will be development in writing by Nursing Director and/or advisor.

This section of the application form must contain:

1. A discussion with the director of why you believe you will be successful if permitted readmission.
2. The reasons you were unable to maintain a continuous progression during your previous enrollment in nursing.
3. ATI tests to be completed at Level II.
4. Re-entry students are required to complete ATI Virtual Online NCLEX Review successfully at student’s expense prior to Director signing NCLEX application. Current price is \$335.00
5. Sign and Date. Copy in file and to student.

***The potential re-entry student must assume the cost of the ATI exams.**

*All Re-entry ADN students will take supplemental course.

All Hybrid/Online ADN students are required to complete ATI RN Comprehensive Predictor at the end of program. The Virtual Review must be successfully completed, obtaining green light success by personalized ATI coach prior to NCLEX application being signed by Director of Nursing.

Students failing a class in the Hybrid program are required to repeat the class in the traditional program. The entire traditional class and clinical must be repeated in the traditional program to qualify as a transfer back class to the Hybrid program. It is not allowed to take a component part of the traditional class and transfer it back to the Hybrid program. For example: if a Hybrid student fails only one class, Cardiac, in the Hybrid program, the Hybrid student must repeat in the traditional program, Cardiac, Respiratory, and Neuro in the entire ADN 202 course when offered in the Fall of each year, following the “as space is available 10:1” IDFPR rule.

If the Hybrid students fails either Peds or OB, the Hybrid student must take the entire traditional OB/Peds class and clinicals.

ALL PN & ADN students falling out of their original admission curriculum sequence are required to have a Nursing Contract.

LICENSURE EXAM INFORMATION

To sit for the licensure exam, all student must be able to answer NO to the following questions that are on the NCLEX application.

Part VI. Personal History Information

	YES	NO
1. Have you been convicted of any criminal offense in any state or in federal court (other than minor traffic violations)? If yes, attach a certified copy of the court records regarding your conviction, the nature of the offense and date of discharge, if applicable, as well as a statement from the probation or parole office.		
2. Have you been convicted of a felony?		
3. If yes, have you been issued a Certificate of Relief from Disabilities by the President Review Board? If yes, attach a copy of the certificate.		
4. Have you had or do you now have any disease or condition that interferes with your ability to perform the essential functions of your profession, including any disease or condition generally regarded as chronic by the medical community, i.e., (1) mental or emotional disease or condition; (2) alcohol or other substance abuse; (3) physical disease or condition, that presently interferes with your ability to practice your profession. If yes, attach a detailed statement, including an explanation of whether or not you are currently under treatment.		
5. Have you been denied a professional license or permit, or privilege of taking an examination, or had a professional license or permit disciplined in any way by any licensing authority in Illinois or elsewhere? If yes, attach a detailed explanation.		
6. Have you ever been discharged other than honorably from the armed services or from a city, county, state or federal position? If yes, attach a detailed explanation.		

All positive hits on the background check will be discussed with the student and the Health Professionals Review Committee. A decision regarding acceptance or non-acceptance into the program reached by the Committee will be communicated to the student by the Nursing Director and/or the Associate Dean of Health and Public Service.

AGREEMENT TO ASSURE CONFIDENTIATILITY

I understand that all information regarding clients and clients' families must be kept confidential and may only be accessed on an assigned need to know basis. I understand that the information may only be used for clinical and learning purposes within the Program of Nursing, John A. Logan College. Such information must always be communicated and used in a professional manner. I am aware that violation of the requirement of confidentiality will result in failure of the clinical course and may result in dismissal from the program. By my signature below I indicate I understand the above statements and agree to assure the confidentiality of the information I receive from others or obtain from my own observation regarding clients and clients' families.

Signature

Date

NURSING HEALTH AND INFORMATION FORM

Complete and return to the Nursing Department by the beginning of fall semester. The test results immunizations, and CPR are required prior to the student entering the Clinical Practicum.

Last Name, First Name, Middle Name, (Maiden)

Home Address, City, State, Zip, Phone

Local Address, City, State, Zip, Phone

Notify in Emergency: *(Name, Relationship, Phone, Address, City, State, Zip)*

Date of CPR Certification: _____

Please obtain the following within one month prior to fall semester and attach a copy of the results.

Immunizations: (depending on clinical agency assignment, other tests/immunizations may be required)

- TDAP Booster
- TB Test – if positive PPD, A negative chest x-ray must be obtained and completion of known TB screening form from Health Department TB Nurse with signature and date
- Hepatitis B – series of three immunizations
(must have 1st one before school starts or sign a waiver)
- Varicella / Chicken Pox Titer level
- MMR Titer
- Rubella AND Rubeola Titers
- Annual Flu Shot (usually offered in September of each year. Bring to office as soon as received)

Results:

TDAP _____; Hepatitis B _____, _____, _____
Childhood Polio Series _____

Supply Past Medical/Surgical History—Hospitalizations. (Please attach separate sheet).

I have health insurance: Yes _____ No _____. (Copy of health insurance card must be on file at the beginning of the Fall Semester.) Hospital Health Insurance Required throughout the Nursing Program.

If no, I am aware that I am responsible while attending John A. Logan College for ALL COSTS incurred related to health problems. I also understand that my clinical experiences may be denied by clinical agencies because I do not have health insurance. This will negatively influence my progression and retention in the program.

Signature and Date

Respond to the following statements using additional paper if necessary.

1. Explain any activity restriction during the last year.

2. Discuss any need for counseling or treatment for any nervous condition, mental illness, emotional problem or substance abuse during the last five (5) years.

3. If you are presently under a physician's care for any chronic condition, please explain.

4. List any prescribed medications you are presently taking.

DRUG SCREEN SIGNATURE

My signature below indicates that I have read the Drug Testing Policy of the Nursing Program at John A. Logan College, and have been provided with a copy of the same. I understand that the results of the drug testing are to be used for the purposes of determining my eligibility for acceptance into the nursing program and also clinical educational experience in my field. By this form I provide my irrevocable consent for the results of the drug screening checks to be released to the Nursing Program at John A. Logan College and if accepted into the program who in turn may share said information with the clinical agency with whom I am being assigned for a clinical experience.

Signature

Date

**STATEMENT OF UNDERSTANDING
RISK AND BENEFIT OF HEPATITIS B VACCINE**

Name of Student _____

I understand the risk and benefit of Hepatitis B Vaccine and choose:

To receive it at this time _____.

I have already been vaccinated _____ Date _____

Signed: _____ Date: _____

Hepatitis B Vaccine was given as follows:

Dose #	Type	Date	*Administered by
1.			
2.			
3.			

*Health Provider's signature

HEPATITIS B DECLINATION

I understand that due to my occupational exposure to blood or other potentially infectious materials that I may be at risk of acquiring Hepatitis B Virus (HBV) infection. However, I decline Hepatitis B vaccination at this time. I understand that by declining this vaccine I continue to be at risk of acquiring Hepatitis be, a serious disease. If, in the future, I continue to have occupational exposure to blood or other potentially infectious materials and I want to be vaccinated with Hepatitis B vaccine, I can choose to do so.

Signature

Date

Witness

Date

**JOHN A. LOGAN COLLEGE
NURSING PROGRAM'S STUDENT HANDBOOK**

I _____, certify that I have received, read and understand the Nursing Student Handbook policies and procedures.

Signature _____

Date: _____

I _____, give John A. Logan College Nursing Programs permission to release information to potential employers contacting the College regarding applicant's work reference.

Signature _____

Date: _____

I _____, understand a reason for failure (lab, lecture, or clinical) will be wearing contaminated (dirty) scrubs and shoes from work to JALC Campus. A professional RN/ADN/PN student does not contribute to community acquired bacteria spread from the work place.

Signature _____

Date: _____

I _____, give John A. Logan College Nursing Programs permission to discuss students' academic and clinical performance with corporations paying a scholarship for the student. This includes, but is not limited to, the financial assistance programs offered by Southern Illinois Healthcare.

Signature _____

Date: _____

I _____, have been informed that my picture will be taken for the nursing class composite picture. This does not by any means hold me responsible to buy any pictures. The photo is required.

Signature _____

Date: _____

**JOHN A. LOGAN COLLEGE
CONSENT FOR STUDENT RELEASE OF INFORMATION**

In accordance with the Family Educational Rights and Privacy Act of 1974, it is necessary for school officials at John A. Logan College to have written consent prior to releasing information from the student's records to any source outside the College. If you have any questions regarding this Release Form or the Family Educational Rights and Privacy Act, please contact the John A. Logan College Vice President for Administration

I hereby grant the following school official(s) at John A. Logan College (release may be for specific individuals or general areas) permission to release information regarding my performance as a student to parties outside the College in accordance with the specifications I have indicated below.

I understand this consent for release will remain in effect from the date indicated below until I submit written notification rescinding this request.

RELEASE TO THIRD PARTIES

_____ **General.** I give my consent to the school officials to release any information regarding my performance as a student, which may include information contained within student records, **to the following parties:**

_____ **Specific.** I give my consent to the school officials to release information regarding my performance as a student from the following records: _____

and to the following parties: _____

Signature

Print Full Legal Name

Student's ID Number

Date

Note: This request will be kept on file by the School Official (s) designated above.

NURSING PROGRAM CALENDARS, SCHEDULES AND NURSING DEPARTMENT COMMUNICATION

John A. Logan College nursing programs provide a nursing calendar/schedule each semester regarding the times and dates of clinicals, classes, orientations, and labs. This is obtained in the reception area of G218. The student has the responsibility to read the information board in this area for changes, as well as, obtain a calendar each semester. ***Do not follow the dates placed on the billing statements and schedules from admissions.*** If there are questions regarding your schedule, you may clarify with the faculty of Nursing Director **prior** to the clinical site orientation day. It is **very important** the student understand a **no call, no show** in a clinical site is considered an **automatic failure for the course**. The patient assignment for nursing students is made between 5:30 a.m. to 6:00 a.m. the day of clinical. **Any phone notification to the faculty after 7:00 a.m. is considered a course failure.** John A Logan College nursing programs commit to the clinical site that our students will care for a certain number of patients. Proper notification to the facility allows for adjustment in the student nurse/patient assignment in order to provide good patient care and a positive learning experience for the nursing student. Hospitals follow Joint Commission Accreditation Healthcare Organization (JCAHO) standards which require the hospital education staff must provide certain components of the orientation to the students. Repetition of orientations are not cost-effective for the hospital and are unavailable.

Please sign below indicating you have read and received copies of the above information.

Signature

Date

Print Name

CRIMINAL BACKGROUND CHECKS

I HEREBY AUTHROIZE John A. Logan College, or any admission staff, nursing staff or clinical facility to receive the following in connection with my application process for the nursing program: criminal background information including copies of my past and present law enforcement records. This criminal background investigation is being conducted for the purpose of assisting John A. Logan College in evaluating my suitability for a career in nursing and all clinical experiences. The release of information pertaining to this criminal background investigation is expressly authorized. **If records are expunged legally – Do Not Discuss.**

I understand that information contained in the criminal background report may result in my being denied acceptance into the nursing program. If negative information is contained in my report, I understand that I will be notified by John A. Logan College and understand that I have the right to contest the accuracy of the report.

If I am admitted into the Nursing Program, I hereby give John A. Logan College permission to obtain and release the criminal background report to facilities to which I may be assigned for clinical experience prior to beginning the assignment. I hereby release the College and personnel, or any of the clinical facilities, from any liability of damage in providing some or acting on, such information. I hereby agree that a copy of this authorization may be accepted with the same authority as the original.

I hereby further release John A. Logan College, their agents and employees from any and all claims, including but not limited to, claims of defamation, invasion of privacy, negligence or any other damages of or resulting from or pertaining to the collection of this information. **I understand the College will not cover criminal background investigating fees. The initial fee is \$20.00 and will be added to student's billing statement.**

My signature below certifies that I do not have a criminal history that should disqualify me for consideration for a career in nursing.

Signature

Date

Date of Birth

Social Security Number

Witness

Date

Please print or type all names that you have used in the past.

**ACKNOWLEDGEMENT OF RECEIPT
OF DRUG/ALCOHOL ABUSE POLICY**

I hereby acknowledge receipt of John A. Logan College's policy governing the use and/or abuse of drugs and alcohol, its intention to test for such substances, and the possible penalties for violation of that policy. I understand the purpose of the policy is to provide a safe working environment for person (patients, students, hospital staff, and school staff) and property. Accordingly, I understand that prior to participation in the clinical experience, I may be required by the clinical agency to undergo drug screening of my blood or urine. I further understand that I am subject to subsequent testing based on such that it impairs my ability to perform competently the tasks required of me. I agree to be bound by this policy and understand that refusal to submit to testing or a positive result from testing under this policy may affect my ability to participate in a clinic experience and may also result in dismissal from the Nursing Program.

Additionally, I understand any physician, laboratory, hospital or medical profession retained by John A. Logan College to conduct such screening and provide the results to John A. Logan College. I thereby release John A. Logan College from any claim or liability arising from such tests, including, but not limited to, the testing procedure, the analysis, the accuracy of the analysis or the disclosure of the results. I understand all costs of testing will be paid by me. I understand that alternate transportation must be available as needed to transport me to be tested. I also understand that I am subject to the terms of the general student social disciplinary policy of John A. Logan College and to the Drug-Free Schools and Communities Policy of John A. Logan College as well as federal, state and local laws regarding drugs and alcohol.

Signature

Date



**JOHN A. LOGAN COLLEGE
PHYSICAL EXAMINATION FORM
TO BE COMPLETED BY PHYSICIAN**

NAME _____ ID# _____

IMMUNIZATIONS: Tetanus Toxoid: Date: _____ Results: _____
(If more than ten years, please have renewed)

TDAP Booster: _____

Weight: _____	Height: _____	Pulse Rate: _____	Blood Pressure _____
Skin _____		Heart _____	
Scalp _____		Lungs _____	
Ears (R) _____ (L) _____		Breast (R) _____ (L) _____	
Eyes (R) _____ (L) _____		Abdomen _____	
Vision (R) 20/ _____ (L) 20/ _____		Genitalia _____	
Glasses _____	Contacts _____	Extremities _____	
Nose _____		Back _____	
Throat _____		Varicose Veins _____	
Glands: _____	Cervical _____	Axillary _____	Inguinal _____

Recent illness/injuries: _____

Prescribed medication currently being taken: _____

Do you feel this applicant displays adequate physical and mental health to participate in an educational program in nursing? _____

Remarks and recommendations: _____

Physician's Signature _____ M.D. Date _____
(No STAMPED signatures)



JOHN A. LOGAN COLLEGE TB SKIN TESTING FORM

NAME _____

ID# _____

Date	Given By	Lot #	Results	Date Read	Read By	Comments
			____mm			

Date	Given By	Lot #	Results	Date Read	Read By	Comments
			____mm			

1. This form must be returned to the nursing office **before** attending clinical rotations.
2. TB skin testing must be done annually.
3. A two-step procedure should be used if not consecutive years.
4. Positive reactors with symptoms of TB must have treatment and physician clearance before attending clinical rotation.
5. Previous positive reactors should have documentation of freedom from signs and symptoms of TB by physician on physical examination form. **County TB Nurse Assessment Form must be in students' nursing department file annually.**

Franklin-Williamson Bi-County Health Department 993-8111
Hours for TB testing: Monday 8:30 a.m.-11:00a.m. – 1:00 p.m.-3:00 p.m.
Results read on Thursday 8:30 a.m.-11:00 a.m. – 1:00 p.m.-3:00 p.m.

**DOCUMENTATION OF REQUIRED TEST
VARICELLA TITER**

NAME _____ ID# _____

The above named individual has discussed with me the risk to him/her as member of the health care team, in regards to the Varicella Titer. Together we have determined that the student:

SHOULD have the Varicella Titer test completed.

Varicella Titer or Immunity Results Date

Physician's or Nurse's Signature Date

SHOULD receive the Varicella Titer vaccine; due to a lower ratio or lack of immunity to Varicella.

Varicella Titer vaccine given:

Physician's or Nurse's Signature Date

**DOCUMENTATION OF REQUIRED TEST
MEASLES, MUMPS, RUBELLA TITER**

NAME _____ ID# _____

The above named individual has discussed with me the risk to him/her as member of the health care team, in regards to the MEASLES, MUMPS, RUBELLA TITER. Together we have determined that the student:

SHOULD have the Measles, Mumps, Rubella Titer test completed.

Rubella Titer Ratio or Immunity Results Date

Measles Titer Ratio or Immunity Results Date

Mumps Titer Ratio or Immunity Titer Test Results Date

Physician's or Nurse's Signature Date

SHOULD receive the Measles, Mumps, Rubella vaccine; due to a lower ratio or lack of immunity to Measles, Mumps, Rubella.

Rubella vaccine given:

Measles vaccine given:

Mumps vaccine given:

Physician's or Nurse's Signature Date

**STUDENT DATA FORM
PLEASE PRINT**

Name: _____ SS#: _____

Address: _____ ID#: _____

Home Phone: _____ Cell Phone: _____

E-Mail Address: _____

Marital Status: _____ Race (optional): _____

Number of children/dependents: _____ Ages of Children: _____

Year of Completion – NA Program: _____ NA School Attended: _____

Medically related experience prior to PN/ADN Program (describe): _____

Other Education/Degrees Earned: _____

Areas worked in LPN position:

Med Surg _____ OR/PACU _____ Critical Care _____ Skilled Care _____ Home Care _____
Clinic/MD office _____ ER _____ Other _____

Currently Employed: No _____ Yes _____ If Yes: Full-Time _____ Part-time _____

If yes, may we contact you at work? Yes _____ No _____ Phone Number _____

Emergency Contacts:

People who will know where you are in 2-3 years:

Name: _____ Name: _____

Address: _____ Address: _____

Phone: _____ Phone: _____

John A. Logan College
700 Logan College Road
Carterville, IL 62901

CONSENT TO DRIVER'S LICENSE CHECK

John A. Logan College is required to obtain a driver's license check for any Nursing Student who will be attending clinicals. The purpose of the Driver's License Check is to verify the status of any prior or current history of DUI; and other current or pending driving violation; and any current or pending penalties. To comply with this requirement, a Motor Vehicle Driving Record will be required from a qualified reporting agency

Please complete, sign and date below to acknowledge that you have reviewed this disclosure and consent to John A. Logan College obtaining motor vehicle reports on you.

Name: _____
(Please Print)

Department: NURSING (LPN & ADN)

Driver's License #: _____ State: _____

Signature: _____ Date: _____

The information you have supplied on this form is maintained by the College. You have a right to review and correct this information by contacting the Office of Emergency Planning and Risk Management.

(Fiscal Affairs Office Use Only)	
Date MVR Received: _____	<input type="checkbox"/> Approved <input type="checkbox"/> Disapproved
Driving Violation Points: _____	
Verified By: _____	Date: _____

YOU ARE NOT AUTHORIZED TO ATTEND CLINICALS WITHOUT CLEARANCE THROUGH A DRIVER'S LICENSE CHECK