July 25, 2012

Dear Faculty and Students,

We look forward to seeing you as the 2012-2013 academic year begins. In preparation for the start of the fall semester, we have prepared the 2012 – 2013 Student Policy Manual for each of you. As carefully as we review this manual, we occasionally catch an error after the manual goes to print. This year was not an exception. The 3rd paragraph in my letter of Welcome on the first page of the manual should be changed to read:

“The Practical Nursing Program is approved by the Iowa Board of Nursing, River Point Business Park, 400 S.W. 8th Street, Suite B, Des Moines, Iowa 50309-4685, 515-281-3255, www.state.ia.us/government/nursing/. The Associate Degree Nursing Program is also approved by the Iowa Board of Nursing and in addition is accredited by the National League for Nursing Accrediting Commission (NLNAC), 3343 Peachtree Road, NE, Suite 850, Atlanta, Georgia, 30326, 404-975-5000, www.nlnac.org”.

The NLNAC opted not to renew our accreditation for our PN program in March, 2012. The only reason that this decision was made was due to the fact that less than 50% of our adjunct faculty had a MSN. We are very proud of our PN program outcomes and consistently high board pass rates of greater than 90%. We do not feel that this decision was justified. Our ADN program is accredited and will continue to be so. The lack of accreditation of our PN program will not have any adverse effect on your education or your eligibility to take the Practical Nursing Licensure exam.

Out of state higher nursing education programs, such as BSN and MSN programs, do not require PN diplomas be from an NLNAC accredited program. They only require that a student’s ADN program be accredited by the NLNAC. Iowa schools of Nursing do not require this accreditation but we feel strongly that it does reflect the quality of our program.

If you have any questions, please do not hesitate to contact me.

Sincerely,

[Signature]

Vickie Barth, RN, EdD
Director, Nursing Education
Welcome

On behalf of the nursing faculty and staff at Des Moines Area Community College, I want to extend a warm welcome. We are pleased that you have selected DMACC for your nursing education. Our program has a long tradition of providing quality nursing education for both Practical Nursing (PN) and Associate Degree Nursing (ADN) students and is designed to provide career ladder opportunities. Upon completion of the first two semesters, you will have the option to apply for graduation as a PN and take the National Council Licensure Exam (NCLEX) for Practical Nurse Licensure. When you successfully complete three additional terms of the program and are awarded an Associate in Applied Science (AAS) degree, you will be eligible to take the National Council Licensure Exam (NCLEX) for Registered Nurse Licensure.

Additional career mobility options for both the Practical Nurse and Associate Degree Nurse graduates are provided by the following modes:

1. **Advanced Standing Program - Practical Nurse to Associate Degree Nurse.**
   This program provides an opportunity to those licensed in Iowa as Practical Nurses to complete the Associate Degree Nursing Program.

2. **Baccalaureate Degree in Nursing – Associate Degree Nursing to Bachelor of Science in Nursing (BSN)**
   Des Moines Area Community College Nursing Program has approval from the Iowa Board of Nursing to participate in the Statewide Articulation Plan for Nursing Education. This plan facilitates mobility of graduates from RN to BSN education. Generally the Associate Degree Nursing graduate enters the junior year of the Bachelor of Science in Nursing Program and can obtain a degree in an additional two years. Information for these programs can be obtained from academic advisors or counselors.

Both the Practical Nursing and Associate Degree Nursing Programs are approved by the Iowa Board of Nursing, River Point Business Park, 400 S.W. 8th Street, Suite B, Des Moines, Iowa 50309-4685, 515-281-3255, [www.state.ia.us/government/nursing/](http://www.state.ia.us/government/nursing/), and accredited by the National League for Nursing Accrediting Commission (NLNAC), 3343 Peachtree Road, NE, Suite 500, Atlanta, Georgia, 30326, 404-975-5000, [www.nlnac.org](http://www.nlnac.org).

Our graduates are well prepared to take the NCLEX exam and to enter the workforce. They are recognized as competent practitioners by the community and employers. Graduates express appreciation for a quality education and a rewarding career with diverse employment opportunities.

This “Nursing Student Policy Manual” is intended to provide you information and guidance regarding the program curriculum and policies. Please familiarize yourself with it and keep it available as a reference throughout the year. Students are advised to keep the manual, Program Information Brief (PIB), and course competencies or syllabi in a permanent file for future reference when continuing their education or moving to another licensure jurisdiction.

This manual is designed to answer most of your questions. However, if you have additional questions or need clarification on any topic pertaining to your role as a nursing student at DMACC, please contact a Program Chair/Campus Coordinator or program counselor for assistance. In addition, please remember that this manual builds upon College policies and procedures found in the DMACC Student Handbook. Make sure you have received your copy of this important and useful resource.

I hope that you find your path in nursing to be as exciting and fulfilling as I do in my career! We welcome you to our programs. Thank you for choosing Des Moines Area Community College for your nursing education!

Vickie Barth, RN, EdD
Director, Nursing Education
<table>
<thead>
<tr>
<th>District Nursing Administration</th>
<th>Ankeny Campus</th>
<th>Boone Campus</th>
<th>Carroll Campus</th>
<th>Urban/Des Moines Campus</th>
<th>Newton Campus</th>
</tr>
</thead>
<tbody>
<tr>
<td>2006 South Ankeny Blvd., Bldg. 24, Room 212</td>
<td>2006 South Ankeny Blvd., Building 24 - Health &amp; Public Services</td>
<td>1125 Hancock Drive Boone, IA 50036-5399</td>
<td>906 N. Grant Road Carroll, IA 51401-2525</td>
<td>1100 7th Street Des Moines, IA 50314</td>
<td>600 N. 2nd. Ave. W. Newton, Iowa 50208</td>
</tr>
<tr>
<td>Ankeny, IA 50203-8995</td>
<td>Ankeny, IA 50203-8995</td>
<td>FAX: (515) 432-6311 or (515) 433-5033</td>
<td>FAX: (515) 792-8500</td>
<td>FAX: (515) 248-7253</td>
<td>FAX: (641) 791-1728</td>
</tr>
<tr>
<td>(515) 964-6324 or 1-800-362-2127, ext. 6324</td>
<td>(515) 965-6008</td>
<td>Phone: (515) 964-6200 or 1-800-362-2127 and last four digits of phone number</td>
<td>Phone: (712) 792-1755 or 1-800-362-2127 and last four digits of phone number</td>
<td>Phone: (515) 244-4226 or 1-800-362-2127 and last four digits of phone number</td>
<td>Phone: (641) 791-3622 or 1-800-362-2127 and last four digits of phone number</td>
</tr>
<tr>
<td>FAX: (515) 965-6008</td>
<td></td>
<td></td>
<td></td>
<td></td>
<td></td>
</tr>
</tbody>
</table>

**Director Nursing Education:**
- Vickie Barth (515) 964-6466 or 1-800-362-2127
- Ankeny Campus, ext. 6466, Bldg. 24-212J

**Program Coordinator:**
- Pat Leisy (515) 965-7164 or 1-800-362-2127
- Ankeny Campus, ext. 7164, Bldg. 24-212J

**District Secretary**
- Bonnie Kohl (515) 964-6324 or 1-800-362-2127
- Ankeny Campus, ext. 6324, Bldg. 24-212J

<table>
<thead>
<tr>
<th>Amanda Becker</th>
<th>Connie Booth</th>
<th>Jean Voeg</th>
<th>Amanda Becker</th>
<th>Beth Moss</th>
</tr>
</thead>
<tbody>
<tr>
<td>Associate Degree Nursing Program Chair/Professor (515) 964-7346</td>
<td>Nursing Program Chair/Professor (515) 433-5070, Rm. 164</td>
<td>Campus Coordinator-Nursing (712) 792-8513</td>
<td>Associate Degree Nursing Program Chair/Professor (515) 965-7346</td>
<td>Practical Nursing Program Chair/Instructor (641) 791-1739</td>
</tr>
<tr>
<td>Ankeny Bldg. 24-312A</td>
<td><a href="mailto:cjbooth@dmacc.edu">cjbooth@dmacc.edu</a></td>
<td>Room 125</td>
<td>Ankeny Bldg. 24-312A</td>
<td>Room 114-A</td>
</tr>
<tr>
<td><a href="mailto:akbecker@dmacc.edu">akbecker@dmacc.edu</a></td>
<td></td>
<td><a href="mailto:jmvoege@dmacc.edu">jmvoege@dmacc.edu</a></td>
<td><a href="mailto:akbecker@dmacc.edu">akbecker@dmacc.edu</a></td>
<td><a href="mailto:bbmoss@dmacc.edu">bbmoss@dmacc.edu</a></td>
</tr>
</tbody>
</table>

<table>
<thead>
<tr>
<th>Sue Swan</th>
<th>Ann Hull</th>
<th>Val Enenbach</th>
<th>Sue Swan</th>
</tr>
</thead>
<tbody>
<tr>
<td>Practical Nursing Program Chair/Professor (515) 964-6895, Bldg. 24-212G</td>
<td>Secretary (515) 433-5071, Rm. 168</td>
<td>Academic Advisor (712) 792-8331</td>
<td>Practical Nursing Program Chair/Professor (515) 964-6895</td>
</tr>
<tr>
<td><a href="mailto:sjswan@dmacc.edu">sjswan@dmacc.edu</a></td>
<td><a href="mailto:alhull@dmacc.edu">alhull@dmacc.edu</a></td>
<td>Room 215</td>
<td>Ankeny Bldg. 24-212G</td>
</tr>
</tbody>
</table>

<table>
<thead>
<tr>
<th>Bonnie Kohl</th>
<th>Shelby Hildreth</th>
<th>Jennifer Wollesen</th>
<th>Jody Stiles</th>
</tr>
</thead>
<tbody>
<tr>
<td>Administrative Assistant (515) 964-6324, Bldg. 24-212</td>
<td>Academic Advisor (515) 433-5024</td>
<td>Counselor (712) 792-8501</td>
<td>Academic Advisor (641) 791-1722</td>
</tr>
<tr>
<td><a href="mailto:bjkohl@dmacc.edu">bjkohl@dmacc.edu</a></td>
<td>Room 120B</td>
<td>Room 104</td>
<td>Room 106</td>
</tr>
</tbody>
</table>

<table>
<thead>
<tr>
<th>Sheri Husak</th>
<th>Rita Davenport</th>
<th>Brenda Smith</th>
<th>Barb Moses</th>
</tr>
</thead>
<tbody>
<tr>
<td>Academic Advisor-Health Programs (515) 964-6467, Bldg. 1-06</td>
<td>Counselor (515) 433-5030</td>
<td>Resource Lab Coordinator (515) 433-5069, Rm. 168</td>
<td>Counselor</td>
</tr>
<tr>
<td><a href="mailto:shhusak@dmacc.edu">shhusak@dmacc.edu</a></td>
<td><a href="mailto:rldavenport@dmacc.edu">rldavenport@dmacc.edu</a></td>
<td><a href="mailto:blsmith1@dmacc.edu">blsmith1@dmacc.edu</a></td>
<td>Urban Bldg. 1-101F</td>
</tr>
</tbody>
</table>

<table>
<thead>
<tr>
<th>Tina Carpenter</th>
<th>Brenda Smith</th>
<th>TBA</th>
<th>Barb Moses</th>
</tr>
</thead>
<tbody>
<tr>
<td>Counselor (515) 964-6436, Bldg. 24-209A</td>
<td></td>
<td></td>
<td></td>
</tr>
<tr>
<td><a href="mailto:cmcarpenter1@dmacc.edu">cmcarpenter1@dmacc.edu</a></td>
<td></td>
<td></td>
<td></td>
</tr>
</tbody>
</table>

| Deb Cipale | | TBA | |
|------------|| | |
| Resource Lab Coordinator (515) 964-6826, Bldg. 24-212E | | | |
| djcipale@dmacc.edu | | | |
DMACC NURSING LEADERSHIP

Vickie Barth, Director, Nursing Education
District Wide Nursing

Pat Leisy, Program Coordinator
District Wide Nursing

Amanda Becker, Program Chair,
Second Level – Ankeny & Urban Campus

Jean Voeg
Campus Coordinator
Carroll Campus

Connie Booth, Program Chair –
Boone Campus

Bonnie Kohl, Administrative Assistant,
District Wide Nursing

Vickie Barth, Director, Nursing Education

Jean Voeg, Campus Coordinator-
Carroll Campus

Vickie Barth, Director, Nursing Education

Bonnie Kohl, Administrative Assistant,
District Wide Nursing
# TABLE OF CONTENTS

## ACADEMICS AND LICENSURE

<table>
<thead>
<tr>
<th>Topic</th>
<th>Page No.</th>
</tr>
</thead>
<tbody>
<tr>
<td>Nursing Program Philosophy</td>
<td>5</td>
</tr>
<tr>
<td>Curriculum and Health Definitions</td>
<td>6-7</td>
</tr>
<tr>
<td>Nursing Model</td>
<td>8</td>
</tr>
<tr>
<td>Practical Nursing and Associate Degree Nursing Program Outcomes</td>
<td>9-10</td>
</tr>
<tr>
<td>Curriculum Guides</td>
<td>11-13</td>
</tr>
<tr>
<td>Course Titles and Descriptions</td>
<td>14-16</td>
</tr>
<tr>
<td>Student Tracking Record</td>
<td>17</td>
</tr>
<tr>
<td>Progression Diagram</td>
<td>18</td>
</tr>
</tbody>
</table>

## ACADEMIC STANDARDS

<table>
<thead>
<tr>
<th>Topic</th>
<th>Page No.</th>
</tr>
</thead>
<tbody>
<tr>
<td>Academic Standards specific to the Nursing Program</td>
<td>19</td>
</tr>
<tr>
<td>Student Action Reports (SARs)</td>
<td>19</td>
</tr>
<tr>
<td>PN to ADN Progression</td>
<td>20</td>
</tr>
<tr>
<td>Advanced Standing - Defined</td>
<td>20</td>
</tr>
<tr>
<td>Definitions: “Restart” Stop Out”, “Special Start”</td>
<td>20</td>
</tr>
<tr>
<td>Testing</td>
<td>20</td>
</tr>
<tr>
<td>Test Makeup</td>
<td>21</td>
</tr>
<tr>
<td>Grading Policies</td>
<td>21-22</td>
</tr>
<tr>
<td>Late Policy for Projects</td>
<td>22</td>
</tr>
<tr>
<td>Recommendations for Success from the Iowa Board of Nursing</td>
<td>22-23</td>
</tr>
</tbody>
</table>

## ENROLLMENT STATUS

<table>
<thead>
<tr>
<th>Topic</th>
<th>Page No.</th>
</tr>
</thead>
<tbody>
<tr>
<td>Transfers</td>
<td>23</td>
</tr>
<tr>
<td>Change to Audit Status</td>
<td>23</td>
</tr>
<tr>
<td>Withdrawal</td>
<td>23-24</td>
</tr>
<tr>
<td>Readmission:</td>
<td>24</td>
</tr>
<tr>
<td>Restarting and Campus Transfers</td>
<td>25</td>
</tr>
<tr>
<td>Special Start and Restart Procedure Charts</td>
<td>26-27</td>
</tr>
<tr>
<td>Verification of Intent</td>
<td>28</td>
</tr>
<tr>
<td>Graduation Requirements</td>
<td>28</td>
</tr>
<tr>
<td>Graduation Application</td>
<td>29</td>
</tr>
<tr>
<td>Requirement</td>
<td>Page</td>
</tr>
<tr>
<td>--------------------------------------------------</td>
<td>------</td>
</tr>
<tr>
<td>Background Checks</td>
<td>30</td>
</tr>
<tr>
<td>Clinical Participation</td>
<td>30</td>
</tr>
<tr>
<td>Licensure Eligibility</td>
<td>30</td>
</tr>
<tr>
<td>Mandatory Reporting</td>
<td>30</td>
</tr>
<tr>
<td>NCLEX Licensure Exam</td>
<td>31</td>
</tr>
<tr>
<td>GRADUATE JOB REFERENCES</td>
<td>31</td>
</tr>
<tr>
<td>FINAL STUDENT PERFORMANCE EVALUATION (Samples)</td>
<td>32-33</td>
</tr>
<tr>
<td>NURSING STUDENT RIGHTS AND RESPONSIBILITIES</td>
<td>34-35</td>
</tr>
<tr>
<td>Attendance</td>
<td>35</td>
</tr>
<tr>
<td>Classroom and Lab Attendance</td>
<td>36</td>
</tr>
<tr>
<td>Clinical Attendance</td>
<td>36-37</td>
</tr>
<tr>
<td>Process for Resolving Concerns or Conflict Situations</td>
<td>37</td>
</tr>
<tr>
<td>Student Conduct and Disciplinary Action</td>
<td>38</td>
</tr>
<tr>
<td>Unsafe Practice</td>
<td>38</td>
</tr>
<tr>
<td>Alcohol and Substance Abuse</td>
<td>38</td>
</tr>
<tr>
<td>Academic Integrity</td>
<td>39</td>
</tr>
<tr>
<td>Plagiarism</td>
<td>40-41</td>
</tr>
<tr>
<td>NURSING LABS</td>
<td>42</td>
</tr>
<tr>
<td>CLINICAL</td>
<td>42-43</td>
</tr>
<tr>
<td>GROOMING AND UNIFORM DRESS CODE</td>
<td>43-44</td>
</tr>
<tr>
<td>MEDICATION POLICY</td>
<td>45-47</td>
</tr>
<tr>
<td>CHARTING SIGNATURE</td>
<td>48</td>
</tr>
<tr>
<td>INSTRUCTOR ABSENCES</td>
<td>48</td>
</tr>
<tr>
<td>CLINICAL REQUIREMENTS</td>
<td>48-50</td>
</tr>
<tr>
<td>CPR</td>
<td>48</td>
</tr>
<tr>
<td>Health &amp; Immunization Record</td>
<td>48</td>
</tr>
<tr>
<td>Safeguarding Personal Immunization Records</td>
<td>49</td>
</tr>
<tr>
<td>Certified Profile</td>
<td>49</td>
</tr>
<tr>
<td>TB</td>
<td>49</td>
</tr>
<tr>
<td>Influenza</td>
<td>49</td>
</tr>
<tr>
<td>Mandatory Reporting, Bloodborne Pathogens, HIPAA</td>
<td>49-50</td>
</tr>
<tr>
<td>Penalty for Late Updates</td>
<td>50</td>
</tr>
</tbody>
</table>
Note: This Nursing Student Policy Manual is also available on the DMACC Nursing Program website at:

http://www.dmacc.edu/programs/nursing/policies.asp
Academics and Licensure
Philosophy

In accordance with the vision of Des Moines Area Community College, the nursing programs provide students with a quality, student-centered nursing education designed to build a foundation in cultural understanding, social enrichment, and life-long learning. Students are prepared to provide safe, competent and efficient nursing care for individuals and families across the lifespan.

The nursing faculty believes that all persons have the right to be recognized and respected as unique, holistic beings with inherent dignity and worth. Each individual person has both universal and specific needs and is distinguishable from the family, group and/or community to which they belong. Individuals, families and groups become clients when nursing is engaged to provide care that is desired or needed.

Health is a dynamic state of physical, emotional, social, cultural, and spiritual well-being. Illness occurs when actual or perceived needs cause significant distress to the person or interferes with the ability to meet activities or needs of daily life.

Nursing is an art and a science. The art of nursing is the creative, innovative and compassionate delivery of nursing care to all clients. The nurse creates an environment that enhances the potential of the individual/family to adapt and to strive for their highest level of well-being. The science of nursing and other disciplines is the foundation for therapeutic nursing interventions provided to clients to meet their needs for health promotion, health maintenance, illness prevention, illness care, rehabilitative care and support until death.

Learning is the active process of acquiring knowledge and understanding, developing critical thinking abilities and applying artistic and scientific concepts. Nursing education is the process of discovery that is a cooperative endeavor between instructor and student and includes the mutual sharing of ideas and experiences.

The goal of nursing education is to develop an individual who works within professional and ethical guidelines to make sound clinical decisions through the use of critical thinking, creative and evidenced-based practice, and collaboration with the patient, family and health care team. The graduate of the practical nurse program is prepared to provide nursing care to clients with predictable health needs under the supervision of the registered nurse or health-care provider. The graduate of the associate degree program is prepared to provide nursing care to individuals and families across the lifespan in a variety of settings.

10/22/97
Rev 03/07/03, 02/06/12
**CURRICULUM DEFINITIONS**

**Community-Based Nursing:**

Community-based nursing is a philosophy of nursing that guides care to individuals, families, or groups where they exist. Community-based nursing involves a place, an approach, and a state of mind. Nurses promulgate this philosophy by: promoting and preserving self-care, providing family-centered care, developing partnerships with clients, valuing the community’s influence on health; assisting persons in the management of acute and chronic conditions, developing collaborative relationships with the multidisciplinary healthcare team.

**Family-Centered Care:**

Family centered care is a nursing philosophy that believes care is driven by the family’s needs and decisions. Care is designed to maximize the family’s competence. Nurses will respect diversity, promote family autonomy, and encourage the family to advocate for the health of individuals, families and communities.

**Individual:**

An individual is a unique, autonomous sentient being existing as a distinct entity. The individual is distinguishable from the family, group or community to which they belong.

**Family:**

A family is a culturally produced social system with two or more people in a primary group who may be related by blood, marriage, adoption or mutual consent. They may interact through certain familial roles and may create and maintain a common subculture.

**Person:**

A person is a recipient of care.

**Critical Thinking:**

Critical thinking is the intellectually disciplined process of thinking as a guide to belief and action. Critical thinking is an inquisitive process utilized autonomously and in collaboration with others.

Competencies include: assessment; application; analysis; synthesis; conceptualization; evaluation; reasoning, and reflection.

Characteristics of a critical thinker include: being open to different views and viewpoints; exploring less obvious alternatives; supporting ideas and views with evidence; listening to others, but thinking for self; being self-aware; communicating in an organized, logical, effective manner; and being intellectually curious.
HEALTH DEFINITIONS

**Health Promotion:**

Nursing interventions aimed at assisting well clients to voluntarily alter personal habits, lifestyle, or the environment to attain their highest health potential and essence of life.

**Health Maintenance:**

Nursing interventions designed to stabilize or preserve clients’ current level of health.

**Rehabilitation:**

Nursing interventions designed to restore clients to their previous level of health or promote quality living.

**Illness Prevention:**

Nursing interventions, such as health teaching or health screening, designed to reduce clients’ (both well and ill) risks for illness or additional complications from illness.

**Illness Care:**

Nursing interventions designed to manage symptoms, prevent complications, and provide comfort for ill clients.

12/02/97
Rev 8/14/00
The sun, as our nursing model, depicts the source of life, warmth, and energy in our world. The person is at the center of nursing. The person represents the recipient of health care, which may be an individual, family, group, or community. The closest rays to the person signify the realms of health—health promotion, health maintenance, illness prevention, illness care, and rehabilitative care. This is where the nurse touches the person (literally and figuratively) in the realms of health. This interaction may be initiated by the person or by the nurse, however it is mutually sustained. The energy kindled here tumbles into the second, third, and fourth layers of rays. The second layer of sunrays portrays the various aspects of nursing—art, science, caring, nursing process, and technology. The third layer represents the nursing roles of advocate, communicator, teacher, caregiver, and manager. The final layer depicts the health care services available—wellness programs, health screening, home health, ambulatory care, acute care, long term care, and rehabilitation. The nurse and person come together in a variety of settings for the provision of these services.
DES MOINES AREA COMMUNITY COLLEGE
NURSING PROGRAM

Practical Nursing Program Outcomes

On successful completion of this program, the student will be able to:

- Interact with clients using basic therapeutic communication techniques.
- Participate in the development and revision of a plan of care through data collection and focused assessment.
- Individualize and implement an established plan of care for clients with predictable health needs.
- Demonstrate basic problem-solving skills.
- Coordinate delivery of direct care for clients with predictable health needs, working in cooperation with members of the health care team.
- Practice the legal and ethical roles and responsibilities of the practical nurse in structured health care and community-based settings.
DES MOINES AREA COMMUNITY COLLEGE
NURSING PROGRAM

Associate Degree Nursing Program Outcomes

On successful completion of this program, the student will be able to:

- Engage clients in therapeutic relationships using advanced communication skills.
- Utilize the nursing process to provide individualized, holistic care to enhance the health of clients in a variety of health care and community-based settings.
- Analyze diverse types of information in order to determine an appropriate course of action.
- Manage the delivery of nursing care for clients within and across settings.
- Communicate and collaborate with members of the interdisciplinary team in a goal-directed manner.
- Practice the legal and ethical roles and responsibilities of the registered nurse in a variety of health care and community-based settings.
Des Moines Area Community College  
Nursing Program Curriculum

### PRACTICAL NURSING

<table>
<thead>
<tr>
<th>Term / Course</th>
<th>Credits</th>
<th>Theory*</th>
<th>Lab*</th>
<th>Practicum* (Clinical)</th>
<th>Total Hours</th>
</tr>
</thead>
<tbody>
<tr>
<td><strong>Entry Requirements (Pre-Nursing)</strong></td>
<td></td>
<td></td>
<td></td>
<td></td>
<td></td>
</tr>
<tr>
<td>HSC 172 (CNA-Approved 1992 or after)</td>
<td></td>
<td></td>
<td></td>
<td></td>
<td></td>
</tr>
<tr>
<td>HSC 182 Advanced Nurse Aide</td>
<td></td>
<td></td>
<td></td>
<td></td>
<td></td>
</tr>
<tr>
<td>BIO 733 Health Science Anatomy</td>
<td>3</td>
<td>2</td>
<td>2</td>
<td>0</td>
<td>60</td>
</tr>
<tr>
<td>PSY 111 Introduction to Psychology</td>
<td>3</td>
<td>3</td>
<td>0</td>
<td>0</td>
<td>45</td>
</tr>
<tr>
<td><strong>TOTAL</strong></td>
<td>6</td>
<td></td>
<td></td>
<td></td>
<td></td>
</tr>
</tbody>
</table>

**Practical Nursing**

**Term 1**

| PSY 121 Developmental Psychology       | 3       | 3       | 0    | 0                    | 45          |
| BIO 734 Health Science Physiology      | 3       | 2       | 2    | 0                    | 60          |
| PNN 151 Fundamentals of Nursing        | 4       | 2       | 4    | 0                    | 90          |
| PNN 152 Nursing Practice I             | 4       | 2       | 2    | 3                    | 105         |
| PNN 153 Success in Nursing             | 2       | 2       | 0    | 0                    | 30          |
| **TOTAL**                              | 16      |         |      |                      |             |

**Term 2**

| ENG 105 Composition I                  | 3       | 3       | 0    | 0                    | 45          |
| PNN 605 Nursing Practice II            | 5       | 3       | 0    | 6                    | 135         |
| PNN 606 Nursing Practice III           | 5       | 3       | 0    | 6                    | 135         |
| PNN 351 Practical Nursing Roles        | 1       | 1       | 0    | 0                    | 15          |
| **TOTAL**                              | 14      |         |      |                      |             |

**SUBTOTALS**

| Prerequisites                          | 6       | 5       | 2    | 0                    | 105         |
| Liberal Arts                           | 9       | 8       | 2    | 0                    | 150         |
| Nursing (Theory 195, Lab 90, Practicum 225 ) | 21     | 13      | 6    | 15                   | 510         |

**TOTAL PN FIRST LEVEL** | **36** | **765** |
# Des Moines Area Community College
## Nursing Program Curriculum

## ASSOCIATE DEGREE NURSING

<table>
<thead>
<tr>
<th>Term / Course</th>
<th>Credits</th>
<th>*Hours per week based on 15 week term</th>
<th>Total Hours</th>
</tr>
</thead>
<tbody>
<tr>
<td><strong>Term 3 (Summer)</strong></td>
<td></td>
<td>Theory*</td>
<td>Lab*</td>
</tr>
<tr>
<td>BIO 732 Health Science Microbiology</td>
<td>4</td>
<td>3</td>
<td>2</td>
</tr>
<tr>
<td><strong>Or</strong> BIO 186 Microbiology w/ lab</td>
<td>4</td>
<td>2†</td>
<td>4†</td>
</tr>
<tr>
<td>SPC 126 Interpersonal and Small Group Communication</td>
<td>3</td>
<td>3</td>
<td>0</td>
</tr>
<tr>
<td><strong>TOTAL</strong></td>
<td>7</td>
<td></td>
<td></td>
</tr>
<tr>
<td><strong>Term 4</strong></td>
<td></td>
<td></td>
<td></td>
</tr>
<tr>
<td>SOC 110 Introduction to Sociology</td>
<td>3</td>
<td>3</td>
<td>0</td>
</tr>
<tr>
<td>ADN 611 Professional Nursing Practice</td>
<td>2</td>
<td>1</td>
<td>2</td>
</tr>
<tr>
<td>ADN 416 Family Health Nursing</td>
<td>5</td>
<td>3</td>
<td>0</td>
</tr>
<tr>
<td>ADN 474 Mental Health Nursing</td>
<td>5</td>
<td>3</td>
<td>0</td>
</tr>
<tr>
<td><strong>TOTAL</strong></td>
<td>15</td>
<td></td>
<td></td>
</tr>
<tr>
<td><strong>Term 5</strong></td>
<td></td>
<td></td>
<td></td>
</tr>
<tr>
<td>Select One:</td>
<td></td>
<td></td>
<td></td>
</tr>
<tr>
<td>PHI 101 Introduction to Philosophy</td>
<td>3</td>
<td>3</td>
<td>0</td>
</tr>
<tr>
<td>PHI 110 Introduction to Logic</td>
<td>3</td>
<td>3</td>
<td>0</td>
</tr>
<tr>
<td>PHI 105 Introduction to Ethics</td>
<td>3</td>
<td>3</td>
<td>0</td>
</tr>
<tr>
<td>REL 110 Survey of World Religions</td>
<td>3</td>
<td>3</td>
<td>0</td>
</tr>
<tr>
<td>LIT 101 Introduction to Literature</td>
<td>3</td>
<td>3</td>
<td>0</td>
</tr>
<tr>
<td>HUM 116 Encounters in Humanities</td>
<td>3</td>
<td>3</td>
<td>0</td>
</tr>
<tr>
<td>ADN 551 Adult Health Nursing</td>
<td>7</td>
<td>4</td>
<td>0</td>
</tr>
<tr>
<td>ADN 821 Nursing Seminar</td>
<td>3</td>
<td>1</td>
<td>0</td>
</tr>
<tr>
<td><strong>TOTAL</strong></td>
<td>13</td>
<td></td>
<td></td>
</tr>
</tbody>
</table>

**Total ADN Second level:** 35 CREDITS—825 hours (If BIO 186 - 840 hours)

**Liberal Arts:** 13 credits—210 hours (If BIO 186 - 225 hours)

**Nursing:** 22 credits—615 Hours (Theory 180, Lab 30, Practicum 405)

**Total both PN and ADN levels:**

71 CREDITS – 1,590 hours (If BIO 186 - 1,605 hours)

**Prerequisites:**
6 credits – 105 hours

**Liberal Arts:**
22 credits – 360 hours (If BIO 186 - 375 hours)

**Nursing:**
43 credits – 1,125 hours (Theory 375, Lab 120, Practicum 630)
Des Moines Area Community College  
Nursing Program Curriculum

### ASSOCIATE DEGREE NURSING – ADVANCED STANDING

*Hours per week based on 15 week term

<table>
<thead>
<tr>
<th>Theory Periods/Hours</th>
<th>Lab Periods/Hours</th>
<th>Practicum Periods/Hours</th>
<th>Total Hours</th>
</tr>
</thead>
</table>

#### Term 3 (Summer)

**Support Courses**
- BIO 732 Health Science Microbiology 4 credits 3 2 --- 75
- Or [BIO 186 Microbiology with Lab 4 credits](#) 2 4 --- 90
- SPC 126 Interpersonal & Small Group Communication 3 credits 3 --- --- 45

**Nursing Courses**
- ADN 126 Passport to ADN Nursing 2 credits 1 2 --- 45

**Total** 9 credits

#### Term 4

**Support Courses**
- SOC 110 Introduction to Sociology 3 credits 3 --- --- 45

**Nursing Courses**
- ADN 611 Professional Nursing Practice 2 credits 1 2 --- 45
- ADN 416 Family Health Nursing 5 credits(*) 3 --- 6 135
- ADN 474 Mental Health Nursing 5 credits(*) 3 --- 6 135

**Total** 15 credits

#### Term 5

**Support Courses, Select One:**
- PHI 101 Introduction to Philosophy 3 credits 3 --- --- 45
- PHI 110 Introduction to Logic
- PHI 105 Introduction to Ethics
- REL 101 Survey of World Religions
- LIT 101 Introduction to Literature
- HUM 116 Encounters in Humanities

**Nursing Courses**
- ADN 551 Adult Health Nursing 7 credits(*) 4 --- 9 195
- ADN 821 Nursing Seminar 3 credits 1 --- 6 105

**Total** 13 credits

**Total ADN Advanced Standing:** 37 CREDITS—870 hours (If BIO 186 - 885 hours)
**Liberal Arts:** 13 credits—210 hours (If BIO 186 - 225 hours)
**Nursing:** 24 credits—660 Hours (Theory 195, Lab 60, Practicum 405)

11/97; Rev. 6/04, Rev. 6/06
DESMOINES AREA COMMUNITY COLLEGE
NURSING PROGRAM
Course Titles and Descriptions

Practical Nursing - First Term:

PSY 121 (PSCH 103) Developmental Psychology
The study of factors that affect human development from conception to death, with emphasis on topics such as physical, cognitive, and social changes, methods of study and current issues. Recommend PSY 111 (PSCH 101) be taken prior to this course.

BIO 734 (BIOL 134) Health Science Physiology
Detailed human physiology of the nervous, circulatory, respiratory, digestive, urinary, and endocrine systems. Designed for the health science major. PREREQUISITE: BIO 733 OR 164 (BIOL 133 or 154) or equivalent.

PNN 151 Fundamentals of Nursing
Introduces the concepts of health assessment, safety, critical thinking, pharmacology, teaching/learning and communication. Associated skills are performed in the laboratory setting.

PNN 152 Nursing Practice I
Introduces nursing care of clients with common health problems with a focus on health assessment, standardized plan of care, therapeutic interventions, safety, and basic communication. Includes lab and practicum applications. PREREQUISITE: PNN 151, PNN 153

PNN 153 Success in Nursing
Explores the art and science of nursing practice including nursing history, roles and legal/ethical practice issues for the professional practical nurse. Health care delivery systems and settings will be discussed. Strategies for success in nursing will be applied.

Practical Nursing - Second Term:

ENG 105 (ENGL 117) Composition I
Designed to help students read and write effectively. Exploration of the relationship of audience to writer and material. Emphasis on developing concrete detail to support main ideas. PREREQUISITE: ENG 061 or satisfactory writing skills.

PNN 605 Nursing Practice II
Theory and practicum in caring for clients across the life span with predictable health needs involving sexuality, reproduction, health promotion, illness prevention, pediatric etiologies, older adult etiologies, self-concept, loss and end-of-life care.

PREREQUISITES: PNN 151, 152, 153, PSY 121 (PSCH103), BIO 734 (BIOL134)

PNN 606 Nursing Practice III
Theory and practicum in caring for clients with predictable health needs involving comfort, circulation, oxygenation, nutrition, endocrine, urinary and bowel elimination alterations
PREREQUISITES: PNN 151, 152, 153, PSY 121 (PSCH103), BIO 734 (BIOL134)

PNN 351 Practical Nursing Roles
Examines roles and responsibilities of the Licensed Practical Nurse, and individual readiness to practice nursing.
PREREQUISITES: PNN 151, 152, 153, PSY 121 (PSCH103), BIO 734 (BIOL134)
**Associate Degree Nursing – Third Term**

BIO 732 (BIOL 132)  **Health Science Microbiology**
Basic concepts and applications of medical microbiology. Topics include morphology and physiology of microorganisms, pathology, epidemiology, and immunology. Designed for the health science major. It is recommended that high school chemistry be taken prior to this course. PREREQUISITE: High school biology and High School Chemistry recommended.

Or

BIO 186 (BIOL 149)  **Microbiology with Lab**
A general microbiology course with laboratory designed for the science major. Emphasis is placed on microbial morphology, physiology, microbial genetics, virology and basic immunology. PREREQUISITE: One semester of any college-level biology course.

SPC 126 (SPCH 117)  **Interpersonal and Small Group Communication**
An introduction to interpersonal and group communication theories and their application in relationship development, conflict resolution, group problem solving, and group presentations.

**Associate Degree Nursing — Advanced Standing – Third Term**

ADN 126  **Passport to ADN Nursing**
Assists preparation for a successful transition to the ADN program. Passport focuses on knowledge components, student expectations, study/time management skills, critical thinking and concept mapping with emphasis on application.

PREREQUISITE: Acceptance into Advanced Standing Program.

BIO 732 (BIOL 132)  **Health Science Microbiology**
Basic concepts and applications of medical microbiology. Topics include morphology and physiology of microorganisms, pathology, epidemiology, and immunology. Designed for the health science major. It is recommended that high school chemistry be taken prior to this course. PREREQUISITE: High school biology and High School Chemistry recommended.

Or

BIO 186 (BIOL 149)  **Microbiology with Lab**
A general microbiology course with laboratory designed for the science major. Emphasis is placed on microbial morphology, physiology, microbial genetics, virology and basic immunology. PREREQUISITE: One semester of any college-level biology course.

SPC 126 (SPCH 117)  **Interpersonal and Small Group Communication**
An introduction to interpersonal and group communication theories and their application in relationship development, conflict resolution, group problem solving, and group presentations.

**Associate Degree Nursing - Fourth Term**

SOC 110 (SOCY 101)  **Introduction to Sociology**
The study of human interaction, groups, and society. Topics included are culture, socialization, organizations, deviance, inequality, institutions, health, population, ecology, social change, and research methods.

ADN 611  **Professional Nursing Practice**
Introduces the role of the professional registered nurse, including comprehensive planning, client care management, collaborative relationships and performance of complex skills. Introduces the role of the professional registered nurse, including comprehensive planning, client care management, collaborative relationships, and performances of complex skills. PREREQUISITES: ENG 105 (ENGL 117), BIO 732 or 187 (BIOL 132 or 149), PNN 605, 606, 351, SPC 126 (SPCH 117).

ADN 416  **Family Health Nursing**
Provides an in-depth study of family health nursing, including childbearing, parenting, and illnesses of children and adolescents. Concepts of acute and chronic illness, disability, and dying are included. PREREQUISITES: ENG 105 (ENGL 117), BIO 732 or 187 (BIOL 132 or 149), PNN 605, 606, 351, SPC 126 (SPCH 117). COREQUISITE: ADN 611.
ADN 474 (ASDN 253) Mental Health Nursing
Provides an in-depth study of mental health nursing, including mental health needs, mental illness, and addictive disorders. Communication and principles of group process are emphasized.
PREREQUISITES: ENG 105 (ENGL 117), BIO 732 or 187 (BIOL 132 or 149), PNN 605, 606, 351, SPC 126 (SPCH 117). COREQUISITE: ADN 611.

Associate Degree Nursing - Fifth Term

ADN 551 (ASDN 254) Adult Health Nursing
Provides an in-depth study of nursing care and therapeutic interventions for adults with complex health problems. The student applies management, collaboration, and clinical decision-making skills.
PREREQUISITES: ADN 611, 416, 474, SOC 110 (SOCY 101)

ADN 821 (ASDN 255) Nursing Seminar
Emphasizes the transition from nursing student to entry-level professional nurse. Clinical preceptorship occurs in a variety of health care settings. PREREQUISITE: ADN 551

Student will take one of the following six courses:

PHI 101 (PHIL 110) Introduction to Philosophy
Exploration of basic questions in epistemology, metaphysics, and ethics. Emphasis on western philosophy tradition.

PHI 110 (PHIL 111) Introduction to Logic
Learn to recognize and construct good arguments. Study of deduction including categorical and truth functional arguments. Study of induction. Examination of informal fallacies.

PHI 105 (PHIL 112) Introduction to Ethics (Ethical Problems)
Comparative study of different traditional moral theories. Application of moral theories to different contemporary moral problems.

REL 101 (PHIL 113) Survey of World Religions (Comparative Religions)
Study of major living religions; commonalities and contrasts. How these religions enrich human lives.

LIT 101 (LITR 120) Introduction to Literature
Introduction to the study and appreciation of poetry, fiction, and drama. Basic critical approaches are emphasized, and a broad range of authors from a variety of cultural and ethnic groups and a wide span of historical periods is presented.

HUM 116 (HUMN 131) Encounters in Humanities (Humanities Through Art)
An interdisciplinary course exploring the human condition through literature, painting, sculpture, architecture, music, and dance. The course examines the cultural context of individual works and movements, the thematic relationships between the arts, and the relevance of the arts in our lives today.
<table>
<thead>
<tr>
<th>Course</th>
<th>New course numbers effective Fall 2006</th>
<th>Transfer Equivalent</th>
<th>Date Completed</th>
<th>Grade 1st Attempt</th>
<th>Grade 2nd Attempt</th>
</tr>
</thead>
<tbody>
<tr>
<td><strong>Term 1 Full Time / Part-time Terms 1, 2 &amp; 3</strong></td>
<td></td>
<td></td>
<td></td>
<td></td>
<td></td>
</tr>
<tr>
<td>PNN 151</td>
<td>Fundamentals of Nursing</td>
<td></td>
<td></td>
<td></td>
<td></td>
</tr>
<tr>
<td>PNN 152</td>
<td>Nursing Practice I</td>
<td></td>
<td></td>
<td></td>
<td></td>
</tr>
<tr>
<td>PNN 153</td>
<td>Success in Nursing</td>
<td></td>
<td></td>
<td></td>
<td></td>
</tr>
<tr>
<td>PSY 121</td>
<td>(PSCH 103) Developmental Psychology</td>
<td></td>
<td></td>
<td></td>
<td></td>
</tr>
<tr>
<td>BIO 734</td>
<td>(BIOL 134) Health Science Physiology</td>
<td></td>
<td></td>
<td></td>
<td></td>
</tr>
<tr>
<td><strong>Term 2 Full Time / Part-time Terms 4 &amp; 5</strong></td>
<td></td>
<td></td>
<td></td>
<td></td>
<td></td>
</tr>
<tr>
<td>PNN 605</td>
<td>Nursing Practice II</td>
<td></td>
<td></td>
<td></td>
<td></td>
</tr>
<tr>
<td>PNN 606</td>
<td>Nursing Practice III</td>
<td></td>
<td></td>
<td></td>
<td></td>
</tr>
<tr>
<td>PNN 351</td>
<td>Practical Nursing Roles</td>
<td></td>
<td></td>
<td></td>
<td></td>
</tr>
<tr>
<td>ENG 105</td>
<td>(ENGL 117) Composition I</td>
<td></td>
<td></td>
<td></td>
<td></td>
</tr>
<tr>
<td><strong>Term 3 Full Time / Part-time Term 6</strong></td>
<td></td>
<td></td>
<td></td>
<td></td>
<td></td>
</tr>
<tr>
<td>SPC 126</td>
<td>(SPCH 117) Interpersonal and Small Group Communication</td>
<td></td>
<td></td>
<td></td>
<td></td>
</tr>
<tr>
<td>BIO 732</td>
<td>(BIOL 132) Health Science Microbiology</td>
<td></td>
<td></td>
<td></td>
<td></td>
</tr>
<tr>
<td>OR</td>
<td>BIO 186 (BIOL 149) Microbiology with Lab</td>
<td></td>
<td></td>
<td></td>
<td></td>
</tr>
<tr>
<td>ADN 126</td>
<td>Passport to ADN Nursing</td>
<td></td>
<td></td>
<td></td>
<td></td>
</tr>
<tr>
<td><strong>Term 4 Full Time / Part-time Terms 7 &amp; 8</strong></td>
<td></td>
<td></td>
<td></td>
<td></td>
<td></td>
</tr>
<tr>
<td>ADN 611</td>
<td>Professional Nursing Practice</td>
<td></td>
<td></td>
<td></td>
<td></td>
</tr>
<tr>
<td>ADN 416</td>
<td>Family Health Nursing</td>
<td></td>
<td></td>
<td></td>
<td></td>
</tr>
<tr>
<td>ADN 474</td>
<td>Mental Health Nursing</td>
<td></td>
<td></td>
<td></td>
<td></td>
</tr>
<tr>
<td>SOC 110</td>
<td>(SOCY 101) Introduction to Sociology</td>
<td></td>
<td></td>
<td></td>
<td></td>
</tr>
<tr>
<td><strong>Term 5 Full Time / Part-time Terms 9, 10 &amp; 11</strong></td>
<td></td>
<td></td>
<td></td>
<td></td>
<td></td>
</tr>
<tr>
<td>ADN 551</td>
<td>Adult Health Nursing</td>
<td></td>
<td></td>
<td></td>
<td></td>
</tr>
<tr>
<td>ADN 821</td>
<td>Nursing Seminar</td>
<td></td>
<td></td>
<td></td>
<td></td>
</tr>
<tr>
<td>Humanities Course: one of the following</td>
<td></td>
<td></td>
<td></td>
<td></td>
<td></td>
</tr>
<tr>
<td>PHI 101</td>
<td>(PHIL 110) Introduction to Philosophy</td>
<td></td>
<td></td>
<td></td>
<td></td>
</tr>
<tr>
<td>PHI 110</td>
<td>(PHIL 111) Introduction to Logic</td>
<td></td>
<td></td>
<td></td>
<td></td>
</tr>
<tr>
<td>PHI 105</td>
<td>(PHIL 112) Introduction to Ethics</td>
<td></td>
<td></td>
<td></td>
<td></td>
</tr>
<tr>
<td>REL 101</td>
<td>(PHIL 113) Survey of World Religions</td>
<td></td>
<td></td>
<td></td>
<td></td>
</tr>
<tr>
<td>LIT 101</td>
<td>(LITR 120) Introduction to Literature</td>
<td></td>
<td></td>
<td></td>
<td></td>
</tr>
<tr>
<td>HUM 116</td>
<td>(HUMAN 131) Encounters in Humanities</td>
<td></td>
<td></td>
<td></td>
<td></td>
</tr>
</tbody>
</table>

**Notes:**
PROGRESSION • Nursing

DMACC
Our Mission is Your Success

Nursing Information Session
DMACC Assessment requirement
Nursing Program Admissions test – TEAS-V (Effective July 2010)
HSC 172 & HSC 182 Nurse Aide 75 hr & Advanced Nurse Aide
Direct Care Worker Registry written and skills tests
BIO 733 (BIOL 133) Health Science Anatomy
PSY 111 (PSCH 101) Introduction to Psychology
HS Diploma or GED
Nursing Registration
Nursing Orientation

HSC 172 & HSC 182 Nurse Aide 75 hr & Advanced Nurse Aide
Direct Care Worker Registry written and skills tests

BIO 733 (BIOL 133) Health Science Anatomy
PSY 111 (PSCH 101) Introduction to Psychology

HS Diploma or GED
Nursing Registration
Nursing Orientation

NOTE: New Course Numbers went into effect Fall Semester 2006.
Old course numbers are in parentheses.

Complete Entry Requirements

Enter Practical Nursing Program

Enter Term 1

Complete
BIO 734 (BIOL 134) – 3 cr Prereq for Term 2
PSY 121 (PSCH 103) – 3 cr Prereq for Term 2
PNN 151 – 4 cr
PNN 152 – 4 cr
PNN 153 – 2 cr

Progress to Term 2

Complete PN Diploma Requirements
ENG 105 (ENG 117) – 3 cr Prereq for Term 4
PNN 605 – 5 cr
PNN 606 – 5 cr
PNN 351 – 1 cr

Complete PN Program

Earn PN Diploma

Effective Fall 2009:
Earn a grade of 80% or > in all Nursing courses in Term 2 OR
successfully complete the required standardized progression exam
taken during Term 2 of the PN curriculum.

Meet Progression/ADN Entry Requirements

Enter Associate Degree Nursing (ADN) Program

Complete Term 3

Complete prior to Term 4
SPC 126 (SPCH 117) – 3 cr Prereq for Term 4 courses
BIO 732 (BIOL 132) – 4 cr, or BIO 186 (BIOL 149) – 4 cr Prereq
for Term 4 courses
* ADN 126 – * Required for Advanced Standing students

Progress to Term 4

Complete
SOC 110 (SOCY 101) – 3 cr Prereq for Term 5
ADN 611 – 2cr
ADN 416 – 5cr
ADN 474 – 5 cr

Progress to Term 5

Complete ADN Program

Earn Associate in Applied Science Degree (AAS)

Eligible for NCLEX-RN

Pursue BSN

Eligible for NCLEX-PN

Humanities elective – 3 cr Degree requirement
Successfully complete the required standardized exit exam taken
during Term 5 of the curriculum – Degree requirement
ACADEMIC STANDARDS
Please refer to the College Catalog for general requirements.

Academic Standards Specific to Nursing Courses:

Students are expected to maintain the high ethical standards of the Nursing profession in all course and clinical related endeavors.

1. To successfully complete a nursing course, progress in and graduate from the Practical Nursing Program (PN), the student must:
   a. achieve a minimum cumulative score of 78% on exams, quizzes, and assigned projects.
   b. successfully check off on required lab skills by designated deadlines
   c. achieve 90% or greater on required dosage calculation/math quizzes
   d. achieve 90% or greater on required medical terminology quizzes
   e. achieve a satisfactory summative clinical evaluation
   f. meet clinical attendance requirements, including clinical make up
   g. complete the required standardized exam taken during Term 2 of the Practical Nursing curriculum.

2. In the Practical Nursing (PN) Program, a grade of “F” will be given if a student fails to:
   a. complete all required projects
   b. successfully check off on required lab skills by designated deadlines
   c. meet clinical attendance requirements, including clinical make up
   d. achieve a satisfactory summative clinical evaluation
   e. achieve 90% or greater on the required dosage calculation/math.
   f. achieve 90% or greater on the required medical terminology.

3. To successfully complete a nursing course, progress in and graduate from the Associate Degree Nursing Program (ADN), the student must:
   a. achieve a minimum cumulative score of 78% on exams, quizzes, and assigned projects.
   b. successfully check off on required lab skills by designated deadlines
   c. achieve 90% or greater on required dosage calculation/math quizzes
   d. achieve a satisfactory summative clinical evaluation
   e. meet clinical attendance requirements, including clinical make up
   f. successfully complete the required standardized exit exam.

4. In the Associate Degree Nursing (ADN) Program, a grade of “F” will be given if a student fails to:
   a. complete all required projects
   b. successfully check off on required lab skills by designated deadlines
   c. meet clinical attendance requirements, including clinical make up
   d. achieve a satisfactory summative clinical evaluation
   e. achieve 90% or greater on the required dosage calculation/math quizzes.

STUDENT ACTION REPORTS (SARs)

Student Action Report’s (SAR’s) are given to alert students to possible situations or behaviors that, if continued, may cause the student to be in jeopardy in a course or in the program. SARs will be initiated for unsatisfactory class, lab, and/or clinical performance, or if the instructor is unable to evaluate the student's performance due to absenteeism. When an SAR is given, the initiating instructor will collaborate with the student in the development of remediation measures in order to promote student success. Students are expected to complete remediation requirements and communicate progress as directed. Documentation will be placed in the student file and shared with Program Chair/Campus Coordinator. (see page 63-67 for samples)
Progression

Progression within the PN and the ADN program requires that the student:

1. Earn a grade of C or above in all nursing courses and support courses.
2. Successfully complete all nursing course work identified within a specific nursing program term.
3. Successfully complete support courses prior to or by the end of the designated term in the nursing curriculum.
4. Obtain approval from the Credentials office for any Transfer credits and make certain that they are recorded on the student’s transcript prior to the term in which the course is designated.
5. Successfully complete any CLEP exams for required support courses prior to the designated term, or enroll in the required course during the designated term.
6. Complete all clinical orientation required by the nursing program and by the clinical agencies.
7. Complete blood borne pathogen and HIPAA (Health Insurance Portability and Accountability Act) updates annually as provided by the Nursing program.

In addition to the above, progression from the Practical Nursing Program to Associate Degree Nursing Program requires that the student graduates from the PN program and EITHER:

1. Earns a minimum grade of 80% in ALL of the following Practical Nursing courses:
   - PNN 605: Nursing Practice II
   - PNN 606: Nursing Practice III
   - PNN 351: Practical Nursing Roles
   And completes the required standardized progression exam taken during Term 2 of the Practical Nursing year. Student’s “Predicted Probability of Passing NCLEX on the first attempt” score must reach 80% or better on the progression exam.

   OR:

2. Passes PNN 605, 606, and 351 with minimum of 78% AND successfully completes the required standardized progression exam taken during Term 2 of the Practical Nursing curriculum.

DMACC’s Practical Nursing graduates who choose to exit or are not eligible to progress to the ADN program and decide to resume their nursing education at a later time must apply to the Advanced Standing program and meet admission requirements listed on the Program Information Brief.

Advanced Standing

Advanced Standing students are defined as those students who have completed a licensed practical nursing (LPN) program, are licensed as a LPN in the state of Iowa and wish to resume their nursing education to complete the Associate Degree Nursing program and be eligible to sit for the NCLEX-RN exam.

Definitions:

- A “Re-start” student is defined as the student who withdrew from or failed a nursing course and now wishes to return to the nursing program.
- A “Stop out” student is defined as one who has chosen to delay progression in the program when they are in “Good Standing” (student has made satisfactory progress in the program to date).
- A “Special Start” student is defined as one who meets one of the following criteria: 1) they wish to transfer to the Part-Time or Full-Time Nursing program; 2) they wish to transfer from one DMACC campus to another at the end of the PN program; or 3) they wish to resume the nursing program after stopping out when they were in good standing.

Testing

1. All students must adhere to DMACC’s Academic Integrity Policy and the College’s position regarding cheating. (See DMACC Student Handbook or go to http://www.dmacc.edu/handbook/).
2. All books and papers are to be placed under the desk when entering the testing room. Only items necessary
for testing are permitted on the student’s desk/table.
3. No personal dictionaries (including translators), calculators, or other electronic or print references are allowed during exams. Calculators and desktop English dictionaries will be provided except during standardized exams when NO aids are allowed. Headphones may not be worn. Ear plugs are allowed.
4. Students will be allowed 1.25 minutes per question for all tests.
5. Because a quiet, undisturbed environment for testing is optimal, the following behaviors will be required:
   - Turn off and put away cell phones
   - Be in class before the start of the exam.
   - Avoid activities that may be considered disruptive to classmates.
   - Refrain from talking to fellow students while the test is in progress
   - Follow faculty directions in case of a question during the exam
   - Submit the test and answer sheet to the proctor and promptly and quietly leave the room upon completion of the test. Do not re-enter the classroom until all students have completed testing
6. It is the responsibility of all students to maintain test security. Do not discuss test content in the presence of students who have not tested. Students who have not tested are expected to remove themselves from the area if such conversations occur.
7. Grades will generally be available one week following an exam.
8. The answer recorded on the scantron will be the official answer sheet.

Test Makeup
Students are expected to take tests as scheduled on the Course Overview. Research has shown that students usually achieve higher scores when exams are taken as scheduled. However, acute illness also negatively impacts testing. **Make-up testing is to be used for illness or extreme circumstances only.** When an exam is missed, the student must provide written rationale to the course instructor before a make up exam is graded. This documentation will be retained in the student file. Alternative versions and or alternative formats of exams may be given when a scheduled exam is missed.

1. Students will be restricted to **no more than one make-up testing session in each nursing course.**
2. Missed exams are made up in a formal proctored setting such as:
   a. Academic Achievement Center (AAC) when proctors are present
   b. Nursing Resource Lab proctored by staff
   c. Classroom or conference room proctored by faculty or staff.

Exams will generally be placed in the AAC/Testing Center or with proctor staff, the day following the exam and **must be completed within 4 school days.** For example, if the exam was missed on Tuesday, it will be available on Wednesday and must be completed by the end of the proctored AAC/Testing Center hours the following Monday. Students are advised to check with instructors for any additional instructions when missing exams.
3. When exams are made up in the AAC, it is the student’s responsibility to know the hours available for proctored testing in the AAC/Testing Center on their campus. All AAC/Testing Centers **REQUIRE** students to know their Instructor’s name AND present a picture ID when requesting a make-up test.
4. Any exam not completed according to Nursing Program guidelines will be computed as "0."
5. Program Chairs or Campus Coordinators may extend make-up testing deadlines or modify restrictions. Requests for extensions or modification of restrictions must be given to the Program Chairs/Campus Coordinator in writing.

Grading Policies

1. The grading scale and designations used by the Office of Student Records and Services in recording academic work on the official transcript are identified in the College Catalog.
2. Nursing course grades are based on the following range of percentages:

<table>
<thead>
<tr>
<th>Grade</th>
<th>Percentage Range</th>
<th>Grade Point Average</th>
</tr>
</thead>
<tbody>
<tr>
<td>A</td>
<td>93 and above</td>
<td>4.00</td>
</tr>
<tr>
<td>A-</td>
<td>90 - 92.99</td>
<td>3.67</td>
</tr>
<tr>
<td>B+</td>
<td>88 - 89.99</td>
<td>3.33</td>
</tr>
<tr>
<td>B</td>
<td>85 - 87.99</td>
<td>3.00</td>
</tr>
<tr>
<td>B-</td>
<td>83 - 84.99</td>
<td>2.67</td>
</tr>
<tr>
<td>C+</td>
<td>80 - 82.99</td>
<td>2.33</td>
</tr>
<tr>
<td>C</td>
<td>78 - 79.99</td>
<td>2.00</td>
</tr>
<tr>
<td>C-</td>
<td>75 - 77.99</td>
<td>1.67</td>
</tr>
<tr>
<td>D+</td>
<td>73 - 74.99</td>
<td>1.33</td>
</tr>
<tr>
<td>D</td>
<td>70 - 72.99</td>
<td>1.00</td>
</tr>
<tr>
<td>D-</td>
<td>69 - 69.99</td>
<td>.67</td>
</tr>
<tr>
<td>F</td>
<td>68.99 and below</td>
<td>.00</td>
</tr>
</tbody>
</table>

3. “Progress” grades (early midterm) will be recorded as an "F" if tests, written assignments, or skill checkoffs have not been completed to date or if clinical performance is unsatisfactory.

4. Late Policy for “Course Projects” (“Late Paper Policy”):
   - Each student is expected to submit graded “Course Projects” by the date and time designated by the instructor. “Course projects” refer to assignments identified in the course syllabus as part of the course theory grade.
   - The student will have either five (5) school days after the due date of the project, or until the last regular day of the course, (whichever comes first), to turn in the completed Project. 10% of the total possible points will be deducted from Projects received in this five day period. Projects received after this five day period will receive no credit, but per policy, must be submitted to receive a course grade.
   - Daily work/quizzes/readiness assessment do not fall under the “Late Paper Policy”. Acceptance of late daily work, quizzes, and similar assignments will be according to the individual instructor’s policy. Course policies regarding daily work should be shared with students at the beginning of each course and/or stated on the course overview.

5. Tests for nursing courses are assigned a percentage value according to the time allotted to content.

6. Each quiz/exam/project grade will be calculated to two decimal points. At the end of the term, actual percentages will be used to determine letter grades.
   - 78.00% C passing/progressing grade
   - 77.99% C – /non-passing/non-progressing grade

7. Students who have concerns about course exams, projects, daily work or evaluation procedures are expected to PROMPTLY discuss their concerns with the appropriate instructor. Promptly means at the time the event occurs.

8. **THERE ARE NO OPTIONS FOR EXTRA-CREDIT WORK OR REPEATING EXAMS OR PAPERWORK TO RAISE COURSE GRADES, EITHER DURING OR AT THE END OF THE COURSE.**

9. At the end of the term, if a student is unable to complete some portion of the assigned coursework or testing, a grade of "I" (Incomplete) may be requested. A written request must be completed with the course instructor. College policy will be followed for removal of the Incomplete.

**Recommendations for Success in Nursing School**

The Iowa Board of Nursing recommends that Nursing students:

- Accept responsibility for their success continuously throughout the program and become an active participant in the learning process
- Explore financial resources to ensure appropriate and minimal work hours while enrolled in a nursing program
Utilize study and test-taking skills, reading and critical thinking workshops and resources early in the nursing program to facilitate development of those skills which are most effective.

- Participate in assessment tests and utilize NCLEX review material and study questions throughout the program.
- Use opportunities for study groups and tutoring.
- Take the licensing examination within three months after graduation.
- Develop a study plan for NCLEX preparation. Use computerized NCLEX practice examinations and simulate NCLEX testing conditions.

**ENROLLMENT STATUS**

**Definitions:**
- A “Re-start” student is defined as the student who withdrew from or failed a nursing course and now wishes to return to the nursing program.
- A “Stop out” student is defined as one who has chosen to delay progression in the program when they are in “Good Standing” (student has made satisfactory progress in the program to date).
- A “Special Start” student is defined as one who meets one of the following criteria: 1) they wish to transfer to the Part-Time or Full-Time Nursing program; 2) they wish to transfer from one DMACC campus to another at the end of the PN program; or 3) they wish to resume the nursing program after stopping out when they were in good standing.
- A seat must be available to Restart or Special Start.

**Transfer between Campuses or Programs**

Student transfers between campuses or programs will be on a space available basis following successful completion of the PN program. Any changes in your enrollment status must be initiated with the Program Chair/Campus Coordinator on the campus where you most recently attended.

**Change to Audit Status:**

College policy permits changing from credit to audit status by the drop date. Students should seek advice from the Program Chair or Campus Coordinator prior to changing status to discuss the impact of that decision. Auditing stops progression in the Nursing Program. Changing from credit to audit status is considered the first attempt at a course. Auditing is comparable to withdrawing from or failing a course. Students who audit a course must follow the restart process.

a. Student must initiate change in enrollment status prior to the drop date.

b. Regular attendance is expected in all theory and lab components of a course.

c. Student may not take course exams.

d. Student may not talk to classmate(s) about exam content. (This means that if classmates are talking about an exam when student is present, student will immediately remind them that he/she is not allowed to be part of those conversations and will leave the area of the conversation immediately).

e. Student is not allowed to attend any clinical component of the audited course.

f. Student must return any agency identification badges, parking permits or keys to the instructor immediately upon change to audit status.

g. Students who have chosen to audit a course may not change back to credit status once the decision has been made to audit.

h. Auditing a course does not guarantee readmission to the program.

**Withdrawal**

If it becomes necessary to drop a course or withdraw from the program, students must contact their Instructor and Program Chair/Campus Coordinator. To officially drop a course, complete a DROP/ADD form in person, by mail, by FAX, telephone or the web on or before the designated drop date.

- If circumstances prevent a student from continued attendance in a course and he/she does not officially drop, the student will earn a failing (“F”) grade on their college transcript which will adversely impact...
• Each course has a deadline for dropping. Students should contact the course instructor for advice on
drop dates.
• Students who are unsuccessful in either PNN 151, PNN 153 or ADN 551 and unable to progress to the next
course (PNN 152 or ADN 821) bear the responsibility of dropping the subsequent course before it begins.
Failure to drop a course for which one is no longer eligible results in a financial responsibility to the college
for course tuition as well as a grade of “F” for the course.

Once a clinical course is dropped, or failed, a student:

a. Must immediately return all agency name badges, keys and facility parking permits to the instructor
b. May not wear the DMACC nursing uniform or name pin unless the student is enrolled in another
   DMACC clinical nursing course.
c. May not promote themselves as a current DMACC nursing student.
d. Students who drop a course on or before the drop deadline will receive a “W” (withdraw) on their
   transcript which will not impact the grade point average (GPA).
e. Students receiving Federal financial aid are encouraged to check with the Financial Aid office to see if
   withdrawal will impact current and/or future financial aid eligibility.
f. Tuition refund deadlines are different from drop deadlines. For information on DMACC’s “Refund
   Policy”, see the DMACC Credit Schedule.

Readmission
The Nursing Program allows students to restart one nursing course per Program. (That is, one in the PN
Program, and one in the ADN Program.) If a student is not successful after one restart progression is
stopped and re-entry to the program denied. The student is no longer eligible to be in the nursing program
on any DMACC campus.

For example:

John failed PNN 153 and applied to restart the course the following year. He passed PNN 153 on his second
attempt. The following semester, he had to withdraw from PNN 351. Since he failed or withdrew from two
courses in the PN program he was no longer eligible to be in the nursing program and could not be permitted
to take nursing courses on any campus.

Mary withdrew from ADN 416 and failed ADN 611. If she had withdrawn from only one course and not failed
the second, she would have been eligible to apply to restart the course from which she withdrew. Note:
withdrawing from a nursing course or failing a nursing course are both viewed as unsuccessful attempts at a
course. Students who fail or withdraw from two or more courses are no longer eligible to be in the nursing
program and cannot continue taking nursing classes on any campus.

Georgine failed PNN 606 and applied to retake it the next semester and was successful. She continued to the
ADN program where she had to withdraw from ADN 611. Note, she used up her one allotted restart in the PN
program, but is permitted one restart in the ADN program. She applied to restart in ADN 611 and a seat
became available the following year. She successfully completed the course, but the following semester failed
ADN 551. Since she failed or withdrew from two courses in the ADN program, she is no longer eligible to be in
the nursing program and cannot be permitted to take nursing courses on any campus.

Students seeking re-admission must recognize that nursing knowledge and technology change rapidly. This results
in on-going revisions in curriculum and professional requirements. Students are advised to contact their Program
Chair, Campus Coordinator or counselors/academic advisors for current requirements. Students seeking
readmission to the program may be required to meet additional requirements which could include starting at the
beginning of the Program even though the curriculum is the same.

Students seeking readmission must follow the Re-Start Procedure outlined in the chart on page 27 of this Policy
Manual.
Restarting and Campus Transfers
Restarting students must restart on the same campus. If a seat is not available on that campus, they may be offered a seat on another campus or program based on:

1. Space availability
2. Director discretion

Once a student has moved to another program/campus to take a seat, they must remain in that program or on that campus for the remainder of the program.

There is never a guarantee of readmission to the Nursing Program. Factors that influence whether a student will be considered for readmission include, but are not limited to:

a. follow-through and completion of recommendations and restart requirements made by faculty and/or Program Chair/Campus Coordinator at time of withdrawal or student’s request for readmission. (Examples may include such things as work experience with a satisfactory employer reference; a statement from an appropriate health care or counseling person and/or agency; remedial testing scores, or evidence of completion of specified courses.)

b. specific reason for the withdrawal.

c. student conduct, academic and clinical performance during previous enrollment.

d. health and attendance patterns.

e. current program requirements.

f. faculty recommendation

g. space availability in the program or course

Students who have failed/withdrawn may be required to remediate skills or otherwise demonstrate competency for re-entry. A transition course or standardized nursing tests may be required.

Stipulations for student readmission are maintained on file and are in effect for all campuses. Students who disagree with readmission requirements or denial of readmission, may appeal through the Director, Nursing Education. Restarts enter under the current catalog, DMACC handbook and Nursing Student Policy Manual.
Special Start Procedure for Students who Have Not Withdrawn or Failed a PNN or ADN Course

DMACC
Our Mission is Your Success

Transfer to Part-Time or Full-Time Nursing Program

Transfer to a Different Campus

Resume Nursing Program after stopping out

Obtain a Vocational-Technical Special Admission (VTSA) Form from the Program Chair/Campus Coordinator, Student Services or Academic Dean’s office

Complete Part I of VTSA Form and submit to your Program Chair/Campus Coordinator

Order official transcripts and have them sent via Intercampus mail to the Program Chair or Campus Coordinator

The Program Chairperson/Campus Coordinator will complete Part II and contact student to discuss:
1. space availability
2. transcript evaluation
3. any Special Start requirements

Student signs Part III of the VTSA form to confirm understanding of Special Start Requirements

Minimum Requirements Include
Current:
• CPR certification
• Annual TB
• Annual Influenza vaccination
• Background Check
• Immunizations – Hep B series complete
• Annual Review of Blood Borne Pathogens
• Standard Training Agreement
• Student Policy Acknowledgement

Once student has provided evidence of completion of all specified requirements, the Program Chair/Campus Coordinator will review evidence to verify compliance.

When a seat becomes available the Program Chair/Campus Coordinator will:
1. notify the student
2. complete Part IV of the VTSA form
3. send the form to Admissions for processing

If a seat is not available the Program Chair/Campus Coordinator will discuss options with the student. Keep your address and phone number current!

Student may then register for class

Q: When will I be able to Special Start?
A: When a seat becomes available.
You may need to be ready to re-enter on very short notice.
Re-Start Procedure: follow this procedure to be considered for re-admission to the same program of study (Full-time Nursing or Part-Time Nursing).

NOTE: READMISSION IS NEVER GUARANTEED

**RE-START**
Assess your Academic Standing:
If “Conditional Enrollment” or “Academic Suspension” student must SEE Counselor or Academic Advisor to complete an Educational Achievement Plan (EAP) BEFORE meeting with Program Chair/Campus Coordinator.

- **Obtain a Vocational-Technical Special Admission (VTSA) Form** from Program Chair/Campus Coordinator, Student Services or Academic Dean’s office.
- **Complete Part I of VTSA Form and submit it to your Program Chair/Campus Coordinator. Attach EAP, if completed.**
- **Order official transcripts and have them sent via intercampus mail to your Program Chair/Campus Coordinator.**
- **Program Chair/Campus Coordinator will:**
  1. review transcripts and EAP
  2. consult with faculty,
  3. review students evaluations and other student data
  4. complete Part II of the VTSA.
- **Program Chair/Campus Coordinator contacts student to discuss transcript evaluation, Restart requirements and space availability.**
- **Student signs Part III of the VTSA form to confirm understanding of restart requirements.**
- **When a seat becomes available, Program Chair/Campus Coordinator notifies the student, completes Part IV of VTSA and sends VTSA to Admissions for processing.**
- **Student may Register for class.**

Minimum Requirements Include:
- Current:
  - CPR certification
  - Annual TB
  - Annual Influenza vaccination
  - Background Check
  - Immunizations – Hep B series complete
  - Annual Review of Blood Borne Pathogens
  - Standard Training Agreement
  - Student Policy Acknowledgement

When will I be able to Re-Start?
Because seats become available only when 1. accepted students do not show or 2. current students find they are unable to continue in the program, it is difficult to accurately predict in advance when eligible students will be able to re-enter the Nursing program. You may need to be ready to re-enter on very short notice.

When a seat becomes available, Program Chair/Campus Coordinator notifies the student, completes Part IV of VTSA and sends VTSA to Admissions for processing.

Request and keep a copy of the VTSA form for your records!
Verification of Intent
During the final term of the PN program, students will be required to state their intent for exiting or progressing. Only students who graduate from the PN program and meet progression requirements are guaranteed a seat in the ADN program. Options vary and are outlined below.

A. Graduate PN Program, take NCLEX-PN and exit program. If you choose to graduate and exit, your seat for continuance into the ADN Program will no longer be available.

B. Graduate PN Program, meet progression requirements, and continue directly to ADN program if eligible.

C. Graduate PN Program, meet progression requirements and continue to ADN program within one year if eligible. You must meet with your Program Chair to apply for a Special Start.

D. Graduate PN Program, meet progression requirements and decide to continue in the ADN program later, after one year, if eligible. You must apply to the Advanced Standing program and meet all entry requirements in the current Program Information Brief (PIB)/catalog.

Graduation Requirements

1. A Diploma in Practical Nursing is awarded to Practical Nursing students who achieve a grade of "C" or better in all PNN and required liberal arts and science courses identified in the Practical Nursing curriculum and complete the required standardized progression exam taken during Term 2.

2. An Associate in Applied Science Degree (AAS) is awarded to Associate Degree Nursing Students who achieve a grade of "C" or better in all PNN, ADN and required liberal arts and science courses identified in the Associate Degree Nursing curriculum, and successfully complete the required standardized exit exam. Student’s “Predicted Probability of Passing NCLEX on the first attempt” score must reach 80% or better on the exit exam. In the event that more than two attempts are needed to meet the required score, the student will be responsible for covering the cost of the subsequent exam(s).

3. An Associate in Applied Science Degree (AAS) is awarded to Associate Degree Nursing - Advanced Standing Students who achieve a grade of "C" or better in all ADN and required liberal arts and sciences courses identified in the Associate Degree - Advanced Standing Nursing curriculum and successfully complete the required standardized exit exam. Student’s “Predicted Probability of Passing NCLEX on the first attempt” score must reach 80% or better on the exit exam. Cost of the exit exam is a component of student fees. In the event that more than two attempts are needed to meet the required score, the student will be responsible for covering the cost of the subsequent exam(s).

It is the student's responsibility to monitor his/her progress in meeting program requirements. Any discrepancies regarding meeting requirements must be discussed with the Program Chair/Campus Coordinator as soon as the student is aware to ensure progression toward graduation as planned.
Graduation Application

A graduation application must be completed and filed with the Office of Students Records by established deadlines before any degree or diploma may be awarded. Purposes of the graduation application are:

1. to have academic records reviewed to determine eligibility for graduation from DMACC

2. to determine if the student meets the Board of Nursing’s requirement for licensure. Students must be granted the designated degree or diploma to meet eligibility requirements for licensure by the state boards of nursing. Simply completing the required course work is not sufficient to meet licensure requirements.

3. to indicate if the student will or will not be participating in the graduation ceremony and to reserve an appropriately sized cap and gown for the ceremony if the student plans to attend.

4. to notify students OFFICIALLY, in writing, of their eligibility for graduation.

Graduation information and an online application (no charge) are available on the DMACC website under Student Services at: [http://go.dmacc.edu/handbook/graduation/pages/application.aspx](http://go.dmacc.edu/handbook/graduation/pages/application.aspx)
STATE BOARD OF NURSING REQUIREMENTS/LICENSURE

1. **Background Checks – Criminal Convictions or Documented History of Abuse**
   Iowa law requires that nursing education programs conduct criminal, child and dependent adult abuse record checks. If the person has been convicted of a crime, or has a record of founded child or dependent adult abuse, the Department of Human Services will perform an evaluation to determine whether the crime or founded child or dependent adult abuse warrants prohibition of participation in a clinical education experience. Criminal convictions or documented history of abuse may delay or prevent students from participating in clinical education experiences. Students unable to participate in clinical education will be unable to complete the nursing program.

2. **Clinical Participation**
   Students who have been previously licensed in nursing and are now entering a nursing program must be in good standing with the boards of nursing where licensed. 655 Iowa Administrative Code 2.5(5) requires that the nursing program shall notify students and prospective students that nursing courses with a clinical component may not be taken by a person:
   A. who has been denied licensure by any Board of Nursing
   B. whose license is currently suspended, surrendered or revoked in any U.S. jurisdiction.
   C. whose license/registration is currently suspended, surrendered or revoked in another country due to disciplinary action.

   Individuals seeking enrollment or currently enrolled in nursing programs who are not eligible to take a course with a clinical component because of disciplinary action in any state should contact the Iowa Board of Nursing Enforcement Unit at 515-281-6472 as soon as possible.

   LPN licenses will be verified and must remain current while enrolled in the Associate Degree Nursing program. The Program Chair or Campus Coordinator is to be consulted immediately if licensure status changes.

3. **Licensure Eligibility**
   The Iowa Board of Nursing has identified the following criteria for an applicant to be eligible to write the National Council Licensure Exam (NCLEX - PN or NCLEX - RN):
   a. Graduate of an accredited high school or a GED certificate.
   b. Graduate of a nursing program approved by the Board of Nursing.
   c. Approval by the Board of an applicant for licensure with past **criminal convictions** or having been **previously licensed as a L.P.N. or R.N.**
   
   The Iowa Board of Nursing phone number is 515-281-3255, e-mail ibon@bon.state.ia.us, and web site:

4. **Mandatory Reporting**
   Licensed nurses are required by Iowa law to report other licensed nurses whose actions (or omissions to act) violate state law or Board of Nursing rules. Unethical, incompetent, unprofessional or behavior harmful (or potentially harmful) to the health, safety and/or welfare of the client are examples. Students enrolled in the ADN program who are licensed as LPNs fall under this requirement. Nursing instructors also must comply; therefore the Nursing program will report continued or egregious unsafe student behavior. Students will be informed of this action. Licensees also have a duty to report their own drug/substance abuse involvement or that of other licensees of which they are aware. Reporting is not optional but mandatory, and failure to comply may result in discipline to the non-reporter or program.
5. **NCLEX Licensure Exam**

Entry into the practice of nursing in the United States is regulated by the licensing authority within each state. To ensure public protection, each state requires a candidate for licensure to pass an examination (NCLEX) that measures the competencies needed to perform safely and effectively as a beginning licensed entry-level nurse. There are two entry-into-practice levels, NCLEX-PN and NCLEX-RN. Each exam is based upon job analysis studies. This helps to guarantee that the examination is reflective of entry-level demands expected of new nursing graduates.

The exams are computerized (CAT - Computerized Adaptive Testing). Nursing program graduates may not practice nursing under any conditions until they have passed NCLEX and have been issued a license by the state where practicing. ADN graduates who are currently licensed in Iowa as a LPN may work as a LPN while awaiting NCLEX-RN results. Other states may have different requirements.

Completion of the Nursing Program at DMACC does not guarantee that you will be allowed to sit for NCLEX exam, that you will pass the exam, or that you will be granted a license to practice nursing.

The Detailed NCLEX-PN and NCLEX-RN Test Plans can be downloaded from [www.ncsbn.org](http://www.ncsbn.org).

**Passing Rates:**
The passing standard for the NCLEX exam has continually risen to reflect the higher level of required performance for entry level practice. With the increased passing standard, failure rates on the NCLEX exam have risen. It is important for graduates to pass NCLEX the first time as the success rate when retaking the exam is much lower than that of first time test takers.

**Preparation:**
The best preparation for success on the NCLEX exam is to maximize learning opportunities and test taking skills throughout the program. The nursing program has designed many opportunities for learning, but the responsibility for learning remains with the student. Coming prepared to class and getting involved in collaborative learning and other projects will promote the development of a knowledge base and critical thinking skills. Students should strive to learn the maximum, rather than just skimming by with minimum knowledge and preparation for class and clinical activities. The nursing program will provide tests and evaluation situations that encourage application and analysis of knowledge. These are similar to the knowledge tested on the NCLEX exams. Students need to attend all course test review sessions to improve understanding of testing and the development of test taking skills. Study groups also offer support and assist in the development of test taking skills. Taking a review course and planning study review sessions prior to the exam are also crucial for building confidence and preparation. Statistics show that graduates who sit for the NCLEX exam within three months of graduation experience greater success.

**Processing:**
There will be at least a two-week delay between graduation and release of official DMACC transcripts needed to apply for and schedule the NCLEX exam. For most graduates, this means an average time of from 1 to 2 months from graduation to employment. Graduates are encouraged to review their individual NCLEX exam schedule with potential employers. This assists employers to project a feasible date of hire. You will be provided with information on NCLEX application and testing procedures prior to graduation.

**GRADUATE JOB REFERENCES**
Faculty will complete a Final Student Performance Evaluation for each First Level (PN) and Second Level (ADN) graduate. These evaluations will be the official program reference and available only through the Director of Nursing Education's office in Ankeny. The evaluations will be based on course grades/performance, clinical evaluations, lateness/absenteeism, and Student Action Reports/Learning contracts. An example of the evaluation form can be found on the next page. To obtain this reference:

- Graduate signs a reference release form at the employer's office.
- The employer can then fax this release to the Director's office at (515) 965-6008 or call (515) 964-6324 for clarification.
Des Moines Area Community College  
FINAL STUDENT PERFORMANCE EVALUATION  
Practical Nursing Program

Name:  
DMACC ID:  
Completion Date:  

Meets Expectations = Knowledge and performance satisfactorily met program expectations with minimal supervision.

Exceeds Expectations = Knowledge and performance independently and consistently exceeded program expectations.

<table>
<thead>
<tr>
<th>PN Program Outcomes</th>
<th>Meets Expectations</th>
<th>Exceeds Expectations</th>
</tr>
</thead>
<tbody>
<tr>
<td>1. Interacts with clients using basic therapeutic communication techniques.</td>
<td></td>
<td></td>
</tr>
<tr>
<td>A. Provides caring and professional approach with clients using basic therapeutic communication techniques.</td>
<td></td>
<td></td>
</tr>
<tr>
<td>2. Participates in the development and revision of a plan of care through data collection and focused assessment.</td>
<td></td>
<td></td>
</tr>
<tr>
<td>A. Assesses clients and participates in the development and revision of the plan of care.</td>
<td></td>
<td></td>
</tr>
<tr>
<td>3. Individualizes and implements an established plan of care for clients with predictable health needs.</td>
<td></td>
<td></td>
</tr>
<tr>
<td>A. Interacts with and utilizes therapeutic nursing interventions to promote client health.</td>
<td></td>
<td></td>
</tr>
<tr>
<td>B. Individualizes teaching to meet learning needs of the client.</td>
<td></td>
<td></td>
</tr>
<tr>
<td>C. Performs nursing skills competently.</td>
<td></td>
<td></td>
</tr>
<tr>
<td>4. Demonstrates basic problem-solving skills.</td>
<td></td>
<td></td>
</tr>
<tr>
<td>A. Demonstrates problem-solving skills when individualizing and implementing an established plan of care.</td>
<td></td>
<td></td>
</tr>
<tr>
<td>5. Coordinate delivery of direct care for clients with predictable health needs, working in cooperation with members of the health care team.</td>
<td></td>
<td></td>
</tr>
<tr>
<td>A. Prioritizes and coordinates delivery of direct care for clients in cooperation with members of the health care team.</td>
<td></td>
<td></td>
</tr>
<tr>
<td>B. Reports information related to client care in a clear, succinct and timely fashion.</td>
<td></td>
<td></td>
</tr>
<tr>
<td>A. Practices the legal and ethical roles and responsibilities of the practical nurse in structured health care and community settings.</td>
<td></td>
<td></td>
</tr>
<tr>
<td>B. Actively pursues professional development through accurate self-evaluation and utilization of constructive comments from clients and other health care professionals.</td>
<td></td>
<td></td>
</tr>
</tbody>
</table>

ATTENDANCE PATTERNS:  
Has met nursing program attendance requirements.

FACULTY COMMENTS:

Faculty Signatures:  

Date:  

GRADUATE COMMENTS:

I understand that Des Moines Area Community College will release this document to a prospective employer or agency only after they obtain my signature on an Authorization to Release and mail/fax a copy of this authorization to DMACC Nursing.

Student Signature:  
Date:  

32
Des Moines Area Community College
FINAL STUDENT PERFORMANCE EVALUATION
Associate Degree Nursing Program

Name: ____________________________
DMACC ID: _______________________
Completion Date: __________________

Meets Expectations = Knowledge and performance satisfactorily met program expectations with minimal supervision.

Exceeds Expectations = Knowledge and performance independently and consistently exceeded program expectations.

ADN Program Outcomes

1. Engages clients in therapeutic relationships using advanced communication Skills.
   A. Provides caring and professional approach with clients, families, and groups.
   B. Utilizes advanced communication techniques with clients, families, and groups.
   C. Advocates for, and intervenes with clients, families, and groups to promote health.

2. Utilizes the nursing process to provide individualized, holistic care to enhance the health of clients in a variety of health care and community-based settings.
   A. Analyzes assessment data to formulate comprehensive conclusions and individualize nursing plan of care.
   B. Evaluates response to nursing interventions and revises plan of care to achieve established outcomes.

3. Analyzes diverse types of information in order to determine an appropriate course of action.
   A. Clusters comprehensive assessment data to determine health care needs of clients, families, and plan of care.
   B. Involves the client and the family in identifying needs and achieving outcomes.
   C. Utilizes critical thinking to provide individualized, holistic care for clients, families, and groups in a variety of health care settings.

4. Manages the delivery of nursing care for clients within and across settings.
   A. Provides ongoing comprehensive teaching to clients, families, and groups.
   B. Effectively prioritizes and manages the delivery of nursing care in a cost effective manner.
   C. Performs nursing skills competently.

5. Communicates and collaborates with members of the interdisciplinary team in a goal-directed manner.
   A. Communicates and collaborates with members of the interdisciplinary team in a goal-directed manner.

6. Practices the legal and ethical roles and responsibilities of the registered nurse in a variety of health care and community-based settings.
   A. Practices the legal and ethical roles and responsibilities of the registered nurse in a variety of health care and community-based settings.
   B. Demonstrates commitment to quality nursing care through accurate self-evaluation and utilization of constructive comments.

ATTENDANCE PATTERNS:
Has met nursing program attendance requirements.

FACULTY COMMENTS:

Faculty Signatures: ____________________________
Date: __________________

GRADUATE COMMENTS:

I understand that Des Moines Area Community College will release this document to a prospective employer or agency only after they obtain my signature on an Authorization to Release and mail/fax a copy of this authorization to DMACC Nursing.

Student Signature: ____________________________ Date: __________________
Student Rights and Responsibilities
NURSING STUDENT RIGHTS AND RESPONSIBILITIES

The DMACC Student Handbook outlines general policies on student rights, responsibilities, conduct, discipline and the appeal process for all college students. While in harmony with these policies, entry into the nursing program entails further clarification and expansion of these general expectations to the health care environment and professional nursing standards. These include professional responsibilities for safe and accountable practice, respect for self and others, and active participation in the learning process. Clinical evaluations are based on application of knowledge from previous and concurrent courses and behaviors including, but not limited to those listed below. Final program evaluations for prospective employers will also reflect these behaviors.

1. Assumes responsibility for own learning and development by:
   a. being prepared for class, lab, and clinical activities and assignments.
   b. regularly attending class, lab, and clinical as scheduled and within attendance guidelines.
   c. actively participating in learning activities.
   d. completing assignments on time with written work being done legibly and in proper format.
   e. accepting constructive criticism and supervision by others, utilizing suggestions for growth/improvement.
   f. making arrangements for and completing make-up assignments within specified time frames after any class, lab, or clinical absence.
   g. monitoring own progress in meeting course objectives and seeking out needed learning experiences and instructor assistance.
   h. using appropriate resources and references to increase knowledge base and improve performance.
   i. scheduling appointments with instructor(s) for assistance with class work, assignments, and other materials.
   j. Checking and responding to DMACC E-mail and Blackboard daily
   k. assessing computer skills using checklist on page 56 and attain proficiency where needed.

2. Accepts accountability for own judgments, actions, or failure to act.

3. Uses sound principles from nursing and the natural and behavioral sciences to support actions and judgments.

4. Safeguards the client by:
   a. recognizing self limitations.
   b. seeking out the instructor when unsure of self or when unable to follow directions/guidelines given.
   c. reporting errors, mistakes, or injuries in care and following through with the needed action for remedy.
   d. arranging for client needs to be met before leaving the unit for breaks, lunch, etc.
   e. researching and preparing one's own assignments for class and clinical as directed (meds, treatments, diagnostic tests, pathophysiology, psychopathology, and social dynamics).
   f. adhering to College, Program, agency policies, procedures, and routines.
   g. accurately recording and reporting patient care data while respecting confidentiality guidelines.
   h. annually reviewing Bloodborne Pathogen protocol
   i. maintaining and providing documentation for immunization and CPR recertification immediately upon update

5. Completes assigned nursing care, including charting and reporting, as designated by instructor and within clinical hours.
6. **Demonstrates professional conduct, integrity, and respect for oneself and others by:**

a. protecting the client's right to privacy (HIPAA) by maintaining strict confidentiality at all times. Copying of any medical records for personal or educational use (including computer printouts or any other documents) is prohibited.

b. respecting the human dignity and uniqueness of others regardless of social or economic status, personal attributes, or nature of health problems.

c. conducting therapeutic relationships with clients.

d. listening attentively and courteously when others are speaking.

e. putting client's needs before those of self.

f. verifying facts and information before making judgments or drawing conclusions.

g. exercising poise, tact, and self-control when communicating with others.

h. expressing one's self clearly and accurately both verbally and in written work.

i. offering assistance to others rather than waiting to be asked.

j. notifying appropriate people (instructors, staff, peers, and clients) when unable to keep commitments made to them.

k. projecting a professional image/attitude during class, lab, and clinical activities.

l. reporting acts of dishonesty and professional misconduct.

m. performing invasive procedures on another person(s) only under the supervision of a DMACC Nursing faculty or designated preceptor.

**ATTENDANCE**

Regular attendance and consistent study habits are essential to success in college and are expected of all students at Des Moines Area Community College. Absenteeism and tardiness interfere with the learning process and can contribute to academic failure.

- The legitimacy of the reason for the absence in no way minimizes the loss incurred.
- The responsibility for completing course requirements lies with the student.
- No absence negates the student's responsibility for completing all assigned work.

The nursing program policy on attendance is in harmony with that of the college. Students are expected to attend all scheduled class, lab, and clinical sessions. Regular attendance and participation provide students opportunity to learn the knowledge and skills most current in the nursing profession and to practice using those skills. In classroom and lab, faculty have the opportunity to assess student learning and assist students before knowledge and skills are used in the actual health care setting.

Any absence interferes with the learning process. Therefore, attendance will be monitored in class, lab, and clinical sessions. Absences, tardiness, and/or leaving early will be recorded and made up in one-hour increments. Sleeping during class, lab, or clinical is not considered attendance and the student may be asked to leave. Habitual tardiness to class or lab will be addressed as a classroom disruption and students will be counseled.

Tardiness is defined as arriving anytime after the posted start time of a class/lab or clinical based on the cell phone clock.

- A student demonstrating a pattern of absenteeism or tardiness or being absent 10% or more of clinical will receive a Student Action Report (SAR). See example on page 58.

- Patterns of poor attendance or non-attendance will be reported to the college Financial Aid Office. Federal Title IV and State regulations governing administration of all student financial assistance programs require withholding or reducing financial aid funds when poor attendance is noted.

- Student attendance patterns may also be reflected on the clinical evaluation, and final program evaluation for prospective employers.
Classroom and Lab Attendance

Participation in learning activities is an integral part of nursing program courses. After any absence, it is the student's responsibility to contact their instructors and complete any required makeup assignments as outlined. Make-up assignments may include specific assigned work or attendance in the resource practice labs. Some assignments/activities are an integral part of a specific course evaluation; therefore, they cannot be made up. This may include class preparation activities, quizzes, in-class activities such as case studies, computer-assisted instruction, and collaborative small group activities.

Children should not be brought to class, lab or clinical sites. Children should not be left unattended at any time on College property. Children should not be brought to student/faculty conferences or meetings.

Only individuals on the official class lists may attend class.

Clinical Attendance

To evaluate attainment of course competencies, students are expected to attend and participate in all scheduled clinical experiences. All clinical absences must be made up. Failure to meet course competencies, due to lack of attendance, will result in an unsatisfactory evaluation, and could result in failure of the course.

In the event of a clinical absence the following policies apply:

1. The student will verbally notify responsible clinical instructor and clinical area, at least one hour prior to the time scheduled to begin or as directed. Specific instruction of whom to notify will be given at the beginning of a clinical experience.

2. When clinical experience is scheduled at an alternative site, the student will notify the clinical instructor if problems arise with the experience or if unable to attend any part of the scheduled time for experience.

3. The student will notify the instructor each day not attending clinical.

4. The student will contact the clinical instructor the first day back to class to determine required clinical assignments for time missed.

5. In the event of bad weather, students must make their own decisions regarding clinical attendance. Students must promptly notify their clinical instructor if unable to get to clinical or if delayed. Not going to clinical due to weather is still counted as an absence. When school is cancelled, closes early, or after the beginning of the clinical day, faculty and students decide the best plan to provide safe travel and safe patient care. If the college delays classes, students are to follow the directions from their clinical instructor.

6. If cancellations result in >10% of clinical time being missed a decision will be made by the Director, Nursing Education regarding make-up.

7. "No-call, no-show" behavior exists when students do not report for clinical at the designated time and fail to contact the instructor within 30 minutes. No call-no show constitutes patient abandonment and is a very serious situation. After one incident in any scheduled clinical, the student will be placed on probation. The second no call-no show incident within the same program will be grounds for suspension from the Nursing Program. Continuation would require a Vocational Technical Special Admission (VTSA) application for consideration of readmission at a future date. The Director, Program Chairs/Campus Coordinator will be consulted on the readmission of any suspended student.

8. For a clinical absence, the student will be required to complete an appropriate make-up assignment to make up the time absent. Make up time and location will be scheduled by the Program Chair/Campus Coordinator and designated faculty.
Absences, tardiness, and/or leaving early will be recorded and made up in one-hour increments. Absences/tardiness less than 10% of assigned clinical hours may be met by guided learning activities at the discretion of the instructor. Absences/tardiness greater than 10% of assigned clinical hours will require mandatory on-site clinical make-up. Clinical absence of more than 20% of assigned clinical hours will result in failure for the course.

Students scheduled for clinical make up will contact the designated faculty to determine appropriate clinical preparation and possible written assignments. Final course evaluation and/or grades can not be completed until all clinical is made-up.

It is the student’s responsibility to make sure they are scheduled for and complete all clinical make-up activities as designated by the instructor. Students must attend scheduled clinical make-up days. Failure to make up missed clinical within the scheduled times will result in failure (F) for the course. Some agencies are requiring students to complete no less than 4 hours of clinical makeup. Therefore, it is possible that the student will need to attend 4 hours of clinical make-up even though less than 4 hours was missed.

PROCESS FOR RESOLVING CONCERNS OR CONFLICT SITUATIONS

There may be times when students have concerns regarding testing, clinical evaluation, program/course policies, faculty or staff, or conditions of the learning environment that are adversely affecting learning. When students and/or faculty are under stress or in conflict, a nonproductive learning environment results. It is important for students to learn to use a timely and professional process to resolve concerns/conflict in a constructive manner. Problems must be addressed promptly at the time the concern becomes evident. Most issues are relatively easy to resolve when two individuals of good will sit down to discuss issues. As an issue moves up the chain of command, all persons involved will be included in the decision making process.

1. Identify the essence of the concern/conflict, clearly stating objective facts as well as the subjective.
2. First attempt to approach the person(s) who is/are directly involved in the concern/conflict in a manner in which you would like to be approached. Ask for a meeting with the person(s) to explore the issue and resolve the concern/conflict.
3. If you are unable to resolve the concern/conflict at this level, contact and ask to meet with your Program Chair or Campus Coordinator.
4. If the concern/conflict is still unresolved to your satisfaction, contact the Director of Nursing Education.
5. If the concern continues to be unresolved to your satisfaction, procedures exist at DMACC for resolving serious issues (see ES 4640, Student Complaints Concerning Faculty/Staff Actions). The Director, Program Counselor or Campus Ombudsman can be contacted for guidance in obtaining and pursuing these procedures.

The College Student Handbook has additional information on student rights, responsibilities and procedures. If you are uncertain how to handle a situation or how to follow the steps of a procedure, contact the Program Counselor or Campus Ombudsman for advisement.
STUDENT CONDUCT AND DISCIPLINARY ACTION

Nursing students, like all DMACC students, are responsible for maintaining standards and adhering to regulations adopted by the college as stated in the DMACC Student Handbook. Unsafe, unprofessional, discriminatory, dishonest, disruptive, threatening, or coercive conduct will result in disciplinary action. This may include probation or suspension from one or more concurrent courses, termination from the program, or suspension from the College.

Violating the law is a violation of DMACC’s Code of Conduct for Students. Students who violate the Student Code of Conduct by breaking the law are considered to be engaging in unprofessional behavior and are at risk for suspension from the Nursing program.

Students are expected to exhibit proper behavior at all times. This includes quiet, non-disruptive behavior in class, labs, and clinical. Each student has the right to be able to hear and participate in learning activities. Interference with classroom activity is an unacceptable behavior. Students who are repeatedly late, talk at inappropriate times, are disruptive or argumentative, or cause others to be unable to hear and participate are disruptive and may be asked to leave. Disciplinary action will follow as outlined in procedure ES 4630 Student Conduct, Discipline and Appeals Procedure and found in the DMACC Student Handbook.

Nursing faculty, as expert practitioners, are in the best position to judge unsafe, disruptive, dishonest, and/or unprofessional conduct. In addition, they have a professional obligation, under licensure laws, to protect the client and society against potential harm.

Unsafe Practice
In the clinical area, students are expected to act in a manner that does not cause concern for the health or safety of themselves or others. Unsafe nursing practice includes two overriding areas of concern: physical and emotional jeopardy of the client.

<table>
<thead>
<tr>
<th>Physical Jeopardy:</th>
<th>any action or inaction on the part of the student, which threatens the client's physical well being.</th>
</tr>
</thead>
<tbody>
<tr>
<td>Emotional Jeopardy:</td>
<td>any action or inaction on the part of the student that threatens the client's emotional well being.</td>
</tr>
</tbody>
</table>

Due to the number of critical elements related to jeopardy of clients, an "unsafe" situation will be determined by instructor evaluation. If the physical or emotional well being of the client is in jeopardy, the student will be removed from the clinical assignment and the situation evaluated for disciplinary action. Persistent unsafe practice or egregious unsafe actions will result in clinical suspension and failure of the course and may result in suspension from the Program or the College. Probation or suspension for any clinical course applies to all clinical courses a student is enrolled in that term.

Alcohol and Substance Abuse
Student behaviors leading to suspicion of substance use or misuse will be investigated. Use or possession of unauthorized alcoholic or other intoxicating beverages or controlled substances on college property or in the clinical setting will result in sanctions by the College. Students with substance abuse problems may be referred to the Student Assistance Program.

Use of prescription or nonprescription drugs that list the following potential side effects: drowsiness, dizziness, delayed reaction times or impaired cognition (thinking) may be unsafe in the clinical area. Students taking such medications must meet with the clinical instructor prior to participation in clinical activities.

If a student arrives in clinical, class or lab with an odor of alcohol or other drugs, they will be removed from the area, and arrangements will be made to transport the student home at the student’s expense if necessary. The clinical time, class work or lab time will be counted as missed.

Students may be required to undergo drug testing in some clinical agencies.
**Academic Integrity**

Academic integrity, doing one's own work in course assignments and in tests, is one of the most important values in higher education. Receiving credit for plagiarizing or cheating violates that value. Plagiarism is the unauthorized use of materials not written or created by the person claiming authorship. Plagiarism includes but is not limited to the following:

- Copying material word for word from a textbook, internet, or other reference.
- Allowing others to accept credit for work they have not done, including giving work to others to turn in as their own.
- Collaborating on an assignment without the specific approval of the instructor.
- Borrowing, or purchasing, materials from any source – professional or amateur – and turning them in as original.
- Failure to acknowledge, through appropriate citations, any words, ideas, research, graphics, etc., produced by someone other than the person claiming authorship.

Cheating includes but is not limited to:

- Talking about or listening to discussions regarding test/quiz/check-off content with or by individuals who have yet to complete the test.
- Looking at the answer sheet or computer screen of another student during testing/quiz times.

Other examples of dishonesty in nursing include falsifying or fabricating records or reports (vital signs, meds, procedures, date/observations, etc.) and caring for clients when inadequately prepared. These actions lower professional standards and adversely affect nursing's professional and public image. Negligent or dangerous clinical practice, which puts client safety at risk, can also lead to legal action against the nurse and the institution.

College procedure, ES 4670 Academic Misconduct, prohibits the following acts by students:

1. Engaging in any form of plagiarism, which is defined as the appropriation of and use of another person's writing, and passing it off as the product of one's own efforts, or copying any work and submitting it as original work.
2. Falsifying with respect to any examination, paper, project, application, recommendation, transcript, or test, or by any dishonest means whatsoever, or by aiding or abetting another student to do so.
3. Using materials or collaborating with another person (or persons) during a test, or any other assignment without authorization.
4. Substituting for another student, or permitting another person to substitute for oneself, to take an examination, course, or test, or to provide the work for any assigned project.
5. The acquisition of grades, academic credits, degrees, honors, awards, certification, or professional endorsements by means of cheating.
6. Failing to comply with the policies of the student's program or department stated in College publications.

Academic dishonesty, or assisting another to submit dishonest work, will result in disciplinary action up to and possibly including suspension from the Program or College.

The College Student Handbook has additional information on student rights, responsibilities and procedures. If you are uncertain how to handle a situation, contact the Program Counselor or Campus Ombudsman for advisement.
PLAGIARISM
The DMACC Libraries Online article, “Avoiding Plagiarism: Guidelines for Students” (http://go.dmacc.edu/library/pages/plagiarism.aspx) is an excellent source of information. Students are encouraged to study the entire article. Excerpted below are examples and tips on avoiding plagiarism.

HOW TO RECOGNIZE PLAGIARISM

Here is the original text from an article in the March 2004 issue of Scientific American.

Original: Over the past few million years the earth’s climate has swung repeatedly between ice ages and warm interglacial periods. A 400,000-year record of temperature is preserved in the Antarctic ice sheet, which, except for coastal fringes, escaped melting even in the warmest interglacial periods. This record suggests that the present interglacial period (the Holocene), now about 12,000 years old, is already long of tooth. (Hansen, James. "Defusing the Global Warming Time Bomb." Scientific American March 2004: 70)

Plagiarism Example 1: According to Hansen, the record suggests that the present interglacial period (the Holocene), now about 12,000 years old, is already long of tooth (70).

Why is it plagiarism? Even though the information source is documented, this is plagiarism because the writer didn’t indicate that a phrase was borrowed word-for-word. To correct the problem, enclose the borrowed words in quotation marks.

Acceptable: According to Hansen, the "record suggests that the present interglacial period (the Holocene), now about 12,000 years old, is already long of tooth" (70).

Plagiarism Example 2: Over the past few millennia, the climate of the earth has swung back and forth between ice ages and warm periods. The record of temperature preserved in the Antarctic ice sheet suggests that our current warm period has already lasted longer than usual (Hansen 70).

Why is it plagiarism? This is plagiarism because the writer has only changed a few words or phrases, and the writer has also failed to cite a source for any of the ideas or facts. Two acceptable texts, one using a paraphrase and the other using a combination of paraphrase and direct quotation, are shown below.

Acceptable: Studies of the Antarctic ice sheet show that earth’s climate has cycled between ice ages and warm periods and back again over time, and that our current warm period has already lasted longer than usual (Hansen 70).

Acceptable: By studying the Antarctic ice sheet, scientists have determined that "the earth's climate has swung repeatedly between ice ages and warm interglacial periods" and that our current warm period has already lasted longer than usual (Hansen 70).

TECHNIQUES FOR AVOIDING PLAGIARISM

• When you are researching, taking notes, and interviewing, record the relevant documentation information in your notes accurately and completely.
• Indicate in your notes which ideas are taken from sources and which are your own thoughts or insights. Be sure to keep this distinction clear in your paper.
• Put all words borrowed from sources inside quotation marks. In your notes, you might want to circle the quotation marks so you’ll be sure to include them in your paper.
• When paraphrasing or summarizing information from a source, use different words and sentence structures than the original text.
  o Tip: Reread your source until you understand it. Write your paraphrase or summary without looking at the original text, using your own words and phrasing. Next, check your version with the original. Make corrections for clarity, accuracy, and mistakenly borrowed phrases.
• Keep the source's name near quotations and paraphrases in your notes and in your paper. Mention the person's name either at the beginning or the end of the passage.
- Document all quoted material, paraphrases and summaries of your sources. Full publication information should be included in your list of sources at the end of your paper.
- Document any facts that are disputed or not common knowledge.
- Document all opinions, conclusions, statistics, pictures, charts or graphs taken from your sources.

Source: [http://www.library.dmacc.edu/plagiarism.asp](http://www.library.dmacc.edu/plagiarism.asp)  Used with permission.
NURSING LABS
Open lab times are available to all students as they deem necessary. Please check the posted schedule. Nursing labs on campus are part of the nursing curriculum. Students must prepare in advance and attend at their scheduled time. Appropriate textbooks and supplies designated by the instructor and skill check-off sheets must be brought to lab.

Resource/practice labs will be scheduled to assist students to develop or refine nursing skills and knowledge needed for clinical performance and academic success. Students need to arrange their schedules to permit attendance at resource/practice labs, not during regularly scheduled class/lab or clinical time. A student is expected to schedule and attend when they receive an unsatisfactory check off or a referral from an instructor. Professional behavior and standards are expected at all times in the nursing labs and classrooms.

CLINICAL
All students have learning experiences in clinical areas as part of their educational program. Prior to participating in the clinical portion of the Nursing Program curriculum, students must successfully complete all clinical orientation activities. Clinical experiences will be assigned in advance, but are subject to change in response to agency requests, enrollment, faculty availability, etc. Whenever possible students should not have clinical assignments in the same work area in which they are employed and should alert the Program Chairpersons, Campus Coordinator or Program Coordinator of possible conflicts. The actual clinical areas and hours are determined by the nursing faculty in consultation with agency management and program needs. Students should be aware that a variety of time periods are in use, which may include late afternoon, evening or weekend rotations. A student may be transferred to another clinical site without rationale. Requests for specific health care agencies cannot be honored.

The clinical instructor is responsible for guiding the learning experience and evaluation of students. Students are to prepare their own assignments using appropriate resources/references. Agency policies must be followed concerning use of medical records for preparing assignments/care plans. Due to strict client confidentiality policies, it is not permitted to make copies (i.e., computer printouts, photocopies, faxes, etc.) of any form of the chart/Kardex. Written work may vary from one clinical rotation to another. Written work must be legible and organized into the proper format.

Instructors have the right to withhold observation/enrichment activities if students require more clinical experience to meet objectives.

Students must adhere to the rules of professional conduct enforced by the cooperating clinical agencies. Student conduct resulting in a violation of a clinical agency's rules may result in sanctions by the clinical agency and/or disciplinary action, up to and including suspension by the Program or College. Clinical agencies have the right to deny participation in clinical experiences at any time for any reason. Students unable to participate in clinical education will be unable to complete the nursing program.

Students are expected to be present in the clinical agency during all assigned clinical times, including lunch. Students who must leave an agency for an emergency must have instructor permission, sign-off on their client care, and report off to their co-assigned nurse. Arrangements for returning to clinical that day must be made with the instructor. Students may not leave clinical early or come to clinical late because of work.

Health care facility computers are to be used only for clinical requirements and students are not to use Internet access for other purposes. Cell phones are not to be used during assigned clinical hours, including pre and post clinical conference sessions. Students may use cell phones only during break time off the floor or during the scheduled lunch break. This means students are not to make or receive any cell phone communications (voice, messages, text messages, etc.) during these hours. Any exceptions need to be approved by clinical faculty and will only be granted for short term, emergent situations. Due to limited space, textbooks and purses might not be allowed in the client care area.

Clinical groups will not necessarily be the same as class/lab sections. Faculty will determine student placement in each clinical rotation; relatives will be separated. Car pools will be considered, but not
necessarily honored. Car pool requests must be submitted in writing to the Program Chair/Campus Coordinator.

GROOMING AND UNIFORM DRESS CODE

Although fashion trends in dress, accessories, hair color, and hairstyles are part of a student's personal life, these same trends can be seen as less than professional by the public and detract from their perception of the student's capability to practice safely. Therefore, nursing students' dress and appearance for clinical must be professional. Grooming and uniform dress code policies are based on the following standards:

- **Client safety:** Tissue Integrity—patients are to be protected from tissue damage from fingernails, jewelry, etc. Infection Control—patients are to be protected from known sources of infection, actual or potential.
- **Professional Demeanor:** Nursing students are expected to represent themselves, DMACC, and nursing in a professional manner.
- **Compliance:** We have an obligation to comply with the dress code standards of any of the agencies with which we contract for experiences.

The following list is not meant to be all-inclusive, and any questions or concerns are to be brought to the Program Chair/Campus Coordinator. Agency policy supersedes school policy if the requirements are more stringent.

1. Meticulous grooming and daily personal hygiene are essential because of close proximity to client and others.

2. Hair must be clean, worn off the face and controlled. Long hair must be tied or pinned back or up. No visible unnatural hair colors permitted. Hair accessories should be in conspicuous and neutral in color.

3. Facial hair of men must be clean, trimmed and worn in such a manner that it will not obstruct nursing activities.

4. Makeup is to be natural/subtle and nails trimmed short, well-manicured, without polish or artificial nails.

5. Odors of any kind may be offensive to clients. Products with strong odors must be avoided, i.e., perfumes, lotions, etc. Tobacco odors are unacceptable.

6. Gum or tobacco is not to be chewed in clinical. Smoking is discouraged and is limited to permitted areas only, and during designated break times. Students who have a smoking odor on clothing may be asked to go home and change into a clean, odor free uniform.

7. For the safety and comfort of the client and student, jewelry, with the exception of a wedding ring and wristwatch, is not to be worn in clinical. For pierced ears, one small simple post may be worn per ear in clinical. No jewelry, safety pins, etc., will be worn in pierced, visible body parts—including the tongue, eyebrow, nostril—during clinical.

8. Ear gauging has become a fast growing trend in many societies today. Commonly known as ear stretching, it is also referred to by others as tunneling for the plugs later placed at the stretched part of the ear. The ear lobe is the most common area gauged or stretched, and on the stretched part jewelry is then placed. If a student has ear gauging/tunneling the **only accepted option** is to wear "hider" plugs, which are flesh-colored and typically made of silicone during all clinical practicum and lab.

9. Tattoos must not be visible. If they are visible, they must be covered during all clinical practicum and lab.
10. Students are required to have a watch that measures seconds, bandage scissors, penlight, and stethoscope with bell and diaphragm functions when in the clinical area.

11. Nursing students wear a clinical uniform that consists of a designated royal blue pant and top with embroidered Des Moines Area Community College logo. **Pants must not touch the floor.** A short white lab jacket with embroidered logo is optional and may be worn with the uniform. White short or long sleeved tee-shirts may be worn under the royal blue top. No waffle weave material permitted.

12. The designated name pin is required when wearing uniforms or lab coats and will display the first name of the student. “DMACC Nursing Student” must be on the second line. The name pin must be purchased by the beginning of the first term. Students must wear the required agency identification. Students without the designated name pin will not be allowed access to patients or patient records and will be sent home.

13. Head coverings may be worn for religious purposes only. They must be solid white, black or royal blue and without any adornments.

14. Shoes are to be solid, non-porous leather or vinyl, predominantly white shoes, polished, supportive and safe. Plain white socks or hosiery must be worn with uniform pants so that when the student is sitting, no skin on the legs or ankles will be exposed. Sport socks, open-backed, open toe, or canvas shoes are not acceptable. Open backed shoes with a strap are acceptable.

15. Students are expected to dress appropriately whenever in a clinical agency as a DMACC student. When students get clinical assignments, white lab coats or the entire uniform are to be worn. Students are not to wear uniform tops instead of lab coats. Acceptable dress in clinical agencies means professional business or business casual. Clothing must be clean and in good repair. Unacceptable clothing includes blue jeans (including jean skirts, jackets or capri pants), leisure or sportswear such as flip-flops, shorts or mini-skirts, halters or sundresses, t-shirts with advertising or similar pictures or logos that would not be clearly interpreted as professional wear. Employment uniforms can not be worn when in the facility as a nursing student.

16. Additional criteria and equipment may be required for specific clinical/lab areas or as dictated by cooperating agency policy. Agency name badges must be worn when in the facility.

17. Students employed by health care agencies may not wear the nursing student uniform, or name pin at work.

18. Students should not wear the DMACC Nursing uniform outside of class, clinical and lab.

Failure to adhere to grooming and dress expectations will lead to dismissal from the clinical area.
MEDICATION POLICY

All medication policies are subject to compliance with clinical agency policy. Agency policies will take precedence. Students may prepare and administer medications and treatments under the supervision of the instructor.

FIRST YEAR:

1. Students may prepare and administer the following medications under the supervision of the instructor:
   a. Oral medications
   b. Instillations
   c. Topical medications
   d. Subcutaneous medications (after validation of proficiency has been made by clinical instructor).
   e. Medications via nasogastric and gastrostomy tubes (after validation of proficiency has been made by clinical instructor).

2. Students may prepare and administer the following medications under the direct supervision of the instructor:
   a. Intradermal, or intramuscular medications
   b. Medications via nasogastric and gastrostomy tubes
   c. Pediatric medications

3. All relevant lab values will be checked by the student and verified with the instructor prior to administration of appropriate drugs.

4. Students may care for clients receiving, but not be responsible for the administration of:
   a. Blood and blood derivatives
   b. Hyperalimentation, TPN, Intralipids
   c. Medicated I.V. solutions
   d. IV medications by gravity, push or pump/controller, including PCA
   e. Epidural analgesia
   f. Antineoplastic agents

5. Students may perform the following activities with peripheral IV's:
   a. Observe I.V. site, rate, and symptoms of infiltration
   b. Discontinue an I.V.

6. Under the direct supervision of the Nursing Instructor the student may:
   a. Add I.V. solutions without medications* to established intravenous sites
   b. Change tubing when the I.V. is not medicated*
   c. Correct a gravity flow problem or reset the pump only when the IV solution is unmedicated

7. Students may not
   a. Correct a flow problem or reset the pump when the IV is medicated
   b. Change tubing when the IV is medicated
   c. Convert IV to peripheral lock

8. Students may administer oxygen therapy under the supervision of the instructor.

*Non medicated IV solutions include 5% Dextrose or less and variations of normal saline.
7/79, Rev 7/00, 7/08, 6/09, 6/10
**SECOND YEAR:**

1. After demonstrating competence and with instructor permission, students may administer the following medications independently:
   a. Oral medications except antineoplastics
   b. Instillations and topical medications
   c. Subcutaneous, intradermal, and intramuscular injections
   d. Peripheral lock flushes

2. Students must check dosages with the instructor prior to the administration of:
   a. Narcotics
   b. Parenteral medications
   c. Oral antineoplastics
   d. Anticoagulants
   e. Insulin

3. All relevant lab values will be checked by the student and verified with the instructor prior to administration of appropriate drugs.

4. Students may administer I.V. medications under the direct supervision of the instructor via the following routes:
   a. Direct IV push
   b. Infusion pump
   c. Piggyback method
   d. Patient controlled analgesia including regulation

5. Students may perform the following activities with peripheral I.V.’s with instructor supervision:
   a. Monitor, add, calibrate, and discontinue I.V.’s
   b. Change I.V. tubing
   c. Monitor and regulate infusion pumps, infusion monitors
   d. Monitor patient controlled analgesia
   e. Hang I.V. bottles/bags to which potassium and/or vitamin preparations have been added
   f. Start I.V.’s on adult clients with an angiocath needle under the direct supervision of the instructor
   g. Administer pediatric medications as designated by the instructor
   h. Convert IV to peripheral lock and peripheral lock to IV
   i. Administer IV hyperalimentation and intralipids via infusion pump

6. Students may perform the following activities with percutaneous catheters, implanted ports and central line IV’s under the direct supervision of the instructor:
   a. Add, monitor and regulate non-medicated IV solutions and those to which potassium and vitamins have been added
   b. Change IV tubing
   c. Change sterile IV dressings
   d. Administer IV medications, hyperalimentation, and intralipids via infusion pumps
   e. Flush locks/caps
   f. Discontinue PICC/Central lines and de-access ports.

7. Students may prepare and administer blood or blood derivatives, including RHoGam, under the direct supervision of the instructor:
8. Students may care for clients receiving, but **NOT** be responsible for the administration of:
   a. I.V. Pitocin and magnesium sulfate
   b. Parenteral Antineoplastic agents
   c. Epidural analgesia
   d. Thrombolytic agents

9. Students may administer oxygen therapy under the supervision of the instructor.

10. RN preceptors have the same responsibilities as instructors.
CHARTING SIGNATURE
When charting, students will sign their name followed by NSAC (Nursing Student Area College).

INSTRUCTOR ABSENCES
When the clinical instructor is absent from the assigned clinical area for a short time period, the following procedure will be followed:

1. The instructor will notify the cooperating agency that clinical experience has been canceled for the day. The instructor may notify the students in advance if absence is expected.

2. The instructor or agency personnel will deliver the message to nursing students regarding instructor absence. **Students may not remain in the clinical area without instructor supervision.**

3. If instructor absence extends beyond one day or if the clinical experience is specialized or of a short term nature, students may be instructed to: 1) complete an alternate independent assignment given by the instructor or 2) return to the school to complete self-directed small group learning activities pertaining to clinical practice.

4. If, for any reason, a student is unable to follow the above directions, it will be considered an absence from clinical experience. For longer periods of instructor illness/leave, a qualified substitute will be obtained or students reassigned to other clinical groups.

CLINICAL REQUIREMENTS

- **CPR CERTIFICATION**
  CPR certification is a requirement for attendance in the clinical area. Students must have completed either a Health Care Provider Course, from the American Heart Association or CPR for the Professional Rescuer from the American Red Cross, at their own time and expense, by the beginning of the PN and ADN program. The course completed must be for health professionals and include adult/child and infant CPR (including two-rescuer scenarios and use of the bag mask), foreign-body airway obstruction, and automated external defibrillation (AED). Cards/certificates must be presented to the Program Chair/Campus Coordinator showing date completed and the instructor's signature. Students are responsible to provide renewal cards documenting certification through the date of graduation. **Students will not be allowed in the clinical setting if current CPR certification has not been provided.**

  Certification includes: 1-man, 2-man CPR, infant, child, adult, airway management and AED. Approved recertification courses include a written competency test and a live return skills demonstration. Courses that are online or that do not include all of the above are not acceptable.

- **HEALTH & IMMUNIZATION RECORD**
  At their own expense, students must have obtained the required physical examination, immunizations, and/or tests prior to beginning the Program or as requested by the Program Chair/Campus Coordinator. Infectious diseases, including Hepatitis B Virus (HBV), Varicella (Chicken Pox), Pertussis, and Tuberculosis may have serious implications for both health care workers and clients. Therefore, students are required to meet current standards for prevention, unless a signed medical waiver is submitted.

  Existing health problems must be identified. Students will not be permitted to attend clinical experiences until the required Health and Immunization Record is completed and submitted. If a
student chooses not to have the required immunizations and does not have a medical waiver, the student will be ineligible for clinical experiences and will be dismissed from the DMACC nursing programs. Changes in health status after completing health forms must be reported to the Program Chair/Campus Coordinator.

- **SAFEGUARDING PERSONAL IMMUNIZATION RECORDS**
  Students are to make a personal copy of their Health and Immunization Record and keep it in the red folder labeled “Clinical Requirements.” The red folder and a Clinical Requirements Documentation Log will be provided on admission to the Nursing program. Students are expected to complete the log and take it and the folder to each clinical orientation. Clinical agencies may request this information at any time. Keep this folder in a safe place with other important documents e.g., Mandatory Reporting Certificate, as these records will be requested by future employers.

- **CERTIFIED PROFILE.COM**
  Students admitted to the program Fall 2011 or later are required to store their health and immunization records, CPR card and Mandatory Reporter Training certificate electronically in an Immunization Tracker on the secured website provided by CertifiedBackground.com. Students pay an annual fee to maintain this service throughout their enrollment in the Nursing program. The annual fee includes maintaining the Immunization Tracker online, review of all documents for compliance and email reminders when updates are due. Students will not be permitted in clinical if they fail to renew their subscription annually to keep this service activated.

- **TB/PPD**
  In addition to the initial tuberculosis test documented on the Health Record, TB/PPD testing is required annually and at the student’s expense throughout the program. It is the student’s responsibility to renew their PPD during or before the end of the month it expires and to provide a copy of the results for their student file. Students without proof of current TB/PPD testing will not be permitted to attend clinical experiences.

- **INFLUENZA**
  The influenza vaccine is to be completed prior to the start of the spring semester each year or earlier if clinical agencies set an earlier deadline. It is the student’s responsibility to renew the influenza vaccine each year at their own expense and provide documentation for their student file. Students who decline the flu shot will need to sign a declination form which will indicate they understand that if they are assigned to a facility that requires current flu vaccination they may be barred from attending clinical and will risk failing the course.

- **MANDATORY REPORTER TRAINING, BLOODBORNE PATHOGENS and HIPAA EDUCATION**
  Clinical institutions may require that the Nursing program submit documentation of the completion of Mandatory Reporter Certification, HIPAA, and BBP at any given moment. For this reason, students will complete HIPAA and BBP yearly and are required to submit a current, hard copy Mandatory Reporter certificate to the Resource Lab coordinator. Please note, the certificate must indicate training in both child and dependent adult abuse. Students with a Certifiedprofile.com account should upload their Mandatory Reporter certificate to their To-Do-List after it has been accepted by the Resource Lab Coordinator.

  Resource Lab Coordinators cannot obtain Mandatory Reporter Certificates for programs that were completed elsewhere or from other DMACC programs. If the student is unable to obtain a current certificate, the course must be retaken.

  The Resource Lab Coordinators will provide resources, directions and deadlines for completing Mandatory Reporting certification (as needed), HIPAA, and BBP annual education with given deadlines for submission/completion. Like CPR, immunizations, flu shots and TB testing, these are
Students who miss the designated deadline will be penalized for late updates as described below.

- **PENALTY for LATE UPDATES**
  Late documents will no longer be accepted without consequences. All health updates (TB, CPR, Flu) are due no later than 9 AM on the last day of the month in which they are due. If the end of the month falls on a Saturday or Sunday they are due by the Friday before.

  For Terms 1, 2, 4 and Online students this means uploaded and approved on Certified Background. For Term 5 (in fall 2012) and Evening Urban ADN students this means submitted in accordance with the procedure on your campus. Directions will be provided by the Program Chair on the Boone and Newton campuses; Campus Coordinator on the Carroll campus, and the Program Coordinator for the Ankeny and Urban campuses.

Students who submit their documents after this time will:
- not be permitted to attend clinical and will have to make up the missed day
  NOTE: If the clinical day to be missed is an Orientation day, students will be allowed to attend, but will not be permitted to attend the following clinical day as their penalty for missing the deadline.
- not be permitted to attend clinical until all requirements are complete
- have to make up all missed clinical days (keep in mind that if you miss more than 20% of the assigned clinical hours it will result in failure for the course)

This is not negotiable. There will be no grace period.

Just as you must turn in assignments by a certain time and date or endure a penalty, your health records and CPR must also be turned in ahead of or no later than the deadline to avoid the above consequences.

Avoid the consequences and turn your documents in EARLY!

---

**EVALUATION**

**Clinical Evaluations:**
Students are expected to be aware of their own progress in meeting clinical objectives and seek out learning experiences and instructor feedback to improve performance. Periodic evaluation conferences with the instructor will be scheduled outside clinical hours. Evaluations must be read and signed by the student. Signing an evaluation means the student has read the evaluation, it does not mean the student agrees or disagrees with the evaluation. A comment section is provided on the evaluation form for student input noting agreement or disagreement.

Students must show consistent progress in meeting clinical objectives. All clinical objectives must be met by the end of the term to pass the course. Evaluations will be shared from one clinical instructor to the next to facilitate student learning.

At the end of the PN and ADN program, a final composite evaluation will be completed by instructors for each graduate. Evaluations will be filed in the Director's Office at Ankeny and used for employment references.
Program/Faculty Evaluation
The DMACC Nursing Program has a comprehensive evaluation plan to assist in monitoring and improving program standards and educational outcomes. Students are expected to participate in the evaluation process through written responses on course evaluations, final program evaluations, faculty evaluations, and special surveys. Evaluations are also requested six to nine months following graduation and employment as a licensed nurse. Student input is valued and treated with strict confidentiality. To facilitate confidentiality, evaluations are collected and tabulated by computer scanning. The program secretary then types all comments before they are distributed to faculty and other appropriate persons in the program. Data from the tabulations is trended, or summarized, for course/program improvement activities.

EXPOSURE INCIDENTS
Students are to adhere to Standard Precautions and OSHA blood borne pathogen standards. This includes safe handling and disposing of sharps and contaminated material, and adherence to agency exposure control policies including use of Personal Protective Equipment (PPEs) and timely reporting of exposure incidents. If stuck with a needle or sharp object, or exposed to blood or body fluids during lab practice, clinical or alternative activities, the following steps should be taken:

- **IMMEDIATELY** wash the affected area with soap and running water (or appropriate first aid) and contact your nursing instructor. Contact the Program Chair/Campus Coordinator or Director if the instructor cannot be reached. The instructor will contact appropriate infection control personnel at the agency.

- Fill out appropriate online incident forms ([http://go.dmacc.edu/safety/Pages/forms.aspx](http://go.dmacc.edu/safety/Pages/forms.aspx)) while at the clinical site and follow DMACC protocol for referral. This is to ensure adherence to current Center for Disease Control (CDC) standards for follow up testing and post exposure prophylaxis (PEP) treatment. Students should notify their health care provider. For further information, see [www.cdc.gov](http://www.cdc.gov).

**IT IS VITAL THAT ACTION BE TAKEN IMMEDIATELY, AS DELAYS BEYOND 4 HOURS MAY AFFECT TREATMENT OUTCOMES**


GUIDANCE AND COUNSELING
If academic and/or personal problems are impacting a student’s ability to be successful, the student is advised to seek assistance IMMEDIATELY. The faculty and Program Chair/Campus Coordinator are available to assist students with improving study habits, test taking skills, application of nursing process, mastery of skills, referral to appropriate learning resource personnel or referral for professional personal counseling. It is important that students initiate this request for assistance and follow through on recommendations and referrals.

Students must report drug or substance abuse problems to their Program Chair/Campus Coordinator and seek appropriate counseling. Students with substance abuse problems may be referred to the Student Assistance Program (SAP).

HEALTH
It is strongly recommended that students obtain health insurance. A student health insurance plan is available through Student Services.
Health Conditions
Students must inform their clinical and lab instructors if they are pregnant, have any physical limitations or restrictions and if they have any medical condition (diabetes, seizure disorder, etc.) that may require precautions or intervention while performing the activities of a student nurse. Failure to disclose may put the student and/or patients at risk for injury and may lead to disciplinary action. Students are required to abide by agency health and safety policies.

Changes in Health Status Occurring During Program of Study
A student who becomes ill/injured or experiences newly occurring physical limitations during their program of study should remain at home until well or recovered and contact their health care provider if necessary.

- Written verification from the health care provider (HCP) that the student is ready to return to class and/or clinical may be requested by the Program Chair/Campus Coordinator or faculty.
- Most agencies require validation of the student's ability to resume client care. Per clinical agency policy, some restrictions may prohibit clinical participation. In such cases, the program may not be able to provide alternative clinical experiences. This may prevent the student from attending clinical and successfully completing the course.
- Program continuation requires ability to perform all essential functions of the student role in a safe manner.
- Absence and/or short-term limitations identified by the HCP will be evaluated by the Program Chair/Campus Coordinator to determine if learning experiences can be modified. If this is not possible, or if the limitations are prolonged, a written request for accommodation must be submitted to the Accommodations Officer. The Officer’s evaluation assesses the ability of the student to meet program requirements and standards. If accommodation is denied, the student will be required to withdraw from the program.

A student who becomes ill or injured in class, lab, or clinical will be responsible for the costs incurred. Some clinical injuries may meet requirements for Worker’s Compensation claims. A DMACC incident form must be processed for all injuries. If seen by a physician following injury, the physician’s office needs to be informed of a pending Workmen’s Compensation claim.

LIABILITY COVERAGE
The college insurance coverage includes coverage for student injuries, or claims of injury related to “work conduct” in student role as long as the student is following procedures and acting in a responsible manner. This also protects the college against future claims.

The Standard Training Agreement addresses this as follows:
IID. Emphasis is on protecting the COOPERATING AGENCY from claims by or injury to:
(a) others—any third party or,
(b) the DMACC student.

IIE: Emphasis is on protecting DMACC or the DMACC STUDENT if claim is made by a third party or if claim is made against DMACC by the student.

Students need to be informed of the following.
- Although covered by insurance, they still have an obligation to act responsibly. Insurance coverage is for “good faith conduct” and will not apply if students act irresponsibly, maliciously, recklessly, or fail to conform to program standards, procedures, and/or policies.
- The “Student work conduct” spoken about in the agreement refers to performance while in the DMACC student role—no other employment/work or situation is covered.
- Insurance does not cover travel in a non-DMACC vehicle.
- Insurance does not replace the need for personal health insurance coverage.

Other procedural information:
- Standard Training Agreements are to be signed by the student and Program Chair/Campus Coordinator once a year before students begin the clinical experience and kept in the student’s file.
- Faculty must promptly file a DMACC Incident Report for any student, or student/client incident.

**Workers’ Compensation Coverage**

Students participating in off-campus unpaid work experience activities in connection with a program of study are covered by the College’s workers’ compensation insurance. Examples would include health students completing their clinical requirements without pay.

Nursing students injured and/or suffering an illness as a result of unpaid work experience as described above need to:

- Report the injury as soon as possible to the instructor.
- Seek medical attention as indicated by the type of injury/illness.
- Complete a DMACC Incident Report, under guidance of their instructor.
- Instructor is to inform the Program Chair/Campus Coordinator and Director, Nursing Education, as early as reasonably possible.
- Completed Incident Report is sent to Director, Nursing Education, for review and processing.
- Director, Nursing Education, will turn completed Incident Report in to DMACC Human Resources.
- A separate report will be submitted to the College’s workers’ compensation carrier.
- If the injury/illness is work-related, all medical bills related to the injury/illness will be paid by our workers’ compensation carrier.

**INFORMATION FORM**

An information form will be completed by students annually and updated each term. The College may, at its discretion, release Directory Information in accordance with the Family Educational Rights and Privacy Act. The student may restrict release of information by filing a "No Release of Information" form with the Student Records Office. Refer to the DMACC Student Handbook for further information.

**CONTACT INFORMATION**

Any change in name, address, or phone number must be submitted to:

1. the Program Chair/Campus Coordinator and Program Coordinator within three (3) school days following change either via e-mail or with a DMACC Address/Name Change form
2. the DMACC Student Records Office either online or with a DMACC Address/Name Change form

Changes made prior to or immediately after graduation are also to be reported.

Students without a home phone must identify a telephone number where messages can be received and responded to promptly by the student.

**ACCOMMODATIONS**

It is DMACC’s policy to comply with the access provisions of state and federal civil rights legislations for persons with disabilities. DMACC is committed to providing an accessible environment that supports students with disabilities in reaching their full potential. Services are available for students with documented disabilities to ensure equal access to educational opportunities. College policy calls for reasonable accommodation to be
granted to students with disabilities. Reasonable accommodation is granted in the form of auxiliary aids and services. Any nursing student with a documented disability who requires accommodations or would like to apply should contact the Disability Services Coordinator at (515) 964-6850 or go online to http://go.dmacc.edu/student_services/disabilities/Pages/disabilityhow.aspx

In addition, notifying their program chair/campus coordinator is required. Accommodations are effective when you present each instructor with an accommodation letter provided to you by the disability services office. Accommodations are not retroactive; if you wait to give the letters to your instructors, be aware that you cannot go back and re-take exams, complete missed work, etc.

**Services and resources include:**

- Accommodations for students who have a documented disability
- Information about and referral to other agencies, such as Iowa Vocational Rehabilitation Services and Department of Human Services
- Counseling/advising services for social, academic, and personal needs
- Disability Services Orientation for new students
- Individual orientations covering physical access and early registration
- Academic success workshops

**Supported disabilities include:**

- Learning Disabilities
- Attention-Deficit/Hyperactivity Disorder (AD/HD)
- Mental Health Disorders
- Deaf/Hard of Hearing
- Blind/Visual Impairments
- Physical Disabilities
- Autism/Asperger’s Disorder

**NURSING CLUB**

Nursing students can obtain funding from the campus Student Activities Council (SAC) for club activities. These activities include social functions for club members, humanitarian services to others, and educational activities. The club needs the support, enthusiasm, and involvement of all students to be successful.

**PARKING**

Students are to park in the lots designated for students. When attending clinical at health care facilities students are to park in designated locations only. Violators may have cars towed and can expect disciplinary action from the Program Chair/Campus Coordinator. Car pooling is encouraged. Students need to come early enough to allow adequate time to park and to walk to destinations.

**REQUESTING EXCEPTIONS TO COURSE POLICIES**

Exceptions to policies as presented in the Nursing Student Policy Manual or DMACC Student Handbook may be considered in special situations. Requests must be submitted by E-mail to the campus Program Chair/Campus Coordinator for consideration by the District Nursing Chairs and/or Director or Progression Committee. An example of an exception request is extending check-off or a test deadline because of extended illness or hospitalization.
REQUESTING AN EXCEPTION TO RESTART POLICY

Extraordinary circumstances do not guarantee readmission to the program.

**Progression Committee:** If a student fails or withdraws from more than one course in a program due to extenuating circumstances – which may include but are not limited to fire, flood, hospitalization, court ordered action, medical catastrophe, or other conditions out of their direct control – he/she may consult with the Program Chair/Campus Coordinator about the procedure for requesting from the Progression Committee an exception to the restart policy. The Committee will be comprised of Nursing faculty, the Program Chairs, Campus Coordinator, Program Coordinator and Director, Nursing Education. A faculty member will Chair the Committee.

The student will submit to the Committee a letter, as well as supporting documents, stating the extenuating circumstances and actions they’ve taken to demonstrate their readiness to return to the program. Supporting documents may include: letter from physician including diagnosis and date of onset and treatment; insurance paperwork, court papers, etc. All paperwork must be submitted no less than **one month** in advance of the Progression Committee meeting. The Program Chair/Campus Coordinator will advise the student on the readiness for submission of his/her documentation and the Committee meeting schedule.

The Committee will meet at least once per semester, during which all documentation will be reviewed and a decision reached. The decision of the Committee is final.

TELEPHONE CALLS

It is the student's responsibility to notify family, employers, and babysitters of their location on campus or clinical, and emergency numbers that may be used. Emergency messages are the only messages that will be taken by the secretary and relayed to the student as quickly as possible.

CELL PHONES

Des Moines Area Community College is committed to providing an environment conducive to learning. To that end, cellular phone use should be kept to a minimum and conducted in designated areas only. Since cell phones interfere with the operation of electronic equipment necessary to patient care and can be distracting in the classroom and clinical settings, all student cell phones/beepers must be set to **silent** or turned off during classes and labs, including resource labs. Cell phones are not to be used during assigned clinical hours, including pre and post clinical conference sessions. This means students are not to make or receive any cell phone communications (voice, messages, text messages, etc.) during these hours. Any exceptions need to be approved by clinical faculty and will only be granted for short term, emergent situations. **Students may use cell phones only during break time off the floor or during the scheduled lunch break.**

Calls can be responded to on scheduled class breaks. If cellular phones must be used while at DMACC, users should be respectful of others by following the guidelines outlined below.

**Guidelines** – if cellular phone use is necessary while on campus, the DMACC Student Handbook states:

- Turn cellular phone ringer off or set to ‘silent’ upon entering any classroom, computer lab, library, or auditorium.
- Short, quiet cellular phone conversations may take place in corridors, away from doorways. Please move extended conversations outside of the building.
- Move immediately to a hallway when placing or receiving calls. (Take your belongings with you if you must move to make a phone call.)
- Be courteous to others by keeping your voice at a low volume.
- Cell phones with picture taking capabilities are not allowed in changing rooms or locker rooms. Individuals wishing to take photos in any recreation facility must have DMACC permission first.
- Faculty members have the right to limit the use of cell phones in their classrooms.

The Nursing program requires that cell phones be **turned off and put away** during exams.
TRANSPORTATION
The student is responsible for his/her own transportation. No client is to ever be transported in student automobiles.

SOCIAL NETWORKING/SOCIAL MEDIA
Social Media is a way for people to use technology for social interaction through the use of words, images, audio and video. Examples of Social Media sites include, but are not limited to, websites such as Facebook, MySpace, LinkedIn, Twitter, YouTube and more. The Nursing Program views Social Media sites positively and respect the rights of students and employees to use them as a medium of self-expression.

However, posts made to Social Media sites may become viral or may be publicly available for a long time, potentially permanently, even if they are deleted from the website to which they were originally posted. Postings on Social Media sites have the potential to reflect negatively, as well as positively, on the Nursing Program and DMACC. This is the case regardless of whether a student specifically identifies him/herself as a DMACC Nursing student. DMACC and its employees and students have ethical and legal obligations with respect to these communications. In order to ensure that ethical and legal obligations are adhered to, students are required to comply with this Social Media Policy. The intent of this Policy is not to restrict the flow of useful and appropriate information, but to maintain the College’s reputations and legal standings, and to minimize risk to the College’s interests and their employees and students.

All nursing students are prohibited from the following conduct in any form of Social Media:

- Posting or discussing confidential patient information or any information or photographs concerning patients and/or their families. *Maintaining the confidentiality of our patients and families is of the utmost importance to the Nursing Program and to DMACC.* Any inappropriate disclosure of patient information, whether direct or indirect disclosure, is subject to disciplinary action, up to and including termination.
- Posting or discussing information about DMACC, DMACC services, clients, employees or anyone associated with the College that is disparaging in nature.
- Posting or discussing false or defamatory information about DMACC, College services, clients, employees or anyone associated with the College.
- Discriminatory or harassing postings or discussions concerning anyone associated with the College. Students are prohibited from using Social Media to harass, bully or intimidate other students or anyone associated with the College. Behaviors that constitute harassment or bullying include comments that are derogatory with respect to race, color, creed, religion, national origin, ancestry, genetic information, sex, age, disability, sexual orientation, marital status, veteran status, political beliefs or any other protected class or status recognized by federal, state or local law; sexually suggestive, humiliating or demeaning comments; and threats to intimidate or physically injure another employee or anyone affiliated with the College.
- Speaking or posting on behalf of the College, without explicit permission from the President of the College.
- Posting work-related pictures of College employees, students, or anyone associated with the College, without that person’s permission.
- Students are not permitted to access Social Media during classroom or clinical hours. Students found to be accessing these sites for non-school related purposes will be subject to progressive discipline.

Student Use of Social Media—Additional requirements for persons who identify themselves as DMACC Nursing students:

1. If a student chooses to identify him/herself as a student at DMACC on Social Media sites, some readers of such websites or blogs may view the student as a representative of the College. In light of this possibility, students who identify themselves in this manner are required, as a condition of
enrollment, to observe the additional guidelines in this section when referring to the College, its
programs or activities, its employees, in Social Media sites.

2. Persons who identify themselves as College students must be respectful in all Social Media
communications referencing the College, College employees or anyone associated with the
College.

3. Obscenities, profanity or vulgar language are prohibited. Inappropriate language or images are also
prohibited.

4. Discussions about engaging in conduct prohibited by the College’s policies, including use of alcohol
and illegal drugs, sexual behavior, sexual harassment and bullying, are prohibited.

Failure to comply with this Social Media policy may result in disciplinary action, up to and including,
dismissal from the College.

Further information can be found at the American Nurses Association web site:
http://www.NursingWorld.org

http://www.nursingworld.org/FunctionalMenuCategories/AboutANA/Social-Media/Social-Networking-
Principles-Toolkit

NETIQUETTE

Netiquette is a way of defining professionalism and expectations of conduct through
network communication. The following rules will guide you in our expectations of
internet communications.

For Postings:

- Do not dominate any discussion. Give other students the opportunity to contribute to discussion.
- Do not use offensive language. Present you positions and thoughts appropriately.
- Never make fun of someone’s ability to read or write.
- Use simple English and use correct spelling and grammar.
- Avoid using vernacular and/or slang language. This could possibly lead to misinterpretation of your
  message.
- Don’t use coarse, rough, or rude language.
- Popular emoticons such as 😊 or 😊 can be helpful to convey your tone but do not overdo or overuse
  them. See website list of emoticons at: http://netlingo.com/smiley.php &
  http://www.robelle.com/smugbook/smiley.html
- Share your tips with other students. However, use your judgment; some conversations should be
  shared privately.
- Keep an “open-mind”. Be willing to express your minority opinion and to respect minority opinions.
- Using humor is acceptable but be careful that it is not misinterpreted. Ask yourself: are you being
  humorous or sarcastic?
- Be cautious in using Internet language. For example, do not CAPITALIZE ALL LETTERS, this is
called “flaming” and it is the equivalent to shouting and it is offensive.
Think before you click the “Send” button.

Do not hesitate to ask the instructor for feedback.

Be aware of the College’s Academic Misconduct Policy regarding plagiarism.

When in doubt, always check with your instructor for clarification.

Along with the above guidelines, additional guidelines for E-Mail communications:

- **Identify yourself**: Begin messages with a salutation and end them with your name.

- **Include a subject line**: Give a descriptive phrase in the subject line of the message header that lets the receiver know the topic of the message (not just "Hi!").

- **Respect others' privacy**: Do not quote or forward personal e-mails without the original author's permission.

- **Acknowledge and return messages promptly**.

- **Copy with caution**: Don't copy everyone you know on each message.

- **Be concise**: Keep messages to the point—as a rule of thumb: no more than one screen in length.

Sources:

Wimsatt, Alam; Kernek, C.; Lozada, H.; Texas A & M, *Netiquette: Make it Part of Your Syllabus*, MERLOT Journal of Online Learning and Teaching; Vol. 6, No. 1, March 2010
District Nursing Program  
Student Policy Acknowledgement Form

My signature verifies that I have received, read, and been given the opportunity to ask questions and clarify program policies and procedures as printed in the Nursing Student Policy Manual. I understand that I am responsible for the information contained in the manual. I understand that failure to follow the policies documented in the manual may result in my inability to complete the Nursing Program.

DMACC Nursing Program policies include, but are not limited to, the following:

<table>
<thead>
<tr>
<th><strong>Academic Progress</strong> – progression policies which includes earning a C or above in all program courses, successful completion of all courses during, or prior to, the identified term, following procedures for change in enrollment status, and restart policy. Charting my progress on the Student Tracking Record.</th>
<th>Initials ___</th>
</tr>
</thead>
<tbody>
<tr>
<td><strong>Academic Standards</strong> – including scholastic requirements and grading scale, policy for submission of late papers, test policies including test makeup restrictions.</td>
<td>Initials ___</td>
</tr>
<tr>
<td><strong>Student Rights and Responsibilities</strong> – including class/lab/clinical preparation and attendance, standards and rules of professional conduct, safeguarding the client and self, academic integrity, uniform/dress code and clinical policies and procedures. I understand that class/lab/clinical sections may be scheduled during day, evening or weekend hours.</td>
<td>Initials ___</td>
</tr>
<tr>
<td><strong>Health and Safety</strong> – Providing accurate and current health status information, responding according to policy in the event of an injury/exposure incident, following Standard Precaution protocols and completing clinical orientation sessions. Annually review Bloodborne Pathogens protocol.</td>
<td>Initials ___</td>
</tr>
<tr>
<td><strong>Confidentiality</strong> – Following established policies for the protection of confidential client information, including HIPPA guidelines.</td>
<td>Initials ___</td>
</tr>
<tr>
<td><strong>Accountability</strong> – Sharing and resolving concerns in both a timely and professional manner and following the process for seeking exception to established policy. Keeping the College and Nursing Program informed of changes in contact information, checking e-mails daily.</td>
<td>Initials ___</td>
</tr>
</tbody>
</table>
| **Background Checks – Criminal Convictions or Documented History of Abuse**  
I understand that criminal convictions or documented history of child or dependent adult abuse may delay or prevent my participation in clinical education experiences. If I am unable to participate in clinical education, I will be unable to complete the nursing program.  
**I understand that while a student in the DMACC Nursing Program, it is my responsibility to report any criminal, child abuse, and dependent adult abuse charges pending against my record to the Director, Nursing Education on the Ankeny Campus. I further authorize DMACC to conduct background checks on my record at any time during my educational program, as needed.** | Initials ___ |

Continues on next page
Individuals with Criminal Convictions

According to Iowa Code § 147.3 and 655 Iowa Administrative Code Chapter 3, the Board has express authority to review any conviction, including deferred judgment(s), of an applicant and may deny licensure to any applicant who has been convicted of a crime, which relates to the practice of nursing. An applicant is a person who has filed an application for licensure with the Board and who possesses all of the statutory requirements for the granting of a license. **Persons who have not yet completed the prerequisites for filing an application, such as completion of a course of study approved by the Board, are not applicants.** The Board has no statutory authority to review the conviction of a student of nursing who has neither completed the nursing program approved by the Board nor filed an application with the Board.

Individuals Who May Not Take A Nursing Course With A Clinical Component

655 Iowa Administrative Code 2.5(5) requires that the nursing program shall notify students that nursing courses with a clinical component may not be taken by a person:

a. who has been denied licensure by the board
b. whose license is currently suspended, surrendered or revoked in any U.S. jurisdiction
c. whose license/registration is currently suspended, surrendered or revoked in another country due to disciplinary action.

I understand that if I have had any disciplinary action related to nursing licensure, I must contact the Iowa Board of Nursing Enforcement Unit at 515-281-6472. I also understand that I cannot enroll in a clinical course within a nursing program until I have contacted the Iowa Board of Nursing and notified the Director, Nursing Education at DMACC.

I understand and agree that if I am not accepted by an affiliated agency for a clinical experience, due to my conduct as a DMACC student (or any other reason as determined by the affiliated agency), I may be unable to complete my program of study and graduate from the nursing program.

I hereby release Des Moines Area Community College, its employees, and all affiliating agencies from any liability for decisions made concerning my eligibility to participate in a clinical experience.

Social Media – Following established policy for the use of Social Media while enrolled in the Nursing program.

I understand that I am responsible for the information appearing in the College Catalog, the DMACC Student Handbook, the Nursing Student Policy Manual, in each class syllabus, and each class schedule. I understand I must adhere to Nursing Program policies and professional standards/rules as identified and will seek clarification when unsure. Failure to read the policies and guidelines and other information will not be considered an excuse for noncompliance of policies and procedures of the College or the Nursing Program.

______________________________  ______________________  ______________________
Date                      Student Signature             Student ID or SS Number

______________________________
Printed Name

Revised 8/4/08, 6/29/09, 3/10/11, 7/11/11
Assess Your Computer Skills – DMACC Nursing

When you enter the Nursing program at DMACC, you are expected to be able to operate in a Windows environment, use a word processing program to write your papers, use E-mail to communicate with your instructors, and do Internet searches. If you do not have each of these computer skills, you will need to attain them BEFORE you begin the Nursing program. Without them, your success in the program is at risk. Check your skills on the checklist below, be honest in your assessment, and if you need help, see page 2.

<table>
<thead>
<tr>
<th>Computer Area</th>
<th>Skills Needed for Nursing Program</th>
<th>Need Help</th>
<th>√ Can Do !</th>
</tr>
</thead>
<tbody>
<tr>
<td>Basic Computer Skills</td>
<td>Opening and closing software files</td>
<td>Use the START button</td>
<td></td>
</tr>
<tr>
<td></td>
<td>Navigating – “All Programs”</td>
<td></td>
<td></td>
</tr>
<tr>
<td></td>
<td>Utilize mouse to point, click and double click</td>
<td>Right click functions</td>
<td></td>
</tr>
<tr>
<td></td>
<td>Minimize/Maximize/close windows</td>
<td>Left click function</td>
<td></td>
</tr>
<tr>
<td></td>
<td></td>
<td>Double click</td>
<td></td>
</tr>
<tr>
<td></td>
<td>Accessing a CD-ROM</td>
<td>Insert CD</td>
<td></td>
</tr>
<tr>
<td></td>
<td></td>
<td>Start &gt; My Computer</td>
<td></td>
</tr>
<tr>
<td></td>
<td>Open PDF documents</td>
<td>Download Adobe Acrobat Reader</td>
<td></td>
</tr>
<tr>
<td>Keyboarding</td>
<td>Typing from home row</td>
<td></td>
<td></td>
</tr>
<tr>
<td></td>
<td>Keys - special functions</td>
<td></td>
<td></td>
</tr>
<tr>
<td></td>
<td></td>
<td></td>
<td></td>
</tr>
<tr>
<td>Word Processing Skills</td>
<td>Create a document</td>
<td>Double space</td>
<td></td>
</tr>
<tr>
<td></td>
<td></td>
<td>Enter/Return/Tab</td>
<td></td>
</tr>
<tr>
<td></td>
<td>Copy and Paste</td>
<td>Item and files</td>
<td></td>
</tr>
<tr>
<td>Note: Microsoft Office 2007 can be purchased by DMACC students in the campus bookstores for approximately $11</td>
<td></td>
<td></td>
<td></td>
</tr>
<tr>
<td></td>
<td>Apply Basic Formatting</td>
<td>Center the title on a title page</td>
<td></td>
</tr>
<tr>
<td></td>
<td></td>
<td>Move margins</td>
<td></td>
</tr>
<tr>
<td></td>
<td></td>
<td>Change font size and typeface</td>
<td></td>
</tr>
<tr>
<td></td>
<td></td>
<td>Insert page numbers &amp; a running head</td>
<td></td>
</tr>
<tr>
<td></td>
<td>Save the document</td>
<td>To a removable device</td>
<td></td>
</tr>
<tr>
<td></td>
<td></td>
<td>To the hard drive</td>
<td></td>
</tr>
<tr>
<td></td>
<td></td>
<td>In a different format – “save as” a WORD document</td>
<td></td>
</tr>
<tr>
<td></td>
<td></td>
<td>As a different file name</td>
<td></td>
</tr>
<tr>
<td>E-mail Skills</td>
<td>Send an email message</td>
<td>Compose a message</td>
<td></td>
</tr>
<tr>
<td></td>
<td>Receive an email message</td>
<td>Open an attached document</td>
<td></td>
</tr>
<tr>
<td></td>
<td></td>
<td>Reply to an email</td>
<td></td>
</tr>
<tr>
<td></td>
<td>Attach a file</td>
<td>Send an attached file to an email</td>
<td></td>
</tr>
<tr>
<td></td>
<td>DMACC Web mail</td>
<td>Sign on/open email/reply/cc a copy/ Locate an instructor’s email address</td>
<td></td>
</tr>
<tr>
<td>Web Skills</td>
<td>DMACC homepage</td>
<td><a href="http://www.studygs.net/netiquette.htm">http://www.studygs.net/netiquette.htm</a></td>
<td></td>
</tr>
<tr>
<td></td>
<td>My online learning</td>
<td></td>
<td></td>
</tr>
<tr>
<td></td>
<td>Etiquette</td>
<td></td>
<td></td>
</tr>
<tr>
<td></td>
<td>Go to a specified web address</td>
<td>Download and view file from webpage</td>
<td></td>
</tr>
<tr>
<td></td>
<td></td>
<td>Print web page</td>
<td></td>
</tr>
</tbody>
</table>
If you are unable to do some or even all of the above computer skills, there are many ways to build or enhance your skills including, credit and non-credit courses, community adult education courses, and even courses online. The following are just a few options at DMACC you can consider to improve your skills in the areas you need.

**DMACC – College Credit Courses**

**(BCA 212): Introduction Computer Business Applications** 3 credits
The focus of this course is to use computer hardware and software as business productivity tools. Training includes a hands-on introduction to computer applications vital in today's business and industry. Course covers operating system, e-mail, internet, word processing, spreadsheet, database, and presentation applications.

**(ADM 105): Introduction to Keyboarding** 1 credit
Basic instruction on a personal computer to learn the touch system for the alphabetic keyboard, number keyboard and ten-key numeric pad.

**DMACC – Continuing Education Courses**

There are many low cost ($40-$100), short (3 – 8 hours) courses available in a variety of skill areas. Course availability may vary by semester. Check the DMACC website ([www.dmacc.edu](http://www.dmacc.edu)) on the 15th day of each month for the next month’s Continuing Education Classes. Sample courses may include:

**DATA 913 Computer Basics**
Start from the beginning; what's it all about, how does it work and what can I do with it!

**DATA 916 Computer & Internet Basics**
In this course you will learn about the computer components, what the Windows operating system is and how to make the best use of it, how to navigate the Internet, and the basics of e-mail.

**DATA 558 Word, Basic**
Design, create, edit text, add and remove enhancements, change font face and size, align text, change margins, insert page breaks, and use tabs effectively.

**DMACC – Online Courses**
These are non-credit continuing education class offerings. Go to: [http://www.dmacc.edu/online/](http://www.dmacc.edu/online/) Click on Continuing Education. Then click on Basic Computer Literacy or Computer Applications. A variety of short on-line courses are available that will enhance confidence and your abilities working with computers. Course instruction that focuses on specific software applications such as Outlook, Word, PowerPoint, and Excel will help get you up to speed on these and other popular applications. Computer Skills for the Workplace, Intro to the Internet, Keyboarding.
ACADEMIC STUDENT ACTION REPORT

Student Action Report’s (SAR’s) are given to alert students to possible situations or behaviors that, if continued, may cause the student to fail a course and/or not be successful in the Nursing Program. SAR’s are given for the purpose of student remediation.

Part I.

STUDENT’S NAME: ___________________________________ ID # _________

DATE:___________

CAMPUS: [ ] Ankeny [ ] Boone [ ] Carroll [ ] Newton [ ] Urban

COURSE # & TITLE: ______________________________________________________

Part II. REASON FOR REPORT:

☐ LATE ASSIGNMENT NOTIFICATION:
  ☐ Project
  ☐ Clinical Paperwork
  ☐ Other
  Due Date: _______

  Test, Project or Course grade
  Student’s grade:_________
  Comments: ____________________________________________________

Part III. ACTION TAKEN (Check one)

Requirements:

☐ Referral to counselor: Counselor’s name and number: ____________________________

☐ Referral to Nursing Resource Lab/other faculty mediated remediation

☐ AAC

☐ Other ____________________________________________________

Recommendations:

☐ Referral to counselor: Counselor’s name and number: ____________________________

☐ Referral to Nursing Resource Lab/other faculty mediated remediation

☐ AAC

☐ Other ____________________________________________________

______________________________________________
Student Signature & Date  Instructor or Program Chair Signature & Date

______________________________________________  
Counselor (if applicable) & Date

Original to student file
CC: to Student, Nursing Program Chair, & Other ____________________________
Des Moines Area Community College  
NURSING PROGRAM

CLINICAL PERFORMANCE STUDENT ACTION REPORT

Student Action Report’s (SAR’s) are given to alert students to possible situations or behaviors that, if continued, may cause the student to fail a course and/or not be successful in the Nursing Program. SAR’s are given for the purpose of student remediation.

Part I. STUDENT’S NAME: ___________________________ ID # ____________________
DATE: ___________________________

CAMPUS:     [ ] Ankeny   [ ] Boone   [ ] Carroll   [ ] Newton   [ ] Urban

COURSE # & TITLE: ____________________________________________

Part II. REASON FOR REPORT:

Describe in detail the situation or reason action needed:

☐ Clinical Attendance: Student has missed > 10% of clinical time. Number of hours missed: _____________
Student must complete all missed clinical hours and may make-up no more than 20% of clinical hours. Students who miss more than 20% of clinical time will not be able to pass the course.

☐ Incomplete or inadequate completion of assignment

☐ Other: __________________________________________

Check the competency(ies) below which indicate areas of needed improvement or unsatisfactory performance:

<table>
<thead>
<tr>
<th>Ethical and professional conduct includes the following:</th>
<th>NI</th>
<th>UP</th>
</tr>
</thead>
<tbody>
<tr>
<td>1. Demonstrates integrity</td>
<td></td>
<td></td>
</tr>
<tr>
<td>2. Keeps commitments with clients, families, instructors, and colleagues.</td>
<td></td>
<td></td>
</tr>
<tr>
<td>3. Demonstrates respect for the dignity and rights of others.</td>
<td></td>
<td></td>
</tr>
<tr>
<td>4. Assumes responsibility for actively participating in the learning process.</td>
<td></td>
<td></td>
</tr>
<tr>
<td>5. Requests supervision/guidance appropriately.</td>
<td></td>
<td></td>
</tr>
<tr>
<td>6. Adheres to all DMACC, Nursing Program, and clinical agency policies and procedures.</td>
<td></td>
<td></td>
</tr>
<tr>
<td>7. Uses principles of safe practice.</td>
<td></td>
<td></td>
</tr>
<tr>
<td>8. Is prepared for clinical experiences.</td>
<td></td>
<td></td>
</tr>
<tr>
<td>9. Strives to alter behavior based on feedback.</td>
<td></td>
<td></td>
</tr>
<tr>
<td>10. Maintains confidentiality.</td>
<td></td>
<td></td>
</tr>
<tr>
<td>11. Communicates in a civil and respectful manner.</td>
<td></td>
<td></td>
</tr>
<tr>
<td>12. Demonstrates responsibility for all previous learning.</td>
<td></td>
<td></td>
</tr>
<tr>
<td>13. Maintains appropriate boundaries with clients, families, instructors, and colleagues.</td>
<td></td>
<td></td>
</tr>
</tbody>
</table>

“NI” (Needs Improvement) – student needs to demonstrate more independent performance of clinical competency on a continuing basis. Student requires much or repeated assistance/redirection and requires verbal and/or physical cueing from instructor.

“UP” (Unsatisfactory Progress) – student does not demonstrate improvement of competencies to a satisfactory progress level. Unsatisfactory progress will be earned at evaluation time due to inconsistent performance, severe infractions, absenteeism, or lack of preparedness.
Other competencies/outcomes which have not been met:
________________________________________________________

Part III. ACTION TAKEN

Describe in detail the action taken and any requirements/recommendations/referrals that are made:

Requirements:
☐ Referral to counselor: Counselor’s name and number:___________________________________________________
☐ Referral to Nursing Resource Lab/other faculty mediated remediation. (Student will be notified regarding the required remediation)
☐ Other ________________________________________________________________

Comments: _________________________________________________________________

Date by which remediation must be completed:
_________________________________________________________

Recommendations:
☐ Referral to counselor: Counselor’s name and number:___________________________________________________
☐ Referral to Nursing Resource Lab/other faculty mediated remediation. (Student will be notified regarding the recommended remediation)
☐ Other _________________________________________________________________

Comments: _________________________________________________________________

Student Signature & Date* Instructor or Program Chair Signature & Date

Counselor (if applicable) & Date

Original to student file
CC: to Student, Nursing Program Chair, & Other

*The student signature does not indicate agreement with the description of the incident, but does indicate that the student was notified of the incident and that the student recognizes that they must complete required remediation by the designated date. All SAR’s are kept in the student’s nursing file.
Des Moines Area Community College  
NURSING PROGRAM  

CONDUCT AND DISCIPLINARY STUDENT ACTION REPORT

Nursing students, like all DMACC students, are responsible for maintaining standards and adhering to regulations adopted by the college as stated in the DMACC Student Handbook and the Nursing Student Policy Manual. Unsafe, uncivil, unprofessional, discriminatory, dishonest, disruptive, threatening, or coercive conduct, including plagiarism or other forms of cheating, will result in disciplinary action. Discipline may include failure of the course, probation or suspension from one or more concurrent courses, termination from the program, or suspension from the College.

Part I.

STUDENT’S NAME: ___________________________ ID #: ______________________

DATE: ____________________________

CAMPUS: ☐ Ankeny ☐ Boone ☐ Carroll ☐ Newton ☐ Urban

COURSE # & TITLE: ________________________________________________________

Part II.

☐ No call/ No show

Describe the events necessitating this report:

________________________________________________________________________

________________________________________________________________________

Check the competency(ies) below which indicate areas of unsatisfactory performance:

<table>
<thead>
<tr>
<th>Ethical and professional conduct includes the following:</th>
<th>UP</th>
</tr>
</thead>
<tbody>
<tr>
<td>1. Demonstrates integrity</td>
<td></td>
</tr>
<tr>
<td>2. Keeps commitments with clients, families, instructors, and colleagues.</td>
<td></td>
</tr>
<tr>
<td>3. Demonstrates respect for the dignity and rights of others.</td>
<td></td>
</tr>
<tr>
<td>4. Assumes responsibility for actively participating in the learning process.</td>
<td></td>
</tr>
<tr>
<td>5. Requests supervision/guidance appropriately.</td>
<td></td>
</tr>
<tr>
<td>6. Adheres to all DMACC, Nursing Program, and clinical agency policies and procedures.</td>
<td></td>
</tr>
<tr>
<td>7. Uses principles of safe practice.</td>
<td></td>
</tr>
<tr>
<td>8. Is prepared for clinical experiences.</td>
<td></td>
</tr>
<tr>
<td>9. Strives to alter behavior based on feedback.</td>
<td></td>
</tr>
<tr>
<td>10. Maintains confidentiality.</td>
<td></td>
</tr>
<tr>
<td>11. Communicates in a civil and respectful manner.</td>
<td></td>
</tr>
<tr>
<td>12. Demonstrates responsibility for all previous learning.</td>
<td></td>
</tr>
<tr>
<td>13. Maintains appropriate boundaries with clients, families, instructors, and colleagues.</td>
<td></td>
</tr>
</tbody>
</table>

Other: ________________________________________________________________

____________________________________________________________________

____________________________________________________________________
Part III. ACTION TAKEN

☐ Describe in detail the action taken and any referrals made:
  ☐ Counseling
  ☐ Program Probation
  ☐ Disciplinary Removal (requires completion of Academic Misconduct form, ES 4670 or Student Conduct, Discipline and Appeals Procedure, ES 4630)
  ☐ Referral to counselor: Counselor’s name and number:
    ______________________________________________________
  ☐ Referral to Nursing Resource Lab
  ☐ Other/Comments:
    ______________________________________________________
    ______________________________________________________

Date by which remediation must be completed (if required):
    ______________________________________________________

___________________________________________________________________________

Student Signature* & Date                              Instructor Signature & Date

Counselor (if applicable) & Date                        Program Chair (if applicable) & Date

___________________________________________________________________________

Director, Nursing Education (if applicable) & Date

Original to student file
CC: to Student, Nursing Program Chair, & Other

*The student signature does not indicate agreement with the description of the incident, but does indicate that they were notified. All SAR’s are kept in the student’s file.
OSHA’s Bloodborne Pathogens Standard

Bloodborne pathogens are infectious microorganisms present in blood that can cause disease in humans. These pathogens include, but are not limited to, hepatitis B virus (HBV), hepatitis C virus (HCV), and human immunodeficiency virus (HIV), the virus that causes AIDS. Workers exposed to bloodborne pathogens are at risk for serious or life-threatening illnesses.

**Protections Provided by OSHA’s Bloodborne Pathogens Standard**

All of the requirements of OSHA’s Bloodborne Pathogens standard can be found in Title 29 of the Code of Federal Regulations at 29 CFR 1910.1030. The standard’s requirements state what employers must do to protect workers who are occupationally exposed to blood or other potentially infectious materials (OPIM), as defined in the standard. That is, the standard protects workers who can reasonably be anticipated to come into contact with blood or OPIM as a result of doing their job duties.

In general, the standard requires employers to:

- **Establish an exposure control plan.** This is a written plan to eliminate or minimize occupational exposures. The employer must prepare an exposure determination that contains a list of job classifications in which all workers have occupational exposure and a list of job classifications in which some workers have occupational exposure, along with a list of the tasks and procedures performed by those workers that result in their exposure.

- **Employers must update the plan annually to reflect changes in tasks, procedures, and positions that affect occupational exposure, and also technological changes that eliminate or reduce occupational exposure.** In addition, employers must annually document in the plan that they have considered and begun using appropriate, commercially-available effective safer medical devices designed to eliminate or minimize occupational exposure. Employers must also document that they have solicited input from frontline workers in identifying, evaluating, and selecting effective engineering and work practice controls.

- **Implement the use of universal precautions** (treating all human blood and OPIM as if known to be infectious for bloodborne pathogens).

- **Identify and use engineering controls.** These are devices that isolate or remove the bloodborne pathogens hazard from the workplace. They include sharps disposal containers, self-sheathing needles, and safer medical devices, such as sharps with engineered sharps-injury protection and needleless systems.

- **Identify and ensure the use of work practice controls.** These are practices that reduce the possibility of exposure by changing the way a task is performed, such as appropriate practices for handling and disposing of contaminated sharps, handling specimens, handling laundry, and cleaning contaminated surfaces and items.

- **Provide personal protective equipment (PPE), such as gloves, gowns, eye protection, and masks.** Employers must clean, repair, and replace this equipment as needed. Provision, maintenance, repair and replacement are at no cost to the worker.

- **Make available hepatitis B vaccinations to all workers with occupational exposure.** This vaccination must be offered after the worker has received the required bloodborne pathogens training and within 10 days of initial assignment to a job with occupational exposure.

- **Make available post-exposure evaluation and follow-up to any occupationally exposed worker who experiences an exposure incident.** An exposure incident is a specific eye, mouth, other mucous membrane, non-intact skin, or parenteral contact with blood or OPIM. This evaluation and follow-up must be at no cost to the worker and includes documenting the route(s) of exposure and the circumstances

under which the exposure incident occurred: identifying and testing the source individual for HBV and HIV infectivity, if the source individual consents or the law does not require consent; collecting and testing the exposed worker’s blood, if the worker consents; offering post-exposure prophylaxis; offering counseling; and evaluating reported illnesses. The healthcare professional will provide a limited written opinion to the employer and all diagnoses must remain confidential.

- **Use labels and signs to communicate hazards.** Warning labels must be affixed to containers of regulated waste; containers of contaminated reusable sharps; refrigerators and freezers containing blood or OPIM; other containers used to store, transport, or ship blood or OPIM; contaminated equipment that is being shipped or serviced; and bags or containers of contaminated laundry, except as provided in the standard. Facilities may use red bags or red containers instead of labels. In HIV and HBV research laboratories and production facilities, signs must be posted at all access doors when OPIM or infected animals are present in the work area or containment module.

- **Provide information and training to workers.** Employers must ensure that their workers receive regular training that covers all elements of the standard including, but not limited to: information on bloodborne pathogens and diseases, methods used to control occupational exposure, hepatitis B vaccine, and medical evaluation and post-exposure follow-up procedures. Employers must offer this training on initial assignment, at least annually thereafter, and when new or modified tasks or procedures affect a worker’s occupational exposure. Also, HIV and HBV laboratory and production facility workers must receive specialized initial training, in addition to the training provided to all workers with occupational exposure. Workers must have the opportunity to ask the trainer questions. Also, training must be presented at an educational level and in a language that workers understand.

- **Maintain worker medical and training records.** The employer also must maintain a sharps injury log, unless it is exempt under Part 1904 -- Recording and Reporting Occupational Injuries and Illnesses, in Title 29 of the Code of Federal Regulations.

**Additional Information**

For more information, go to OSHA’s Bloodborne Pathogens and Needlestick Prevention Safety and Health Topics web page at: https://www.osha.gov/SLTC/bloodbornepathogens/index.html.

To file a complaint by phone, report an emergency, or get OSHA advice, assistance, or products, contact your nearest OSHA office under the “U.S. Department of Labor” listing in your phone book, or call us toll-free at (800) 321-OSHA (6742).

This is one in a series of informational fact sheets highlighting OSHA programs, policies or standards. It does not impose any new compliance requirements. For a comprehensive list of compliance requirements of OSHA standards or regulations, refer to Title 29 of the Code of Federal Regulations. This information will be made available to sensory-impaired individuals upon request. The voice phone is (202) 693-1999; the teletypewriter (TTY) number is (877) 889-5627.

For assistance, contact us. We can help. It’s confidential.

OSHA® Occupational Safety and Health Administration www.osha.gov 1-800-321-6742

STANDARD TRAINING AGREEMENT
WITH PRACTICUM/CLINICAL STUDENT

STUDENT

DMACC ID NO.

STREET ADDRESS

CITY/STATE/ZIP

TELEPHONE

DMACC PROGRAM:  NURSING

Duration of Practicum/Clinical:  Variable between Starting Date:  8/23/12 Ending Date:  8/1/13

I. STUDENT AGREES TO:
   A. Conform to Program rules and standards including dress and conduct.
   B. Report to assigned practicum-clinical site promptly and regularly and notify practicum-clinical site if illness or an emergency prevents Student from reporting to practicum-clinical site.
   C. Attend special seminars or related classes (as specified), and perform all assigned work.
   D. Notify DMACC Program Supervisor immediately if Student is disciplined or dismissed from the practicum-clinical site.
   E. Notify DMACC Program Supervisor of practicum-clinical site changes or concerns adversely affecting Student’s educational progress.
   F. Preserve the confidentiality of patients of the practicum-clinical site and comply with all confidentiality policies and procedures of the practicum-clinical site and Des Moines Area Community College.

II. DMACC AGREES TO:
   A. Communicate regularly with practicum-clinical site and monitor Student’s learning experiences.
   B. In cooperation and consultation with practicum-clinical sites, share program competencies (understandings, skills, and abilities) to be learned by Student.
   C. Grant appropriate grades and credits for successful performance.
   D. Provide insurance coverage sufficient to defend, indemnify, and hold practicum-clinical site harmless from (a) any and all claims by or injuries to others and (b) any and all claims by or injuries to Student, arising out of or related to Student’s work conduct or any activities necessarily associated with this training agreement, except vehicular travel in non-DMACC vehicles.
   E. Provide insurance coverage sufficient to defend, indemnify, and hold DMACC and Student harmless from injuries to or claims by Student or any other party arising out of or related to Student’s work conduct or any activities necessarily associated with this training agreement, except vehicular travel in non-DMACC vehicles.
   F. Des Moines Area Community College shall not discriminate on the basis of race, color, national origin, creed, religion, gender, sexual orientation, age, disability or status as a U.S. veteran. Inquiries maybe directed to the EEO/AA officer, Ankeny Campus, Building 1, (515) 964-6301

III. ADDITIONAL ARTICLES, NOT INCONSISTENT WITH EITHER THE FOREGOING PROVISIONS OR PROCEDURES FOR TRAINING AGREEMENTS SPECIFIED IN DMACC’S EDUCATIONAL SERVICES PROCEDURES MANUAL IN EFFECT ON THE DATE OF THIS AGREEMENT, IF SUCH ARTICLES ARE ATTACHED HERETO AND SIGNED BY ALL PARTIES, ARE INCORPORATED BY REFERENCE THE SAME AS IF FULLY SET OUT HEREIN.

STUDENT’S Signature  Date of Signature

DMACC PROGRAM SUPERVISOR’S Signature  Date of Signature

[Date of Form: 02/01/2010]
Index

Accommodations .......................................................................................... 53-54
Address Change (Contact Information) ............................................................ 53
Advanced Standing ...................................................................................... 20
Alcohol Abuse ............................................................................................ 38
Audit Status ................................................................................................. 23
Background Checks .................................................................................... 29
Bloodborne Pathogens OSHA Fact Sheet ..................................................... 51, 68-69
Cancellations – bad weather ...................................................................... 36
Cell Phones .................................................................................................. 55
Cheating (Academic Integrity) ..................................................................... 39
Children in Class (Classroom and Lab Attendance) .................................. 35
Classroom Behavior (Student Conduct) ...................................................... 38
Clinical Attendance .................................................................................... 36-37
Clinical Make-up ...................................................................................... 36-37
Confidentiality ............................................................................................ 34, 35, 42, 51, 56, 59, 64
CPR .............................................................................................................. 48
Disciplinary Action ..................................................................................... 38
Dress Code .................................................................................................. 43-44
Emergency Messages (Telephone Calls) .................................................... 55
Exception to Course Policy ......................................................................... 54
Exception to Restart Policy ......................................................................... 55
Exposure Incidents ....................................................................................... 51
Facebook (Social Networking/Social Media) .............................................. 56-57
Grade Scale ................................................................................................. 21-22
Graduation Applications ........................................................................... 29
Graduation Requirements ........................................................................... 28
Health Records and Health Conditions ....................................................... 51-52
HIPAA (Health Insurance Portability and Accountability Act) .................. 35
Illness (instructor) ........................................................................................ 48
Illness (student) (Attendance) ...................................................................... 35-37
Immunizations ............................................................................................ 48
Intent to exit or continue following PN program (Verification of Intent) ...... 28
Needle Sticks (Exposure Incidents) .............................................................. 51
Netiquette .................................................................................................... 57-58
Open Lab Behavior ..................................................................................... 38, 42
Phone Number Change (Contact Information) .......................................... 53
Plagiarism .................................................................................................... 40-41
Progression Diagram, Progression PN to ADN ......................................... 18, 20
Progression Committee (Exception to Restart Policy) .............................. 55
Reference Requests (Graduate Job References) ............................................ 31
Restart (Readmission) Process & Re-Start Procedure flow chart ............... 20, 26-27
Sick Days (Attendance) ............................................................................. 35-37
Skills (Performance Evaluation) ................................................................. 32-33
Snow Days – bad weather .......................................................................... 36
Social Networking/Social Media ................................................................. 56-57
Special Start Procedure flow chart ......................................................... 20, 26
Standard Training Agreement .................................................................. 70
Student Action Report (SAR) ..................................................................... 19, 63-67
Student Policy Acknowledgement Form ................................................... 59-60
Student Signature (charting) ...................................................................... 48
Substance Abuse ....................................................................................... 38, 51
Success, Recommendations from the Iowa Board of Nursing ............... 22-23
Index
(continued)

Tardiness .......................................................................................................................... 35
TB annual test .................................................................................................................. 46
Testing ................................................................................................................................ 20-22
Test Make-up ..................................................................................................................... 21
Transfer credit (Progression) ............................................................................................ 20
Transfer to different campus or program (Special Start Procedure flow chart) ................. 23, 26