



# **North Central Michigan College Practical Nursing Student Handbook 2026**

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\* Indicates form for disciplinary action

\*\*Indicates form to be filled out by student before start of classes

Dear Student, Welcome!

The faculty and staff of the nursing department would like to welcome you to our Practical Nursing Program here at North Central Michigan College (NCMC). The Licensed Practical Nursing degree includes both general education and practical nursing courses. The general education courses meet college requirements for graduation and provide a foundation to prepare you for nursing courses. Successful completion of the practical nursing program prepares you to sit for the NCLEX-PN examination. Upon successfully passing the NCLEX-PN you will be eligible to become a Licensed Practical Nurse (LPN).

To be a successful student prioritization is a key factor in meeting the program and student learning outcomes. **Assuming responsibility for your actions, attendance, and participation is paramount to success as a student and later as a student to prepare you to be a professional nurse. The nursing program at NCMC is rigorous, and admission does not guarantee successful completion of the program.**

The information incorporated in the Practical Nursing Handbook is provided in addition to the information found in the NCMC Student Handbook. Unless otherwise outlined in the Practical Nursing Handbook the policies of the NCMC Student Handbook take precedence. You are required to read and understand both the NCMC College Handbook and the Practical Nursing Handbook. You must also inform the Nursing Department of any changes in your contact information. We wish you well as you embark on this journey.

**Kind Regards,  
Dean of Nursing, Nursing Faculty, and Staff**

**\*\*NOTE: POLICY CHANGES WILL BE SENT TO YOUR STUDENT EMAIL.**

Information in this handbook describes the NCMC Practical Nursing Program at the time of publication.

However, changes may be made in guidelines, clinical rotations, curriculum or costs. Such changes will be announced before their effective date.

### **Non-Discrimination Guidelines**

North Central complies with Executive Order 11246, Titles VI and VII of the Civil Rights Act of 1964, as amended, Title II of the Americans With Disabilities Act of 1990 (ADA), as amended, Title IX of the Educational Amendments of 1972, as amended, Section 503 and 504 of the Rehabilitation Act of 1973, as amended, The Age Discrimination Act of 1975, as amended and all implementing regulations, the Age Discrimination in Employment Act of 1967 and all State of Michigan statutes prohibiting discrimination.

Any person who believes that he/she has been discriminated against by North Central or any of its departments or personnel in violation of these guidelines should immediately file a Complaint with the Vice President of Finance & Facilities and request a copy of the North Central Discrimination Grievance Procedures which provide for the prompt and equitable resolution of complaints alleging discrimination prohibited by federal, state and local statutes and ordinances. The Discrimination Grievance Procedures are also available on the North Central website: [www.ncmich.edu](http://www.ncmich.edu).

**Questions concerning the North Central non-discriminatory guidelines** may be directed to the North Central Vice President of Finance & Facilities, 1515 Howard St., Petoskey, Michigan 49770; Telephone: 231-348-6603.

**Questions regarding Title IX** should be directed to the North Central Vice President of Student Affairs, 1515 Howard St., Petoskey, Michigan 49770; Telephone: 231-348-6618.  
Email: [TitleIXCoordinator@ncmich.edu](mailto:TitleIXCoordinator@ncmich.edu).

**Inquiries by disabled students regarding academic support services** should speak with someone regarding the opportunities made available at North Central for students who have a disability, please call the Tutoring and Testing Center at 231-348-6682 or email [tcc@ncmich.edu](mailto:tcc@ncmich.edu).

The Board of Trustees delegates the development and adherence to the "Discrimination Grievance Procedures" to the President.

## **Program Overview**

The faculty of the Practical Nursing Program at North Central Michigan College believes that the educational program in nursing exists within the larger framework of the college's philosophy, mission, and goals.

### **NCMC Nursing Department Mission Statement**

*NCMC Nursing prepares professional nurse graduates to be leaders in providing quality care to our diverse community through excellence in education, innovation, and practice.*

### **Philosophy Statements**

- *We believe that nursing involves caring for the whole person in various states of health across the lifespan through the application of nursing knowledge.*
- *We believe that nurses engage in critical thinking to enhance both decision making and problem solving.*
- *We believe that nurses acquire and use health information and resources in order to teach patients and families.*
- *We believe nurses acquire clinical competency through experiences in various health care settings so that best practices are maintained.*
- *We believe that nurses communicate with clients, health care professionals, and other members of the community in a therapeutic and effective manner.*
- *We believe nurses participate in teamwork and partnerships by collaborating and empowering others.*
- *We believe nurses demonstrate professional values, professional development, and lifelong learning.*

### **Organizing Framework**

The conceptual framework of nursing practice at North Central Michigan College is the basis for the curriculum in the nursing program. The conceptual framework is based on health, person, environment, and nursing. The nursing philosophy is threaded throughout the curriculum and rests on the foundation of the Institute of Medicine's Quality and Safety in Education for Nurses (QSEN) and the National League of Nursing's (NLN) Education Competencies Model for Graduates of Licensed Practical Nursing programs. These competencies are outlined in Table 1.1 Expectations of end of program student learning outcomes (EPSLO's) are leveled throughout the program and based on best practice guidelines from the above organizations. Carefully read each of these areas of the nursing handbook as they describe the behaviors expected from nursing students as they progress through the program.

Nursing is dynamic and draws upon the knowledge of the biological, physical, social, and nursing sciences as a basis for practice. The focus of nursing care is patients, families, and communities. It is a

therapeutic process involving critical thinking along a wellness-illness continuum. Nursing is a human service that advocates for and assists individuals to sustain life and health, recover from disease or injury, and cope with its effects. Nurses also promote health, wellness adaption, and self-care throughout the lifespan.

Communication and human interaction are integral to the practice of nursing and the vehicle through which nurses convey care, empathy, and respect for the dignity of all. Care for patients, families, and communities is most relevant when it is culturally appropriate and based on the values of the profession of nursing. Nurses use communication skills to convey care to the client and these skills are integral to the teaching and collaborating with others. Each person has the right to information which will assist in making decisions and to achieve their highest level of wellness. We believe a person has the right to self-determine their health care needs, preferences, and activities.

Nursing education at the practical nursing level at North Central Michigan College is a process that allows for the acquisition of knowledge, skills, and attitudes necessary to function as an entry-level practical nurse. Adult learners are capable of self-directed behavioral change within these domains and within a variety of settings across the healthcare continuum. The curriculum is conceptually based and transitions from the simple to the complex in the application of nursing. Teaching and learning are interactive processes and occur via multiple strategies. The goal of education is to instill a belief in the imperative for lifelong learning and a spirit of inquiry as a member of the profession of nursing.

Upon completion of the North Central Michigan College Practical Nursing Degree, graduates will be **skilled critical thinkers who utilize the nursing process as a framework for clinical decision-making** and have a working knowledge and basic competence in all six areas of NCMC End of program student learning outcomes (See table 1.1). As entry-level practical nurses, graduates will be responsive to changes in society, health care delivery, and the profession of nursing and therefore, prepared to deliver high-quality nursing care.

Nursing courses provide classrooms, skills labs, simulation labs, and clinical experiences. These courses are leveled from introductory to advanced. In the classroom concepts of nursing are presented and discussed. These concepts are practiced in the laboratory and ultimately applied in clinical areas. Lecture and laboratory sessions are conducted on the college campus and clinical experiences occur in area healthcare facilities as well as other healthcare settings. Student progress is continuously evaluated in each of these settings.

**Table 1.1 Practical Application**

QSEN	NLN – Educational Competencies for Associate Degree	End-of-program SLOs
<b>Patient Centered Care</b>	<a href="#">Human Flourishing</a>	<p><u>Competency 1</u>  <u>Patient Centered Care</u>: The student will demonstrate nursing practices that acknowledge the dignity and worth of the individual and family through the use of caring interventions within the interpersonal relationship.</p>
<b>Safety</b>	<a href="#">Nursing Judgment</a>	<p><u>Competency 2</u>  <u>Safe Patient Care</u>: The student will integrate critical thinking and evidence-based practice in providing safe competent care to clients.</p>
<b>Multidisciplinary Care and Teamwork</b>	<a href="#">Professional Identity</a>	<p><u>Competency 3</u>  <u>Multidisciplinary Care and Teamwork</u>: The student will participate in nursing and multidisciplinary teams to work collaboratively in the contemporary health care setting to achieve quality care.</p>
<b>Patient Teaching</b>	<a href="#">Human Flourishing</a>	<p><u>Competency 4</u>  <u>Patient Teaching</u>: The student will demonstrate a teaching relationship with clients which requires continuous learning, refining and integrating professional behaviors and values.</p>
<b>Accessing Information and Evaluating Outcomes</b>	<a href="#">Spirit of Inquiry</a>	<p><u>Competency 5</u>  <u>Accessing Information and Evaluating Outcomes</u>: The student will demonstrate the ability to use informatics as a method of evaluating patient outcomes and to continuously improve patient care.</p>
<b>Accountability and Responsibility</b>	<a href="#">Professional Identity</a>	<p><u>Competency 6</u>  <u>Accountability and Responsibility</u>: The student will demonstrate evidence of preparation for clinical and direct patient care experiences.</p>

**Safe Practice Criteria**

**I. Professionalism**

a. Ethics

- i. Adheres to accepted standards of professional ethics
- ii. Practices with integrity
- iii. Reports errors promptly

## **II. Accountability and Responsibility**

- a. General attitude
  - i. Ability to recognize errors and assume responsibility for own actions and mistakes.
  - ii. Able to maintain composure during nursing care
  - iii. Able to separate professional and personal responsibilities and set client's/patient's needs above those of self while in the clinical setting.
  - iv. Attend clinicals in a state of optimal mental and physical health
  - v. Seeks assistance and supervision when performing procedures for the first time or when in doubt.
  - vi. Collaborates regularly with instructor, agency staff, and peers regarding client/patient information and nursing care.
  - vii. Follows through on instructions from the clinical instructor, health care facility staff, and health care providers.
  - viii. Turns in all assignments, written and electronic, on time, fully completed, and accurate.
  - ix. Complies with dress code during clinical and laboratory assignments
- b. Clinical Preparation
  - i. Uses sufficient time to assess client/patient before the assigned clinical time, whereby assigned paperwork is complete.
  - ii. Able to answer pertinent questions regarding client/patient's medical condition posed by the instructor on repeated occasions.

## **III. Communication**

- a. Able to communicate essential information to other staff or instructor verbally.
- b. Report significant changes in client/patient's physical and psychological condition in a timely manner.
- c. Recognizes the effect of one's behavior on clients/patients and how clients'/patients' behavior might affect students' responses.
- d. Able to relay pertinent client/patient information through.

## **IV. Documentation**

- a. Communicates professionally at all times including classroom, laboratory and clinical settings. Is not disruptive or rude during instruction, conferences or advising.
- b. Students will uphold respect and consideration for instructors and staff for their time. We ask that students do not call or text their instructors between the hours of 12:00 A.M. and 4:00 A.M. unless agreed upon by the individual instructors themselves.

## **V. Application of Theory**

- a. Demonstrates in written assignments and verbal discussion with instructor adequate knowledge of:
  - i. Individual disease conditions and related pathophysiology
  - ii. Diagnostic tests
  - iii. Medications (considerations):
    1. Related to diagnosis
    2. Precautions to take with giving
    3. Evaluation of therapeutic effect

4. Side effect and adverse reactions
  5. Usual dose
  6. Ability to compute dosages accurately
- iv. Treatments and procedures
1. Relate to diagnosis and pathology
  2. Able to determine priority areas of nursing care, including an appropriate plan of action with rationales.

**VI. Clinical Procedure and Practice**

- a. Able to use appropriate nursing judgment when carrying out nursing interventions.
- b. Consistently performs nursing treatments or procedures correctly and accurately.
- c. Able to recognize and implement independent nursing functions, i.e.: turning and positioning bedridden clients/patients every two hours, hand washing, etc.
- d. Able to identify or provide appropriate client teaching.
- e. Able to initiate appropriate nursing interventions.
- f. Administer medications following the "6 rights".
- g. Does not function beyond level of preparation.
- h. Performs dependent functions only with a doctor's orders.
- i. Consistently able to manage client/patient care assignments within the constraints of the assigned clinical time.
- j. Consistently provides complete and thorough nursing care. An instructor (or RN designated by the instructor) will supervise all procedures performed by the student until the student is evaluated as a competent and independent in that particular procedure. Before performing procedures, it is the responsibility of the student to check the original doctor's orders. Students will be supervised by clinical faculty rather than staff whenever possible.

**Admission Acceptance**

- **If you accept a position in the Practical Nursing program, you will not be eligible to apply to the RN program in the next open admission cycle.**

## **Nursing Program: Curriculum and Course Descriptions**

The curriculum plan is arranged to build on previous learning. Knowledge and skills are presented throughout the curriculum and progress from the simple to complex. The admission criteria are intended to provide a common starting point for all students.

### **First Semester Courses—Winter Semester**

Students within the first semester are introduced to the concepts, principles and techniques necessary to administer safe, basic nursing care to clients with common, well defined nursing diagnoses. The application of these concepts begins in the campus laboratory setting and progresses to care of clients in area hospitals and/or long-term care facilities. It is expected that the student has current knowledge of the natural sciences through coursework in anatomy and physiology.

LPN 104 Pharmacology for LPN Practice - Focuses on general principles of pharmacotherapeutic agents and how they are used among diverse individuals across the lifespan. Concepts include proper dosage, administration, and monitoring of medication with concern for patient safety and the nursing process. Instruction will focus on the understanding of the various drug classes and nursing implications of those drug classes.

LPN 111 Fundamentals of Practical Nursing - This course introduces the student to the art and science of nursing care, including its history, current trends, and healthcare delivery systems. Emphasis is on the practical nursing student as a caregiver and the responsibilities this entails in the clinical setting. The laboratory component has a focus on the acquisition of the nursing skills necessary for progression to clinical sites and subsequent courses. Students have an opportunity to practice skills on a mannequin and peers. The course is organized according to the practical nurse program outcomes of Human Flourishing, Nursing Judgement, Professional Identity and Spirit of Inquiry with supporting integrating concepts and core values described by the National League for Nursing (NLN). Additionally, Quality and Safety Education for Nurses (QSEN) competencies are addressed. Students learn the nursing process and the skills necessary for application of the nursing process in participating in care of the client in today's changing health care environment.

### **Second Semester Courses—Summer Semester**

During the second semester, the student is expected to build upon the basic knowledge learned the first semester as concepts and principles related to care of the adult with medical and surgical conditions is emphasized. Obstetrics and Pediatric Care concepts will also be emphasized. A continuation of therapeutic communication skills is emphasized, as well as the holistic care of the individual patient.

LPN 151 Practical Care of Adults I - This course introduces the concepts of health within the three domains of knowledge, skills and attitudes. Emphasis is placed on the concepts within the three domains including the nursing process, fluids and electrolytes, infection control, acid-base balance, and perioperative care. Focus includes caring interventions for patients experiencing pain, chronic illness as

well as integumentary, sensory and mental health disorders.

LPN 212 Obstetrics and Pediatric Care for Practical Nursing- This course is designed to further develop nursing concepts within the domains of knowledge, skills and attitudes, and provide foundational preparation for the provision of nursing care to the individual with maternal and child health needs. Emphasis is placed on concepts of reproduction, mood/ affect, health behaviors, growth and development, family, health-wellness-illness, oxygenation, communication, caring interventions, safety and advocacy. Instruction and supervised clinical experience provide ways in which to perform nursing tasks with family during the childbearing period and women's health, children with special needs, wellness of children and adolescence in the hospital and community environments. This course includes theoretical and clinical components.

### **Third Semester Courses—Fall Semester**

LPN 171 Mental Health Concepts for Practical Nursing - This course is designed to further develop the concepts within the three domains of knowledge, skills, and attitudes of the practical nurse in the care of mental health clients. Emphasis is placed on the concepts of sensory perception, stress-coping, mood-affect-cognition, self-concept, violence, health-wellness-illness, professional behaviors, advocacy, ethics, caring interventions, and safety. Priority areas of care will include screening and treatment of major depression, anxiety, substance use disorder, mood disorders, and treatment of severe and persistent mental illness.

LPN 231 Practical Care of Adults II - This course discusses the concepts of health within the three domains of knowledge, skills and attitudes. Focus is on planning safe, culturally diverse, patient centered nursing care for patients experiencing musculoskeletal, urinary, reproductive, hematologic, cardiovascular, respiratory, and gastrointestinal system problems.

LPN 250 Transitions to Practice - This course focuses on preparation for entry into practice and the professional role of the practical nurse within the health care system. Emphasis is placed on the concepts of leadership and management of care. Upon completion of this course, student should be able to provide holistic care as a part of a multidisciplinary team while incorporating concepts from this course.

- NORTH CENTRAL MICHIGAN COLLEGE RESERVES THE RIGHT TO CHANGE CLINICAL SITES. CLINICAL SITES AND SHIFTS ARE ASSIGNED AT THE BEGINNING OF EACH ROTATION.
- STUDENTS WILL BE ASSIGNED TO CLINICAL ROTATIONS IN CHARLEVOIX, EAST JORDAN, GAYLORD, HARBOR SPRINGS, PETOSKEY, ST. IGNACE, and CHEBOYGAN, KALKASKA
- CLINICAL ROTATIONS ARE HELD DURING DAY, EVENING, NIGHT SHIFTS AND ALL DAYS OF THE WEEK.

## NURSING PROGRAM SEMESTER COURSE SEQUENCE

PRE-ENTRY	HRS	CREDIT
BIO 235 GENERAL ANATOMY & PHYSIOLOGY I	3-2-0	4
BIO 236 GENERAL ANATOMY & PHYSIOLOGY II	3-0-0	4
AH 231 Introduction to Health Concepts		2
SEMESTER TOTAL		10
<b>PRACTICAL NURSING PROGRAM SEMESTER 1 WINTER</b>		
LPN 104 PHARMACOLOGY FOR LPN	3-0-0	3
LPN 111 FUNDAMENTALS OF NURSING PRACTICE	6-5-5	10
SEMESTER TOTALS		13
<b>PRACTICAL NURSING PROGRAM SEMESTER 2 SUMMER</b>		
LPN 151 PRACTICAL CARE OF ADULTS I	3-0-6	5
LPN 212 OBSTETRICS AND PEDIATRIC CARE FOR PRACTICAL NURSING	2-0-2	3
SEMESTER TOTALS		8
<b>PRACTICAL NURSING PROGRAM SEMESTER 3 FALL</b>		
LPN 171 MENTAL HEALTH CONCEPTS FOR PRACTICAL NURSING	3-0-2	4
LPN 231 PRACTICAL CARE OF ADULTS II	4-0-6	6
LPN 250 TRANSITIONS TO PRACTICE	2-0-0	2
SEMESTER TOTALS		12
NURSING COURSE TOTALS		33
PROGRAM TOTALS		<b>43</b>

## Grading Scale for Practical Nursing Program Theory Courses

Percent %	Letter Grade
94-100	A
90-93	A-
87-89	B+
84-86	B
80-83	B-
77-79	C+
<b>74-76</b>	<b>C</b>
70-73	C-
67-69	D+
64-66	D
60-63	D-
59	E

A grade of C (74 percent) or better is required in all practical nursing (LPN) courses. Depending on the course this may be a numerical value and that number will be indicated in the syllabus for the course.

Nursing requires higher standards than general education courses to protect the safety and well-being of clients. **Grades are not rounded in the nursing program.**

### Study Habits

- ◆ There are NO shortcuts. Using other student's notes, missing classes and omitting reading will be reflected in your grades.
- ◆ Use your textbooks - annotate! Highlight, underline, make notes in the margins and draw a picture or a diagram in the margin.
- ◆ Learn what works for you - if you are very visual, use different colors or draw pictures. If you are auditory, read out loud to yourself- devise rhymes, acronyms, or word associations.
- ◆ Plan study time in the library. Scheduling gaps between classes are helpful and a "forced" study time which could be very productive if spent in the library. ***For every hour of class or clinical time, it is expected that you will spend two hours in study.***
- ◆ Plan time off. Look forward to a day or evening scheduled off from studying.
- ◆ Remember that your instructors are dedicated to your success. Go to them with questions and concerns as they arise.
- ◆ Consider a study group and tutoring.
- ◆ Look into books on "successful test taking."
- ◆ Use available resources, especially test remediation, videos, and outlines.
- ◆ Utilize faculty-approved practice tests and resources.
- ◆ Utilize library resources on campus and online.
- ◆ Trying to work at a job, even part time, can be very difficult while in nursing school. Nursing courses are rigorous and working may reduce needed study time.

### **Tips for Successful Learning**

- ◆ Rapidly read the text before class (15-20 min., for the 30-page item).
- ◆ Reread notes from the last class (3-5 min.) to tune into the material. Read notes from today (3-5 min.). 90% of what we forget is forgotten immediately.
- ◆ Reduce notes (10-20 min.). Cross out unnecessary items.
- ◆ Initially memorize notes (15 min.). Key concepts.
- ◆ Build in 20-minute reviews for each course multiple times throughout the week.
- ◆ Find out what style of learning works for you and use it. For example, if you are a visual learner find videos on the topic you are studying and watch them.

### **American Psychological Association (APA) Format**

All formal written reports and papers will be written using APA format. The following links are recommended for APA formatting:

[APA Style Introduction // Purdue Writing Lab](#)

NCMC librarians are also available to help you with APA resources.

### **Code of Conduct**

Nurses are trusted and respected by the public they serve. The nursing profession protects this trust and respect by requiring its members to adhere to the Code for Nurses (ANA, 1976). Nurses are expected to be honest, responsible citizens in all aspects of their lives: professional, academic and personal. Entering the nursing program is the first step toward entering the nursing profession, and students are expected to uphold all of the following expectations.

#### **Professional Expectations**

The Code for Nurses will be studied and is the foundation for professional behavior. General clinical guidelines and rules are listed in a separate section of this handbook. Specific practice guidelines will be presented during each clinical nursing course and must be followed to ensure safe client care and nursing practice. Honest and responsible behavior are expected in all areas.

Practicing nursing in any unlicensed way may result in serious liability for the college and the nursing program. Students who hold licenses or certifications in any allied health specialties may not practice under that license while in the role of a nursing student.

#### **Academic Expectations**

Students are expected to put forth their best effort in the classroom as well as in the clinical setting. Academic achievement requires consistent study and effort to learn complex material. Some students are tempted to lapse into academic dishonesty when other pressures limit their time or ability to study. The faculty of the nursing program believe that academic dishonesty jeopardizes a student's

theoretical foundation for safe practice and therefore any academic dishonesty is unacceptable.

**Students are expected to uphold the following academic standards:**

- Submit only their own work (papers, homework, computer assignments, quizzes and tests). All graded course assignments and examinations represent an individual effort unless otherwise explicitly stated in the course syllabus that it is a group assignment or exam.
- Provide accurate data without falsification or fabrication.
- Do not falsely represent yourself or your work in an online environment.
- Do not post content regarding course assignments, examinations, simulations or lab assignment from NCMC courses for other students.
- Cheating on any assignment, quiz, or exam is prohibited. Cheating includes but is not limited to use of notes, unauthorized collaboration with another student, securing an unauthorized copy of exam or exam key, learning an exam question(s) from another student before taking the examination, and unauthorized use of calculators, cell phones, electronic watches or other electronic devices. Also prohibited is consultation or use of an unauthorized source, including electronic sources, paper sources or human sources (including, but not limited to, misrepresentation of self, attempting to access, accessing, possessing, copying, distributing, and/or using unauthorized materials such as testing materials, instructor resources, and/or test banks). During an exam a student may only have a pencil at their desk. All bags, purses, cell phones, computers, outerwear, must be placed at the front of the room. You may not leave the room during an exam. If you find you must leave the room during an exam you must turn in your exam, and it will be graded based on what you have finished up to that point. You may not come back into the room after leaving during a test. You may wait in the hall, quietly, until the exam is completed and then re-enter the classroom.
- Submitting part or all of another individual's work while representing it as your own is considered cheating, as is sharing your work with other students via any form of communication.
- We ask that you refuse to assist another student in any form of academic dishonesty.
- Students are encouraged to report to the instructor any observed academic dishonesty.

For the nursing program, academic honesty is integral to professional behavior, and therefore, academic dishonesty is considered to be unprofessional conduct. Students who plagiarize, cheat on assignments, quizzes, exams, or take credit for work that is not their own will face a variety of consequences including having points deducted from the score, a grade of zero on the assignment, quiz, or exam. Cheating can result in course failure and dismissal from the nursing program.

### **Academic Dishonesty**

For the purpose of any written work completed while in the nursing program, academic dishonesty is plagiarism or the submission of work or materials that are in part or whole done by another person. In other words, copying another student's paper or any portion of it or copying any portion of published material such as books or journals without adequate documentation is plagiarism. **If five or more words in sequence are taken from a source, those words must be placed in quotations and the source properly referenced. If an author's idea is rephrased or expressed using different words, the idea must be properly referenced to include the author. If the author's ideas are discussed in more than one paragraph, the author must be referenced at the end of each paragraph.** Authors whose words or

ideas have been used to write a paper or any other written assignment must be listed in the "References Cited" portion of the paper as defined in the most recent edition of the APA guidelines. To ensure student honesty, faculty may opt to randomly video-tape students during testing.

## **Professional Communication**

Communication is a vital within the nursing program. Everyone must conduct themselves in a professional manner in both written and verbal communication. To meet the expectations of professional communication, students are expected to:

- Communicate with faculty, staff and other students in a respectful manner at all times, including difficult conversations. You may communicate with nursing faculty and staff face to face, in writing, by phone, or by email. Please work with the faculty directly responsible for the course content if you have issues. Utilize the dean of Nursing if you need further guidance.
- You may not text faculty except when in the clinical site and you need to communicate immediately with your instructor. Otherwise, texting faculty or staff is strictly prohibited and will result in a critical incident or the initiation of a learning contract.
- Your instructors will indicate at the beginning of class how you are to address them.
- Utilize proper channels of authority as follows:
  - Nursing Instructor/Faculty Mentor
  - Dean of Nursing
  - Vice President of Academic Affairs and Student Success
  - President of the College
- Students are expected to respond within one (1) business day to any faculty or staff communications. Therefore, check your NCMC student email and Brightspace announcements daily.

Professional communication is the responsibility of every student. Choosing to disregard the communication expectations may result in a Critical Incident or the initiation of a Learning Contract.

## **Review of Exams**

Individual instructors will provide a review of exams by the method of their choice. Some instructors may review exams in the classroom by giving a general overview of commonly missed questions and other instructors may review exams individually with the student in their office. In either instance exams can be reviewed for 14 business days following the exam date. After 14 business days you may not review the exam. You cannot record test questions or have copies of the exam. Final exams are not available for review.

## Identification and Documentation of Students with Impaired Practice

Faculty and administration of the nursing program have a professional and ethical responsibility to identify, document, and refer students who are suspected of having an impaired practice.

Confidentiality for every student is to be maintained throughout the entire process. Identification of a student with possible impaired practice is based on a pattern of observed and/or objective behaviors that may indicate substance use and/or abuse. This pattern of behaviors includes the violation of professional standards policy, alcohol on the breath, cognitive impairment, slurred speech, motor incapacity, absenteeism, tardiness, and unstable behavior, threats of self-harm, actual self-harm, suicidal thoughts or actions (either verbally or in writing to faculty or others), and inconsistent performance in the classroom, laboratory or clinical setting.

Specific information based on behaviors arising from impaired practice must be documented in the student's academic record. Any student who is identified and verified as having unstable behaviors will not be allowed in any classroom or clinical area as long as the unstable behavior continues.

The dean may require clearance from a mental health provider or a medical provider before allowing a student with a history unstable behavior and/or impaired practice back into the classroom, laboratory or clinical setting.

## Drug Free Environment Policy Statement

The nursing program has zero tolerance for illicit drug and substance abuse or misuse in the practice lab, classroom, and clinical locations.

The student must present evidence of a Negative 10-panel drug screen (Amphetamines, Barbiturates, Benzodiazepines, Cocaine Metabolites, Marijuana Metabolites, Methadone, Methaqualone, Opiates, Oxycodone, Phencyclidine, and Propoxyphene) within 30 days prior to entering the program and then intermittently throughout the program as required by each clinical facility. You will be notified of when a drug screen is required based on your clinical placement and schedule. Additionally, random drug screening will be required when impaired practice is suspected.

Refusal to complete the drug screen or falsification of records will result in immediate dismissal from the program. The cost and arrangement of any drug screen is the student's responsibility. North Central Michigan College Drug Free Policy and resources for alcohol or substance abuse counseling may be accessed in the NCMC student handbook online.

## Cell Phones, Recording and Cameras

Cameras, cell phones and recording are not to be used at any time during lecture, laboratory or in clinical settings unless the faculty allow it. The inappropriate use of cameras, recording or cell phones may be a HIPAA violation and could result in dismissal from the nursing program, fines and legal issues.

## Social Media Guidelines

The faculty and administration of the nursing program recognize that social networking websites and applications such as Facebook, Twitter, Instagram, Snapchat, TikTok and blogs are an important and timely means of communication. Students who utilize these websites and applications are cautioned to employ privacy measures to their websites so that only trustworthy “friends” have access to information. **Remember, it is professional to share your concerns in person with nursing faculty and administration rather than posting them in a public forum.**

Posting patient/client information or images on websites, social media, or storing patient/client information on handheld devices is a violation of HIPAA. Students violating HIPAA will be subject to academic discipline and possible criminal and civil liability.

Students are to use their North Central Michigan College email address for all NCMC correspondence. **Your “Student.ncmich.edu” email addresses are not to be used in connection with any form of social media or internet activity.**

In summary, upholding this Code of Conduct supports the integrity of the nursing profession, fosters trust and respect between faculty and students of our nursing program further enhancing the learning environment.

## Health Insurance Portability and Accountability Act (HIPAA)

HIPAA is a federal law, which secures protected health information (PHI) so that only those people or facilities that have a real need for protected health information have access to it. In essence, it provides protection to the security and privacy of all medical records or other health information which is used or shared in any form, including paper, electronically or orally by health care entities or their associates.

Furthermore, it is the expectation of North Central Michigan College and all associated health care agencies that students make every effort to prevent the inappropriate sharing of health information.

The following actions are forbidden:

**With respect to information received while in the professional role as a student nurse, you may not disclose any personal health information of any individual.** Simply removing the name of an individual does not constitute proper de-identification of protected health information. Inclusion of such data such as age, gender, race, diagnosis, clinical agency, date of evaluation, type of treatment used, or the use of a highly specified diagnosis may still allow the reader to recognize the identity of the individual. This is a HIPAA violation.

Students violating these guidelines will be subject to actions ranging from a critical incident, learning contract, to dismissal from the nursing program.

In addition, students must be aware that HIPAA violations can include civil and criminal liability. Punishment for such actions can include fines and imprisonment. <https://www.hhs.gov/hipaa/for-professionals/privacy/index.html#:~:text=The%20HIPAA%20Privacy%20Rule%20establishes,certain%20health%20care%20transactions%20electronically>.

## Graduation Procedures

- A. A minimum of 43 credit hours in specified subjects is required for the Practical Nursing certificate. It is the student's responsibility to be sure they have completed and received credit for all courses required for graduation. The nursing department is not responsible for ensuring that transcripts are up to date or that you have achieved the required number of hours needed to graduate.
- B. A minimum grade point average of 2.0 is required for the Practical Nursing certificate. The NCLEX-PN (National Council of Licensure Examination for Practical Nurses) cannot be taken without the completion of this certificate.
- C. Students must, without exception, consistently provide safe and appropriate care to clients throughout clinical experiences. Failure to do so may result in a critical incident, learning contract, or dismissal from the program depending on the severity of the departure from providing safe and appropriate care to clients during clinical experiences.
- D. A grade of C (74%) or better is required in all nursing (LPN) courses. As well, students must achieve an overall grade of a C (74%) or better on exams in each course in order to pass the course.
- E. A student who has failed or withdrawn from any nursing course may apply for Re- entry. Nursing courses have both a theory and clinical component. If a student fails or withdraws from one component, they must repeat both the theory and clinical portions.
- F. Regardless of whether a student withdraws or fails a nursing course(s), the student may not repeat any of the required nursing courses or re-enter the program more than one time. Returning students must re-enter the program within one year of dismissal or taking leave of absence.

## Re-entry Guidelines

Spaces are not held open in the event that a student might want to re-enter the program. However, a student may apply for re-entry into the nursing program under the following conditions. If there are spaces available their application will be considered.

- If a student fails any class in the first semester- they will need to reapply to the program for the following year.
- If a student fails any classes in the second or third semester the student will send a letter to the Dean asking for readmission. The student will be readmitted into the course that they failed. They will not be required to retake any courses they have already passed. If a student has any ethical violations (cheating, gross patient misconduct) the student would not be allowed to return to any of the nursing programs.
- Nursing theory and clinical courses are co-requisites and must be successfully completed concurrently. If a student fails one component, they must repeat both components.
- Any major health or family issues would have to be discussed with Dean prior to exit from the program for path of re-entry and written agreement completed.

## Letter of Intent

Students wishing to re-enter the nursing program either after withdrawal or course failure must write a letter of intent to return. The letter of intent must be sent to the Dean of Nursing by July 1st before re-entry the following year. The letter must include the student's plan for success. If students do not submit a comprehensive plan for success, they will not be considered for readmission to the program.

## **Brightspace Course Management System**

All courses utilize the course management system Brightspace. It is **required that you check Brightspace daily for announcements, assignments and grade postings.** In addition, general announcements concerning the nursing program may be posted on Nursing General Announcements in Brightspace. These announcements may include schedule changes and lab practice hours.

## **Tutoring and Testing Center (TTC)**

Because of the complexity of the program additional resources are provided to assist you. These resources include TTC, nursing faculty, the Dean of Nursing, tutors, and advisors. Nursing tutors are available free of charge. Your nursing faculty advisor, as well as other faculty members, are available for consultation during office hours by appointment. PLEASE USE THE RESOURCES PROVIDED!!

The following procedures apply to nursing students when taking proctored tests in the Tutoring and Testing Center. Students must comply with TTC procedures such as identification, logging in and out and storage of personal possessions. Testing takes place during the hours of 8:30 am and 5:00 pm Monday through Friday.

1. Once a student has started taking a test, they **will not leave the TTC for any reason** until the test is completed and submitted to TTC staff. If the student has a question regarding an item on the test, the instructor is to be called by a TTC staff member.
2. Once the test is submitted to an TTC staff member, students may not have access to the test **for any reason.**
3. Students will be monitored directly by a TTC staff member or proctor at all times.
4. Students are to ask a TTC staff member to initial any erasures on the Scantron® form. If erasures are not initialed, they may be scanned as wrong. Students will not be given credit for those answers.
5. It is the student's responsibility to be aware of these procedures and comply with them. Any deviation from the procedures will be considered academic dishonesty.

## **Disability Accommodations**

If you have a disability status requiring accommodation, you should provide notification and documentation to the Tutoring and Testing Center documenting your approved accommodations. Notify each instructor promptly at the beginning of each semester that you have turned in your information to TTC. The instructor will discuss how to best help you succeed in the course and help TTC devise a plan to meet your needs.

Arrangements may be made. but require extra planning time (i.e. we need to meet at the beginning of the semester when materials are ordered, not just before the exam).

**What is academic remediation?** Remediation means assisting students to achieve expected competencies in core academic skills. Your proctored assessment exam results will direct you to

topics that need review; you should use them as a study guide. Your instructor may require that you return to campus to take a remediation test or practice clinical skills in a proctored environment. Remediation is intended to assist students and cover valuable information missed on the initial test(s)

### Standards and Functional Abilities

The standards and functional abilities necessary for participation in clinical assignments in the nursing program are listed below. The College may allow for the implementation of reasonable accommodations for students with documented disabilities. Please contact the Tutoring and Testing Center at 231.348.6693 for further information.

Standards	Functional Abilities
Visual acuity sufficient to obtain readings and record client data accurately	Reading charts, instrument scales, monitor/computer screens, oscilloscope digital readings, and printouts. Using microscopes. Recording data on various forms and/or entering data into computer database.
Vision sufficient to analyze client data and provide accurate and safe information.	Making general, physical observations of the client as well as observing specific objective data pertinent to the client. Preparing and administering medications and parental fluids. Responding to emergency lights and/or equipment.
Speech and hearing sufficient to be understood by others and to understand others.	Communicating information orally. Responding to emergency sounds. Performing assessments using a stethoscope. Ability to hear soft sounds and distinguish and describe different sounds.
Interactive skills and sensitivity sufficient to maintain a cooperative and productive climate with clients and members of the health care team.	Establishing and maintaining professional relationships with clients and members of the health care team. Ability to consistently and appropriately communicate by listening, verbal and non-verbal skills.
Psychological stability, knowledge and use of appropriate techniques and resources to enable effective response in a variety of clinical situations.	Recognizing problematic and/or emergency situations and taking appropriate action. Ability to function under stress and respond to rapidly changing situations. Free of illegal use of controlled substances or illegal drugs.

Joint mobility, skeletal strength, and body movement sufficient to safely and accurately perform tasks involved in client care.	Ability to lift, turn or transfer clients in a safe manner. The client being cared for is the top priority and their safety should not be jeopardized due to any restrictions on the student's ability.  Ability to stand up for 2 hours, walk quickly and move in crowded spaces while using hands, and ability to climb 50 stairs.  Ability to independently lift 35 pounds and push 100 pounds.
Fine motor skills and coordination sufficient to safely and accurately perform tasks involved in client care.	Obtaining specimens. Manipulating tools, instruments and equipment. Preparing and administering medications and parental fluids. Performing cardiopulmonary resuscitation and other emergency techniques according to standards.
Sense of touch sufficient to accurately obtain and analyze assessment data.	Ability to assess clients recognizing differences in tactile stimulation such as hot and cold, firm and soft, and sharp and dull.
Reading comprehension sufficient to assimilate, analyze, and act on data in a timely manner.	Ability to read written reports of lab and x- ray/diagnostic studies. Ability to quickly analyze data, understand significance of data and take appropriate action based on the data in a timely manner.
Immunizations according to CDC schedule.	Immunity from communicable diseases with vaccine.
Ability to tolerate wearing a face mask for extended periods of time if required to combat COVID	Students will be required to wear face masks per relevant guidelines during those activities that are deemed as requiring a facemask.

### **Clinical Overview**

Critical elements and student competencies for all clinical rotations are as follows:

Student Competency 1: Patient-Centered Care

Student Competency 2: Safe Patient Care

Student Competency 3: Multidisciplinary Care and Teamwork

Student Competency 4: Patient Teaching

Student Competency 5: Accessing Information and Evaluating Outcomes

Student Competency 6: Accountability and Responsibility

### **Clinical Procedures**

To be eligible for clinical experience, the student must meet all clinical site and nursing program requirements including:

- I. Proof of health insurance
- II. Pre-Admission Medical History Exam-including evidence of
  - a. Evidence of annual Negative 2-step TB screening prior to entering semester one and three

of the program. This can be a two-step Tuberculin skin test if the student has not established baseline TB skin testing, or a TB skin test if the student has established baseline TB screening, or an interferon- $\gamma$  release assay (IGRA) test.

- b. Negative 10-panel drug screen within 30 days prior to starting clinical, ongoing routine drug screening as required for each clinical facility, and random drug screen when impaired practice is suspected.

**III.** Documentation of current immunization status, including evidence of:

- a. HBV vaccination or that student has been informed of and advised to be vaccinated but has refused.
- b. Evidence of two MMR vaccinations or Rubella Titer, Rubeola Titer, and Mumps Titer with a positive result or, if negative result, two Mumps, Measles, and one Rubella (MMR) vaccinations
- c. Positive Varicella Titer or two Varicella vaccines
- d. Completed hepatitis B vaccination series
- e. Tdap vaccination
- f. Annual influenza vaccination
- g. COVID-19 vaccine- Two shots of Pfizer or Moderna, or one shot of Johnson & Johnson, or the current CDC requirement. -Exemptions due to medical or religious needs are submitted to the Dean of Nursing, Health Services, and Public Safety. Clinical sites have the final determination on whether to grant an exemption based on religious or medical grounds. If a clinical site does not grant an exemption, the student may not be able to complete the program and will be dismissed. Any additional PPE or testing that is required based on exemptions is the responsibility of the student. The nursing department is under no obligation to find alternate clinical sites in this situation.

**IV.** Current BLS Provider or Professional Rescuer Certification from an approved provider

- V.** Criminal Background Check-As a condition of admission; students must consent to and sign a release for a criminal background check. Students with a record of any felony convictions and a selection of misdemeanor convictions will not be accepted into the nursing program. If a student has a change to their criminal background status after admission, they are required to report that to the nursing department immediately. Failure to do so will result in dismissal from the program. Criminal Background checks will be repeated periodically throughout the nursing program based on clinical placement requirements. The nursing department reserves the right update a criminal background check during the program if there is a concern about the status of a student.

The nursing program uses the company Viewpoint Screening to review and track the program requirements. A link will be sent out to the student after acceptance into the program. It is the responsibility of the student to ensure that these requirements are completed before the start of each semester, including those which must be done on a yearly basis.

Students that fail to meet these requirements may not participate in clinical experiences and may be dismissed if student files are not current in viewpoint. These requirements are subject to change based on each clinical partner and their requirements.

**Clinical Lab**

Clinical lab skills are introduced throughout the nursing program and build from one semester to the next. It is highly recommended that students utilize the clinical lab to maintain proficiency of clinical skills. The Clinical Lab is located in Room 346. Lab hours are posted on Brightspace and outside of the lab entrance door. Students will be given the opportunity to practice in the lab before the fall and winter semesters. Changes to lab hours will be posted on Brightspace. Sign-in is required for the nursing lab. The nursing lab log is monitored regularly by the nursing lab supervisor.

Students are required to master all required nursing skills in the laboratory before practicing them in the clinical setting. Your instructors will work directly with you to help you master required nursing skills. You will also practice on mannequins and other students. However, sometimes achieving mastery may require students to practice more often than their scheduled laboratory class. It will be up to you to go to the lab and practice more often if needed.

## **Attendance Guidelines**

Students must consistently achieve and perform clinical critical elements to pass each course and complete the nursing program. Attendance and timeliness are essential behaviors for the professional, registered nurse and may directly impact client care on the assigned unit.

Orientation to clinical agencies is scheduled during assigned clinical time. These mandatory orientations are a collaborative effort between faculty and the host agency. You are required to attend clinical orientation in its entirety before being allowed to participate in the clinical experience. It is the student's responsibility to ensure that they are aware of clinical agency orientation at the beginning of each semester.

Although clinical schedules are determined by the affiliating agency clinical hours may be during the day, afternoon or midnight shift any day of the week, including weekends. The College does not guarantee specific agency assignments including facilities, days, or times of clinical to any student.

1. Students are expected to attend classroom, laboratory, and clinical experiences as assigned. Consistent attendance and timeliness are important behaviors that directly affect the success of your education and impact the care of the client.
2. Children are **not** allowed in the classroom, laboratory, or clinical settings.
3. If a student misses a test or is unable to take a test as scheduled, they will be penalized 10% of that test score. If a second test is missed, the penalty is 20% of that test score. No further make-ups will be permitted. Makeup tests must be taken within one week (seven consecutive days). It is the student's responsibility to contact the instructor to arrange to take a makeup examination.
4. If a student misses a test due to catastrophic circumstances, the student may write a letter of appeal to the Dean of Nursing requesting the waiving of the penalty. A catastrophic event is considered to be any emergency or life-threatening situation to the student or their immediate family (spouse, child, and parent), a death in the immediate family (spouse, child, parent) hospitalization of the student or the student's child and mandatory court appearances that cannot be rescheduled.

5. If a student receives a letter requesting **Jury Duty**, we can accommodate most situations unless it will be a prolonged absence. Only in rare situations would the Dean of Nursing write a letter to be excused from appearing.
6. Clinical attendance is essential to student success. Absences are intended for illness or emergencies; other absences are considered unprofessional and should be limited. Consistent attendance is a professional standard of nursing practice and is expected when entering the workforce. Students are allowed two clinical absences per semester. Although they are permitted absences, students must make up this time regardless of the reason for the absence. Make-up sessions will be held the week following final exams each semester. Students will be given an incomplete mark in their affected courses until the sessions are completed. Students will be required to attend these sessions when the nursing department schedules. Students will also be required to pay \$50 for each makeup session. This policy includes absences due to illness, including COVID-19 quarantine periods. You are NOT to attend any clinical, simulation, or skills sessions if you are ill. If a faculty member or clinical instructor feels you are not safe to be in attendance and putting patients or other students or staff at risk, you will be sent home. This will still count as an absence and must be made up on one of the makeup dates. Students with three absences (clinical, simulation, or skills) in one semester will be placed on a learning contract. If they receive a 4th absence, the student will be dismissed from the program.

Students may submit an appeal to dismissal from the program if they feel there are extenuating circumstances. Dismissal appeals must be requested in writing to the dean within 5 business days after receipt of the dismissal notice. The dean will convene a three-person panel of the dean and two additional faculty members outside the nursing department to review the appeal and determine the appropriate outcome.

7. Clinical assignments will require travel to distant agencies. Students are responsible for providing their transportation.
8. Students will be expected to report to the clinical unit ten (10) minutes before shift starting time or as otherwise directed by their instructor.
9. Tardiness or having to leave early more than ½ hour will be considered a clinical absence.
10. Two (2) instances of any amount of tardiness or leaving early (documented by the instructor) per semester will count as **one absence**.
11. Tardiness to the assigned clinical unit will be reflected in an unsatisfactory grade in the area of dependability. Clinical experiences help you apply what you learn in theory classes to nursing practice.

### **Inclement Weather Guidelines**

When the college is closed due to inclement weather, clinical assignments will be canceled. When in doubt, students who need to leave home prior to 6 am should wait until the cancellations are announced on local radio and television stations. If the college remains open, students are expected to report to clinical site.

### **Student Illness**

If a student is ill and cannot attend the clinical or laboratory experience, they must notify the clinical instructor and clinical agency at least 2 hours before the scheduled session. You must speak to your clinical instructor and the clinical agency directly by phone (sending a text or email is not acceptable unless the clinical instructor has directed you to notify them in that manner). Failure to do so will cause the absence to be unexcused and trigger the initiation of a learning contract or withdrawal from the program if it is the fourth absence in a semester.

1. Students who are a no-call no-show for a clinical will be withdrawn from the program. This type of behavior is considered a severe problem with accountability and responsibility.
2. Nursing students are frequently exposed to a variety of conditions which may include but are not limited to standing for a length of time, lifting, pushing/pulling, blood and body fluids, and infectious processes. To ensure student and patient safety, if a student is absent due to a medical or surgical condition, documentation of a release by the primary care provider may be required to return to the nursing program.
3. The nursing dean and/or an instructor reserves the right to remove a student from a classroom, laboratory, or clinical site for any reason if they do not feel confident of the student's ability to participate in class and or render patient care safely. Reasons may include (but are not limited to) illness, excessive fatigue, emotional or mental instability, behaviors suggestive of intoxication or drug use/abuse, or inadequate preparation. A dismissal from the laboratory or clinical experience by the instructor or dean counts as a clinical absence.
4. Nurse fatigue causes errors and puts patients, students, faculty and staff at risk of harm. Students are expected to work no more than 12 hours in a 24-hour period including their clinical shift or 8 hours before the start of their clinical shift. A clinical instructor reserves the right to send a student home who shows any sign of excessive fatigue or exhibits behaviors suggestive of performance enhancing medications not prescribed by a physician. In the event a student is sent home for this reason it will count as a clinical absence.

**Tardiness will be excused under these circumstances:**

- A. For students attending clinical in Cheboygan, Kalkaska, Gaylord, St. Ignace and Charlevoix, clinical will be canceled if public school closings are announced for that area (for example, if the Charlevoix Public Schools are closed due to weather, clinical at Charlevoix Area Hospital will be canceled).
- B. Although the college makes every effort to cancel at the earliest time possible, it may be that both the clinical instructor and nursing students arrive at the agency before the College has closed. In this case, the clinical instructor and students may elect to remain at the agency and continue with the clinical experience.
- C. In the event patient preparatory research is canceled, patient assignments on the following clinical day will be altered at the discretion of the clinical instructor.
- D. In the event of excessive inclement weather days, additional clinical assignments may be added at the discretion of the Dean.

## **COVID 19 Guidelines**

The college follows the recommendations of the CDC, The State of Michigan, and the local health department. In the event that the campus and/or clinical sites close, or class sizes must be reduced to maintain social distancing, classes could be moved to the online, hybrid or flex model of delivery. In this scenario you will be informed of changes as soon as possible. In the event that courses are moved either partially or entirely online, or portions of a course are delivered via remote technology (such as zoom), the student is responsible for having internet accessibility.

## **Dress Code**

A neat, clean, professional appearance in the clinical area is of utmost importance. Instructors are responsible for enforcing the dress code standard. Students not appropriately dressed will be directed to leave the clinical area. If students are sent home, it is considered a clinical absence. The purposes of a standard dress code are:

- Dress in a manner that promotes safe practice, limits injury and decreases the transfer of microorganisms between student and patient/client.
- To identify the wearer as an NCMC nursing student.

## **Personal Grooming**

Hair must be clean, well-groomed, conservatively colored and neat. Hair must be worn off the shoulders and must be fastened to prevent falling in front of shoulders and face. Hair apparel must be white, navy, or match the color of your hair. Extravagant hair accessories are not acceptable. Males are expected to keep facial hair clean and neatly trimmed.

Cosmetics should be minimal and promote a professional appearance. Perfume and scented body spray are not allowed in the clinical setting. Fingernails must be clean, smooth, and clipped to a length that does not extend beyond the fingertips. Artificial nails are not permitted in the clinical setting. Clear or very light-colored nail polish is acceptable.

## **Tobacco Usage**

In conjunction with various clinical agencies and college who prohibit tobacco use while on facilities premises, students may not use tobacco products at any time during their clinical rotations or while on campus. Clothing worn during a clinical shift must be free of tobacco or smoke odor. It is not advisable to smoke in a vehicle on your way to clinical. If you smell like smoke, you will be sent home by the instructor, and it will count as an absence.

## **Eating and Gum Chewing**

During laboratory and clinical courses gum chewing is not allowed. Eating is not allowed during classroom, laboratory or clinical time. You must follow the guidelines regarding eating and drinking at each clinical site.

## **Jewelry**

- Large, costume or gemstone jewelry is not acceptable.
- Students may wear one pair of post earrings in the lower ear lobe that are 3 mm or smaller and of a conservative color. For safety reasons, earrings must not hang past the ear lobe; hoops and dangly earrings are prohibited. It is not acceptable to wear other pierced body jewelry that is visible while in uniform (ex: eyebrow, tongue, cheek, lips, upper or middle ear, and nose). If ear lobes are stretched ear gauges must worn and must be dime sized or smaller and natural skin color.
- Only one band style ring may be worn. Raised and carved rings are prohibited. It is preferred that you do not wear rings because they can harbor organisms harmful to patients.
- Bracelets, necklaces, ankle bracelets and any other type of visible body jewelry are prohibited.
- The name tag is worn on the left side of the shirt. Name tags are to be purchased at The Trophy Case in Petoskey.
- Name tags may not be substituted with nametags made from tape.

## **Tattoos**

The acceptance of tattoos by clinical agencies varies by facility. North Central Michigan College's Nursing Program requires students to abide by the clinical agency's policies for covering tattoos. Tattoos that are newly acquired and still in the healing process must be covered. Such a covering cannot interfere with hand hygiene or aseptic technique. If this occurs, the student will be suspended from clinical activity until the issue is resolved. (These absences are not excused, and the attendance policy will be followed.) Tattoos that promote violence, discrimination, racism, or sexism need to be covered in the clinical setting.

- Unacceptable visible tattoos may be covered by the following:
  - Flesh tone bandages
  - Clothing
  - Flesh-tone tattoo covers

## **Uniform Dress Code**

- Nursing student uniforms are to be worn in the clinical and nursing simulation and lab settings only.
  - ◆ Full uniforms are required for all activities in the hospital and when doing patient care.
  - ◆ Instructors will inform students of uniform changes.

### Full uniform consists of:

- Charcoal gray colored scrub top and pants.
  - Pants must be hemmed to an appropriate length and not drag on the floor.
  - NCMC Round Patch (purchased through NCMC bookstore) must be neatly sewn on the left shoulder.
  - Full uniform must be clean and wrinkle-free.
  - White undershirts (not mandatory) must have a rounded, finished neckline or white turtleneck. V-neck style undershirts are unacceptable.
  
- A digital wristwatch or a watch with a sweep second hand is required.
- Safety glasses/PPE (personal protection equipment) must be worn in the clinical setting when there is potential for exposure to body fluids or as required by the facility/COVID rules.
- Shoes must be solid (no colored patterns) navy, white or black constructed of leather or vinyl (not cloth). Open-healed and open-toed shoes are not permitted.
- Nursing student name tags & NCMC picture IDs must be worn with uniforms at all times.
- Navy, white or black calf-length socks or hosiery is required.
- Nursing student uniforms are to be worn in the clinical/simulation and skills lab settings only.
- Uniforms may not be worn with sweaters, non-uniform shirts, or hoodies in the clinical setting.
- Scrub jacket: **Not required (Lab Coats not allowed)**
  - Must be charcoal gray and the NCMC logo round patch (purchased from the NCMC bookstore) must be neatly sewn on the upper left shoulder.
  - Full uniform must be worn under the scrub jacket.
  - Blue jeans, shorts, tennis shoes, flip-flops, short skirts, tank tops, halter tops, revealing camisoles, hip hugger skirts and slacks are not suitable.
  - Scrub jackets must be clean and wrinkle-free.

Students are expected to bathe daily, use antiperspirant, and be free of strong body odors.

- Oral care: avoid garlic or strong foods for 24 hours before clinical experience. Take meticulous care of teeth.

Students are required to have the following prior to class, which can be purchased from the campus store, or any medical supplier:

- Stethoscope
- Pen light
- Goggles

## Policies and Procedures for Simulation

### Simulation in Healthcare Education

Simulated Clinical Experiences (SCE) prepare students for nursing practice by acting as a bridge between the classroom and the clinical environment. Simulation allows the student to practice teamwork and clinical skills in a safe learning environment without risk of patient harm. This environment provides an opportunity to build confidence in clinical decision making and the nursing process.

NCMC's SCEs have been designed to provide students with hands-on realistic experiences, to evaluate student performance, and detect gaps in the application of clinical knowledge and technical skills. A simulated experience can be used for students to explore less stable clinical situations in a safe learning environment.

The following policies and procedures have been put into place to:

- A. Provide all students with a safe, clean and realistic simulation-learning environment.
- B. Provide all students with an optimal simulation-learning experience.

***All students must sign the enclosed compliance agreement located on pg. 50 and upload to their Viewpoint Screening Health Portal.***

All policies included in the NCMC Student Handbook, and NCMC Practical Nursing Handbook will be enforced in the NCMC simulation center. Simulation is treated the same as any clinical experience. Students will be upheld to the same clinical standards as stated in the North Central Michigan College Practical Nursing Handbook.

Students are expected to perform procedures as taught during lab instruction, including sterile technique. Please refer to the current lab skills textbook. Students may not "pretend" to complete any steps such as hand hygiene, changing gloves, preparation of a site for injection or IV insertion, etc. to maintain a realistic clinical environment.

It is expected that the patient simulators will be treated as a human patient while students take the role of a health care professional. The patient should be provided with an introduction, details regarding the plan of care, as well as privacy and comfort. Professional communication should be used with team members and the patient simulators to manage patient care during the SCE.

Professionalism and academic integrity are to be maintained at all times during the clinical experience. You are representing NCMC, the simulation center, the School of Nursing, your instructor, and yourself; **maintain professionalism and collegiality**. This is integral to maintaining the realism of the clinical experience. Cell phones are to be used *only* for Skyscape during the clinical experience.

Food and drinks are not allowed in the simulation patient care areas. Food and drinks are permissible

per instructor in designated areas. It is the responsibility of the student to ensure areas used during your time in simulation are left in good, clean condition.

Betadine and ink cause permanent discoloration of the patient simulator skin and will not be used. Please be sure to bring a pencil for your writing utensil. Lubricant will also not be used for any procedures as this causes damage to the simulator.

Misuse of the patient simulators will not be tolerated. Any damage to equipment or supplies should be reported immediately to your instructor. Equipment is never to be moved from the lab. Intentional misuse of supplies or equipment will result in immediate dismissal from the simulation center.

**ALL SHARPS** are to be placed in the designated sharps containers. Students are responsible to ensure sharps are properly disposed of.

Products in the lab *may* contain **latex**. Notify your instructor *before* entering the simulation lab if you have a known latex allergy.

It is an expectation that students will arrive on time, ready to begin the clinical day. Students should be in full clinical uniform with a stethoscope, watch, device with Skyscape app, pen light, face shield or goggles, face mask, note pad and pencil. Any other needed supplies will be determined at the beginning of the SCE.

The purpose of simulation is to provide a safe environment in which students can make clinical decisions without risk of patient harm. The simulation center staff will place full effort to create as realistic of a patient care experience as possible. Your role is to enter into the scenario with the intention to treat the situation and patient as a you would a real clinical setting.

Once the simulation scenario has begun, be sure to remain in the patient room just as you would in a clinical setting. If you need to leave for any reason, please be sure to notify your team and the patient. This is integral to maintaining professionalism while in the role of a health care provider.

**\*Refer to your syllabus for specific information regarding the expectations for your specific clinical day and assignment**

**Mission**

The mission of the North Central Michigan College Simulation Center is to provide a safe and immersive learning environment that is exceptional, accessible and relevant to student learning to promote quality, patient safety, professionalism and enhance healthcare education.

**Vision**

It is the vision of the North Central Michigan College Simulation Center to provide experiential healthcare education in a safe learning environment to enhance clinical decision-making, and student comprehension.

## Latex Sensitivity Questionnaire

Complete and return to nursing office.

	YES	NO	If yes, explain.
1. Have you ever had a problem with allergies, bronchitis (difficulty breathing), sinus problems, hay fever, eczema, hives, rash, allergic rhinitis (runny nose), or allergic conjunctivitis (swollen, red, watery eyes)?			
2. Have you ever had strong allergic reaction (anaphylaxis) or other unexplained reaction during a medical procedure?			
3. Have you ever had swelling, itching, or hives on your lips or around your mouth after blowing up a balloon?			
4. Have you ever had swelling, itching, or hives on your lips or around your mouth during or after a dental examination or procedure?			
5. Have you ever had swelling, itching, or hives following a vaginal or rectal examination or after contact with a diaphragm or condom?			
6. Have you ever had swelling, itching, or hives on your hands during or within one hour after wearing rubber gloves?			
7. Have you ever had a rash on your hands, which lasted longer than 1 week?			
8. Have you ever had swelling, itching, or hives after being examined by someone wearing rubber or latex gloves?			
9. Have you ever had swelling, itching, hives, runny nose, eye irritation, wheezing, or asthma after contact with any latex or rubber product?			
10. Has a physician ever told you that you have rubber or latex allergy?			
11. Are you allergic to any of the following: bananas, avocados, chestnuts, kiwi, papaya, figs, plums, nectarines, passion fruit, cherries, melons, tomatoes, celery, tape/Band-Aids, poinsettia plant, elastic bandages, or clothing with elastic or spandex?			
12. Are you presently on beta-blockers?			

**NORTH CENTRAL MICHIGAN COLLEGE**  
**Department of Nursing**

**Latex Allergy Release**

Latex sensitivity and allergy have grown as a health care concern in recent years. Since a number of products used in health care are made of latex (gloves, syringes, tubing, etc.), it is imperative that all applicants to a health care program be made aware of this concern. Individuals with latex sensitivity may not be able to meet the objectives required to complete a given program or successfully find employment in health care. Researchers suggest that early recognition and diagnosis of latex sensitivity may prevent the evolution of the sensitivity to more severe symptoms.

There are several high-risk groups who are more likely to become sensitized to latex. The enclosed questionnaire can help you determine if you may be allergic to latex.

I understand that, should the College suspect that I am latex sensitive, it is MY RESPONSIBILITY to pay the cost of any test to confirm the latex sensitivity. I also understand that if I suspect or know that I may be or that I am allergic to latex, that it is my responsibility to inform the faculty and director. Again, it would be my responsibility to pay the cost of any test to confirm the latex sensitivity. I also understand that such sensitivity may prohibit me from continuing as a student in the nursing program.

I hereby release North Central Michigan College, its employees, teaching affiliates, and members of its Board of Trustees from any and all liability which may be incurred as a result of participating in educational experiences in the nursing program.

STUDENT NAME (PRINT) \_\_\_\_\_

STUDENT SIGNATURE \_\_\_\_\_

DATE \_\_\_\_\_

## Body Substance Exposure

A Body Substance Exposure (BSE) is defined as an eye, mouth, other mucous membranes, non-intact skin, or parenteral contact with blood or other potentially infectious materials that result from the performance of the student duties. The following precautions should be observed at all times, regardless of a client's diagnosis:

1. Wear gloves when in contact with moist body substances, mucous membranes, or non-intact skin is likely.
2. Wear a gown or plastic apron to prevent soiling of clothing from body substances.
3. Wear a mask or eye gear to protect mucous membranes of the eyes, nose, and mouth from splattering of body substances.
4. Use proper hand washing technique before and after each client contact and when gloves are removed.
5. Place uncapped needles and sharp instruments in puncture-proof containers.
6. The student will report an exposure immediately to the clinical instructor.
7. Any student/faculty who sustains a Body Substance Exposure while performing in the clinical setting will be offered immediate follow-up as outlined in the employee exposure guidelines of the agency in which the exposure occurred. All paperwork as described in the agency guidelines will be completed by the student under the supervision of the clinical instructor.
8. The clinical instructor will fill out the College Incident Report found online in the "My North Central Portal" under "Forms/Incident Report Form".
9. Students may be responsible for any expenses incurred as a result of the exposure.
10. Faculty are covered under the College's health plan for expenses incurred.
11. Student and faculty are responsible for continuing with follow-up and treatment as recommended by the clinical agency.

## Medication Administration

- A. Before administering meds, the student must have them checked by the instructor unless otherwise directed. Narcotics must be verified and signed by an RN, preferably an instructor. Always check with your instructor first, before going to another RN.
- B. Be sure you have checked all agency medication administration records including anticoagulant, diabetic, intravenous, and routine/P.R.N. medications.

If you are giving medications, you should know and be able to state why the drug is being given for a particular client and the expected effect as well as being able to state side effects.

Smartphones or tablets should be brought to each clinical experience and be readily available so you can look up information that you might need to be able to answer instructor questions.

- C. In the event of a real or potential error of omission or commission, the student will be required to write an incident report or critical behavior analysis listing the pertinent information and give it to the instructor by the next clinical day. (Forms available through the My North Central portal on SharePoint. A copy of this report will be placed in the file. It is the responsibility of the student to obtain the incident report and critical behavior analysis and to follow through.
  - a. Omission is defined as something left out, not done, or neglected.
  - b. Commission is defined as the authority to undertake tasks or get things done.
- D. Real and potential errors will be considered in the student's evaluation.
- E. Each semester, the instructor must give the students permission to set up medications independently. The third check will then be done with the instructor present unless otherwise indicated by the instructor. The student will be expected to complete the following before seeking out the instructor for the third check:
  - a. The correct medication times
  - b. Check the Medication Administration Record (MAR) with the original physician order
  - c. Medications are in the medication drawer

If discrepancies are found, clarification must be identified, or the pharmacy called to obtain medication. Any discrepancy found on the third check will be considered a medication error.

One medication error may result in remediation and a critical incident per instructor judgment.

Two medication errors either at different times or in the same medication pass will result in a critical incident and a learning contract.

**Three medication errors (real or potential omission or commission) over the course of the program may justify dismissal from the nursing program.**

### **Student Performance**

The administration and faculty of the nursing program reserve the right to request the withdrawal, at any time, of any nursing student whose health, conduct, attitude or clinical aptitude do not meet accepted standards of professional nursing. A course failure may be given to a student who demonstrates unsafe or inappropriate practice at any time during the semester. Unsafe practice is defined as being inadequately prepared to deliver competent nursing care to a client, or an action or knowledge deficit capable of causing harm or injury to the wellbeing of the client. In such a situation, the student would be prohibited from completing their clinical course.

Students must consistently achieve and/or perform clinical critical elements to pass each course and complete the nursing program. Critical elements for all clinical rotations are outlined on pages 5-9.

## Critical Incident Reports

A critical incident formally documents a concern related to a student's safe practice and/or critical clinical elements (see pages 8-9). Critical incident reports are assigned by faculty and must be completed by the assigned date. Failure to do so may result in dismissal from the clinical unit until it is complete, and the instructor has had time to evaluate the student's ability to deliver safe care.

## Learning Contract

Students must, without exception, consistently provide safe and appropriate care to clients throughout their clinical experience. Failure to do so may result in the receipt of a clinical learning contract or dismissal.

A student will receive a learning contract if they fail the achievement of a Critical Behavior as defined in each course and do not meet the Criteria for Safe Practice.

Students will be assigned a learning contract and/or dismissed from the program at any time during the program if the care given (or planned care) jeopardizes patient safety.

If a student demonstrates behaviors that require a second learning contract, they may be dismissed from the program.

## Assigned Learning Contract

1. A Learning Contract is initiated at the time the student demonstrates any of the following unmet critical elements (e.g., Patient-Centered Care, Safe Patient Care, Multidisciplinary Care and Teamwork, Patient Teaching, Accessing Information and Evaluating Outcomes and Accountability and Responsibility) and they are documented.
2. The instructor outlines a concise plan of improvement, including expected student outcomes
3. The plan includes specific goals for the student, with timelines and conference deadlines for student feedback.
4. The faculty member discusses the learning contract with the student, and both sign the form.
5. The contract is distributed as follows:
  - a. Student's file (original)
  - b. Student (copy)
  - c. Faculty (copy)
  - d. Dean (copy)
6. It is the **student's responsibility** to inform subsequent instructors of their contract and to follow the terms of the contract as written. Students who do not meet the requirements of the learning contract will be subject to dismissal.
7. The faculty and the Dean reserve the right to modify the clinical rotation assignment of a student who is under contract.

8. Students who are under contract while in LPN 250, will not be placed into the elective rotations, but may be assigned to 15 weeks of the medical-surgical rotation and a leadership rotation.
9. Failure to resolve the student's unsatisfactory performance will result in dismissal from the program.

### **Dismissal from the Practical Nursing Program**

The student will be dismissed from the nursing program for the following reasons:

- Behavior resulting in the initiation of a second learning contract
- Unsafe behavior that jeopardizes clients, other students, faculty or the student
- Multiple (three or more) medication errors
- Inability to perform nursing tasks after repeated instruction
- Absences in violation of the attendance policy outlined on page 24
- Positive drug screens without a medical exception

Any student accumulating multiple actual or potential errors or endangering or affecting the quality of life or limbs will be subject to disciplinary action by the faculty. The disciplinary action will include a request to the Dean for withdrawal of the student from the nursing program.

Factors to consider during a dismissal from the nursing program in the case of a medication error might include the medication involved, potential to cause harm, consistent errors, or errors combined with other performance issues. Dismissal for unsafe practice can occur at any time during the nursing program. Errors are cumulative from previous semesters. (Students will be asked to complete a report on every occurrence involving medications).

### **Student Redress**

#### **Final Grade Appeal Process –Initiated by Student**

If a student believes that a FINAL COURSE GRADE received is incorrect or unfair, the student may follow this appeal process:

1. The student must notify the instructor in writing no later than ten (10) working days from the release of semester grades. Email submissions are also acceptable. The student and instructor should discuss all the factors that were instrumental in determining the grade. If the instructor is not available, the student may meet with the Dean. A written response to the appeal will be made within ten (10) working days.
2. If a student wishes to appeal the decision of the instructor, he/she may do so by submitting an appeal, in writing, to the Dean within ten (10) working days after the instructor's decision. The Dean will have ten (10) working days to consider and respond to the appeal. If the Dean assigned the grade, the student's appeal will move from step 1 to step 3.

3. If a student wishes to take further action, he/she may appeal the previous decision, in writing, to the Vice President of Academic Affairs & Student Success. The appeal must be delivered to the Vice President within ten (10) working days of the previous decision. The Vice President will consider the appeal and may request additional information from the student and/or the instructor. The Vice President will have ten (10) working days to consider and respond to the appeal.
4. If the student wishes to take further action, a written appeal may be made to the President of the College within ten (10) working days of receiving the previous decision. The President will have ten (10) working days to consider and respond in writing to the appeal. The President's decision will be the final determination and the conclusion of the appeal process.
5. Exam and assignment grades and test or quiz questions may not be contested. **Final grades are NOT rounded up under any circumstances in the nursing program.**

## **Clinical Skills Testing**

The student will receive a checklist of mandatory skills they must complete in the lab prior to the beginning of the semester they are re-entering. If they are unable to demonstrate competency, they will not be allowed to re-enter the program.

## **Professional Organizations**

The following are nursing organizations that are available to you either as a student or as a graduate of the program:

- National League for Nursing (NLN) [www.nln.org](http://www.nln.org)
- American Nurses Association, Inc. (ANA) [www.ana.org](http://www.ana.org)
- Michigan Nurses Association (MNA) [www.minurses.org](http://www.minurses.org)
- National Student Nurses Association (NSNA) [www.nsna.org](http://www.nsna.org)
- National Association of Licensed Practical Nurses (NALPN) [www.nalpn.org](http://www.nalpn.org)

The agency for **the State of Michigan Regulation of Nursing Education and Nursing Practice** is:

Michigan Department of Licensing and Regulatory Affairs Board of Nursing  
P.O. Box 30670 Lansing, Michigan 48909  
(517) 335-0918 [www.michigan.gov/healthlicense](http://www.michigan.gov/healthlicense)

## **Pinning and Graduation Ceremonies**

The nurse pinning ceremony is a time-honored tradition and a very important celebration in your honor. Nurse pinning happens in December after final exams. All successful graduates should participate in the pinning ceremony. Dress code for nursing graduates who participate in the pinning ceremony should be tasteful and appropriate for the venue. Each student is pinned by one person of their choice.

You are encouraged to participate in commencement in the Spring. Caps and gowns are furnished by NCMC at no charge. Participating in commencement is a wonderful experience to share with friends and family and a meaningful celebration of your nursing school career.

## 2025-2026 Estimated Cost of Practical Nursing Program

Nursing program costs are based on 43 credit hours

Description State	In District	Out of District	Out of
Tuition per credit hour	\$197.00	\$298.00	\$355.00
Tuition for 57 contact hours	\$11,229.00	\$16,986.00	\$20,235.00
Course Fees	\$1,012.00	\$1012.00	\$1012.00
School Fees for 57 Contact Hours	\$2166.00	\$2166.00	\$2166.00
<b>Subtotal Tuition and Course Fees</b>	<b>\$14,407.00</b>	<b>\$20,164.00</b>	<b>\$23,413.00</b>
Vaccines*	\$150.00	\$150.00	\$150.00
Textbooks	\$1,000.00	\$1,000.00	\$1,000.00
Viewpoint Screening	\$135.00	\$135.00	135.00
Physical	\$200.00	\$200.00	\$200.00
Uniform and Shoes	\$150.00	\$150.00	\$150.00
Lab Tests to check for immunity**	\$150.00	\$150.00	\$150.00
<b>Subtotal Miscellaneous Expenses</b>	<b>\$1,785.00</b>	<b>\$1,785.00</b>	<b>\$1785.00</b>
<b>Grand Total</b>	<b>\$16,192.00</b>	<b>\$21,949.00</b>	<b>\$25,198.00</b>

\*If needed

\*\* If proof of immunization is provided, these tests are not required.

### Financial Aid

Scholarships are offered throughout the year to NCMC students. Scholarships are subject to change based upon availability of funds. NCMC Nursing Scholarships amounts vary from year to year. Students must be accepted into the practical nursing program to qualify. Contact the Financial Aid Office at 231.348.6698 for more information.

Various organizations send information on additional scholarships throughout the year. As information on these becomes available, students are informed.

Students can find more information about nursing scholarships by visiting [www.discovernursing.com](http://www.discovernursing.com) and [www.nсна.org](http://www.nсна.org)

# APPENDIX

**DEPARTMENT OF NURSING CRITICAL INCIDENT REPORT -43**

**DEPARTMENT OF NURSING LEARNING CONTRACT -44**

**DEPARTMENT OF NURSING REPLY TO LEARNING CONTRACT -45**

**DEPARTMENT OF NURSING RESOLUTION OF LEARNING CONTRACT -46**

**The following forms are for informational purposes only. Your signature is required on these same forms that are in your Viewpoint Screening Health Portal. (Link to portal given upon acceptance in the program).**

**RECEIPT OF NURSING STUDENT LAB SKILLS BAG -47**

**CONFIDENTIALITY AGREEMENT AND CONSENT TO VIDEO -48**

**DEPARTMENT OF NURSING HANDBOOK ACKNOWLEDGEMENT -49**

**DEPARTMENT OF NURSING SIMULATION CENTER -50  
POLICY AND PROCEDURE ACKNOWLEDGEMENT**

**PERSONAL EMAIL CONSENT -51**

**NORTH CENTRAL MICHIGAN COLLEGE  
DEPARTMENT OF NURSING  
CRITICAL INCIDENT REPORT**

Student \_\_\_\_\_ Date \_\_\_\_\_ Time \_\_\_\_\_

Course \_\_\_\_\_ Lecture or Clinical Area \_\_\_\_\_

Critical Element(s) \_\_\_\_\_

---

Instructor Comments:

Plan for Improvement:

Instructor Signature: \_\_\_\_\_ Date Discussed \_\_\_\_\_ Copy \_\_\_\_\_

Student Signature: \_\_\_\_\_ Date Discussed \_\_\_\_\_ Copy \_\_\_\_\_

Dean Signature: \_\_\_\_\_ Date Discussed \_\_\_\_\_ Copy \_\_\_\_\_

Original to Student Files \_\_\_\_\_

**NORTH CENTRAL MICHIGAN COLLEGE  
DEPARTMENT OF NURSING  
LEARNING CONTRACT**

Student Name \_\_\_\_\_ Course \_\_\_\_\_ Date Discussed \_\_\_\_\_

You are in jeopardy of failing the (clinical and/or theory) component of your nursing course due to:

\_\_\_\_\_ 1. Failure to meet the following critical elements:

Patient Centered Care \_\_\_\_\_

Safe Patient Care \_\_\_\_\_

Multidisciplinary Care and Teamwork \_\_\_\_\_

Patient Teaching \_\_\_\_\_

Accessing Information and Evaluating Outcomes \_\_\_\_\_

Accountability and Responsibility \_\_\_\_\_

\_\_\_\_\_ 2. Unsafe patient care (continue on back/ See Criteria for Unsafe Practice)

\_\_\_\_\_ 3. Unprofessional Conduct (including non-compliance with dress code).

The following objectives/outcomes must be met by \_\_\_\_\_ (date) in order to continue in the nursing program. (Continued on back/separate page) Please refer to the Nursing Student Handbook Learning Contract Guidelines.

Student Signature: \_\_\_\_\_ Date Discussed \_\_\_\_\_ Copy \_\_\_\_\_

Faculty Signature: \_\_\_\_\_ Date Discussed \_\_\_\_\_ Copy \_\_\_\_\_

Dean Signature: \_\_\_\_\_ Date Discussed \_\_\_\_\_ Copy \_\_\_\_\_

Original to Student's File \_\_\_\_\_

**Please note that you can be dismissed from the Nursing program at any time during the Learning Contract if care rendered is unsafe and places patient(s) in jeopardy. Students are responsible for informing subsequent clinical instructors of their learning contract and reviewing outcomes with subsequent instructors.**

**NORTH CENTRAL MICHIGAN COLLEGE  
DEPARTMENT OF NURSING  
REPLY TO LEARNING CONTRACT**

Student Name \_\_\_\_\_ Course \_\_\_\_\_ Date \_\_\_\_\_

1. Perceptions of the reason for the learning contract: (continued on back if needed)

2. Plan of improvement for behavior/practice changes to meet expected outcomes/objectives.  
Areas for improvement. (Continue on back if needed)

Instructor Signature: \_\_\_\_\_ Date Discussed \_\_\_\_\_ Copy \_\_\_\_\_

Student Signature: \_\_\_\_\_ Date Discussed \_\_\_\_\_ Copy \_\_\_\_\_

Dean Signature: \_\_\_\_\_ Date Discussed \_\_\_\_\_ Copy \_\_\_\_\_

Original to Student File \_\_\_\_\_

**NORTH CENTRAL MICHIGAN COLLEGE  
DEPARTMENT OF NURSING  
RESOLUTION OF LEARNING CONTRACT**

Students Name \_\_\_\_\_ Course \_\_\_\_\_ Date \_\_\_\_\_

1. Deadline for meeting outcomes/objectives: \_\_\_\_\_(date)

2. General statement regarding student's ability to meet the terms of the contract- address each area of deficiency as identified on the contract and summarize the required student outcome(s).

3. Recommendation:

\_\_\_\_\_ End learning contract, advance to \_\_\_\_\_

\_\_\_\_\_ Program dismissal

Conditions for Re-entry:

Upon Re-entry, student is considered in learning contract status. Failure to meet clinical and course objectives a second time will result in final dismissal from the program.

Instructor Signature: \_\_\_\_\_ Date Discussed \_\_\_\_\_ Copy

Student Signature: \_\_\_\_\_ Date Discussed \_\_\_\_\_ Copy

Dean Signature: \_\_\_\_\_ Date Discussed \_\_\_\_\_ Copy

Original to Students File



### Receipt of Practical Nursing Student Lab Skills Bag

Students in the NCMC nursing program are issued a skills bag that is utilized for practice of nursing skills throughout the program. Items in this bag are intended for nursing practice only. Use of these items on humans is strictly prohibited.

\_\_\_\_\_ Student nursing skills bags contain items that may be a hazard to small children and pets. I agree to store this bag in a place that is not accessible to small children and pets.

\_\_\_\_\_ Students are responsible for the nursing skills bag and agree to purchase another bag at their own expense if the bag is lost or damaged.

Print Name: \_\_\_\_\_

Signature: \_\_\_\_\_ Date: \_\_\_\_\_



### Confidentiality Agreement and Consent to Video

Simulated clinical experiences (SCEs) at North Central Michigan College will include active participation and observation. The SCE program is designed to meet the educational objectives of the pre-licensed healthcare provider and improve their performance in evolving healthcare crisis situations. The SCE further challenges the healthcare provider’s response and judgment in a high-stress environment.

Confidentiality is important when participating in the simulation experience. Failure to maintain confidentiality can lead to unwarranted and unfair defamation of character for participants. Participants that sign this agreement are to maintain strict confidentiality of their own and other's performance, whether seen in real-time, on video or communicated through word of mouth. Discussion takes place after the SCE as part of the debriefing process. It is important that “what takes place in the simulation lab – stays in the simulation lab”. Other reasons for confidentiality include copyright of the scenario and maintenance of the scenario for students who will be following it in future classes. Strict confidentiality of the simulation scenario and happenings during the simulation experience is expected. A breach of confidentiality will be considered a serious offense and may result in loss of simulation privileges.

Videotaping is utilized during simulation experiences, clinical skills testing, and during classroom testing. Video digital files may be viewed by other students during a simulation experience and debriefing. Other uses may include faculty review, education, research, public relations, advertisement, and promotional and/or fund-raising activities.

\_\_\_\_\_ I agree to maintain strict confidentiality of simulation scenarios, participants, and performance of any participant(s).

\_\_\_\_\_ I authorize North Central Michigan College staff to videotape, audio tape, or capture an image of my performance during a clinical simulation experience and classroom testing. Digital files, such as audio, video, or images may be utilized at NCMC for learning, faculty review, education, research, public relations, advertisement, promotional, and/or fund-raising activities.

\_\_\_\_\_ I authorize North Central Michigan College to use the digital files for the purposes of debriefing, faculty review, education, research, public relations, advertisement, promotional, and/or fundraising activities.

Print Name: \_\_\_\_\_

Signature: \_\_\_\_\_ DATE \_\_\_\_\_



**NORTH CENTRAL MICHIGAN COLLEGE  
DEPARTMENT OF PRACTICAL NURSING  
HANDBOOK ACKNOWLEDGEMENT**

Please read, sign, and submit this acknowledgment to the Department of Nursing.

I hereby acknowledge that I have received a copy of North Central Michigan College's Practical Nursing Student Handbook. I accept that I am responsible for reading the handbook in its entirety and complying with the policies contained within in the Practical Nursing Handbook as well as North Central Michigan College's Student Handbook.

I have also received the Standards and Functional Abilities and understand in order to participate in clinical experiences; I must meet the abilities in their entirety.

Print Name: \_\_\_\_\_

Signature: \_\_\_\_\_

Student ID: \_\_\_\_\_

Date: \_\_\_\_\_



**NORTH CENTRAL MICHIGAN COLLEGE  
DEPARTMENT OF NURSING SIMULATION CENTER  
POLICY AND PROCEDURE ACKNOWLEDGEMENT**

Please read, sign, and submit this acknowledgment to the Department of Nursing.

I hereby acknowledge that I have received a copy of North Central Michigan College Simulation Center's Policy and Procedure included in the Nursing Handbook. I accept that I am responsible for reading the handbook in its entirety and complying with the policies contained within the Nursing Handbook, as well as North Central Michigan College's Student Handbook.

I agree to maintain strict confidentiality of simulation scenarios, participants, and performance of any participant(s).

I authorize North Central Michigan College staff to video tape, audio tape, or capture an image of my performance during a clinical simulation experience and classroom testing. Digital files, such as audio, video, or images may be utilized at NCMC for learning, faculty review, education, research, public relations, advertisement, promotional, and/or fund-raising activities.

I authorize North Central Michigan College to use the digital files for the purposes of debriefing, faculty review, education, research, public relations, advertisement, promotional, and/or fund-raising activities.

Print Name \_\_\_\_\_

Signature \_\_\_\_\_

Student ID \_\_\_\_\_

Date \_\_\_\_\_



**PERSONAL EMAIL CONSENT**

Please read, sign, and submit this authorization to the Department of Nursing.

The Nursing Department conducts a Post Graduate Job Survey six months after graduation. We would like permission to use your personal email for the survey as many graduates no longer regularly check their school email.

\_\_\_\_ I authorize North Central Michigan College to use the email below for post-graduation contact.

\_\_\_\_ I do not want North Central Michigan College to use my personal email.

Email \_\_\_\_\_

Print Name \_\_\_\_\_ Signature \_\_\_\_\_

Student ID \_\_\_\_\_ Date \_\_\_\_\_

**Notes:**