



# CITY COLLEGES OF CHICAGO

## SCHOOL OF NURSING

PRACTICAL NURSING STUDENT HANDBOOK

2024 - 2025

Disclaimer: The contents of the Nursing Student Handbook are effective as of Fall 2024. Any information contained herein is subject to change. Policies in this handbook supersede CCC policies to comply with regulations and accreditation standards. For questions about information contained herein, please contact the School of Nursing at 312-850-7159.

## Table of Contents

Mission.....	6
Core Values .....	6
Philosophy .....	6
CCCSO Conceptual Framework.....	6
<b>PROGRAM INFORMATION .....</b>	<b>8</b>
Non-Discriminatory and Diversity Practices .....	8
Title IX Related to Disability .....	8
Student Responsibility Statement .....	8
<b>AMERICAN NURSES ASSOCIATION STUDENT NURSE CODE OF ETHICS .....</b>	<b>9</b>
<b>STUDENT RESPONSIBILITIES IN THE NURSING PROGRAM .....</b>	<b>9</b>
General Responsibilities/Student Policy Manual .....	9
General Responsibilities/Professionalism .....	10
Faculty and Student Relationship .....	10
Student and Client Relationship.....	10
Program Commitment.....	10
Student E-mail Communication Policy.....	10
<b>GUIDELINES OF STUDENT CONDUCT .....</b>	<b>11</b>
Student Conduct .....	11
Mobile Device and Computer Responsibilities.....	11
<b>SOCIAL MEDIA POLICY .....</b>	<b>12</b>
Use of Electronics .....	12
<b>Health Insurance Portability and Accountability Act (HIPAA) of 1996 Compliance.....</b>	<b>12</b>
Penalties and Consequences .....	12
Social Media Etiquette .....	12
Maintain confidentiality.....	13
<b>PROGRAM DRESS CODE STANDARDS .....</b>	<b>13</b>
Uniforms .....	13

<b>CCCSO Program Dress Code Standards .....</b>	<b>13</b>
<b>Required Clinical Equipment .....</b>	<b>14</b>
<b>ACCESS CENTER.....</b>	<b>14</b>
<b>END OF PROGRAM OUTCOMES .....</b>	<b>15</b>
<b>Advanced Certificate Practical Nursing Program Outcomes.....</b>	<b>15</b>
<b>EFFECTIVENESS MEASURES STATE LICENSE EXAM PERFORMANCE .....</b>	<b>15</b>
<b>Program Exit Exams and Assessments.....</b>	<b>15</b>
<b>ADMISSION AND POLICY REQUIREMENTS .....</b>	<b>16</b>
<b>ADVANCED CERTIFICATE IN PRACTICAL NURSING GRADING SCALE .....</b>	<b>17</b>
<b>PROGRESSION POLICY .....</b>	<b>18</b>
<b>EXAMS.....</b>	<b>20</b>
<b>REMEDATION POLICY .....</b>	<b>20</b>
<b>Individualized Remediation Prescription Plan (IRPP).....</b>	<b>20</b>
<b>GRADE APPEAL POLICY .....</b>	<b>21</b>
<b>NON-ACADEMIC FORMAL COMPLAINT FILING PROCEDURE .....</b>	<b>21</b>
<b>REINSTATEMENT POLICY .....</b>	<b>21</b>
<b>VETERANS READMISSION POLICY .....</b>	<b>22</b>
<b>Ineligibility for Reinstatement .....</b>	<b>23</b>
<b>PREGNANCY POLICY .....</b>	<b>23</b>
<b>POST COMPLETION POLICY .....</b>	<b>24</b>
<b>HEALTH AND CLINICAL REQUIREMENTS.....</b>	<b>24</b>
<b>Vaccinations/Titers.....</b>	<b>25</b>
<b>Drug Screen.....</b>	<b>25</b>
<b>Healthcare Provider Basic Life Support (BLS) .....</b>	<b>26</b>
<b>Criminal Background Check.....</b>	<b>26</b>
<b>Student Health Coverage Insurance .....</b>	<b>27</b>
<b>Student Malpractice/Liability .....</b>	<b>27</b>
<b>ATTENDANCE POLICY AND ACTIVE PURSUIT .....</b>	<b>28</b>
<b>CLINICAL POLICY .....</b>	<b>28</b>
<b>CLINICAL ATTENDANCE POLICY .....</b>	<b>28</b>
<b>STUDENT RESPONSIBILITIES AND CONDUCT IN THE CLINICAL AGENCIES.....</b>	<b>29</b>

**Blood-borne Pathogen Exposure ..... 30**

**Infectious Disease Quarantine policy (includes COVID-19) ..... 30**

**Student Practice Regulations ..... 31**

**UNUSUAL OCCURRENCE GUIDELINES..... 31**

**TRANSPORTATION ..... 31**

**CLINICAL ORIENTATION ..... 32**

**NURSING SKILLS LAB REQUIREMENTS AND POLICIES ..... 32**

**NURSING SKILLS LABORATORY ORIENTATION INFORMATION..... 33**

**REMOTE LEARNING ..... 34**

**Student Remote Expectations..... 34**

Dear Student Nurse:

On behalf of the nursing administration, faculty, and staff, we welcome you to the City Colleges of Chicago School of Nursing (CCCSN). We are committed to providing assistance as you proceed through the nursing program to certification. You will be eligible to take the National Council Licensure Examination for Practical Nurses (NCLEX-PN) upon successful completion of the nursing program.

In addition to the day-to-day interaction with the faculty, the college provides a broad range of services to assist students in achieving their academic and life goals. We encourage you to become familiar with all the services and resources Malcolm X College has to offer.

The City Colleges of Chicago Practical Nursing program offers quality, affordable education and exposure to real-world industry experience that will prepare you for the evolving discipline of nursing. The CCCSN administration, faculty, and staff have developed the student nurse handbook to provide guidance and assistance as you navigate through your nursing program journey. The student handbook includes a nursing program description, curriculum, policies, procedures, and other vital information. Please use this handbook as a reference throughout your program to facilitate achievement of academic and professional excellence. Welcome to the City Colleges of Chicago School of Nursing. We wish you success throughout your course of study.

Sincerely,

Tammy Scott-Brand, MSN-ED, BS, RN  
Dean of the School of Nursing

Patricia Nabal, DNP, BS, FNP, RN-BC  
Associate Dean of the School of Nursing

Tanisha Rufus, DNP, RN  
Associate Dean of the School of Nursing

Susan Neal, DNP, RN  
Associate Dean of the School of Nursing

## Mission

The City Colleges of Chicago delivers exceptional learning opportunities and educational services for diverse student populations in Chicago. We enhance knowledge and skills, collaboration, community service, and life-long learning by providing a broad range of quality, affordable courses, programs, and services to prepare students for success in a technologically advanced and increasingly interdependent global society. We work proactively to eliminate barriers to employment and to address and overcome causal factors underlying socio- economic disparities and inequities of access and graduation in higher education.

The nursing administration, faculty, and staff embrace the City Colleges of Chicago School of Nursing (CCCSON) mission:

The mission of the City Colleges of Chicago School of Nursing is to provide students with an evidence-based education, to prepare transformational and compassionate nurses in the delivery of culturally competent patient care in a caring and healing environment.

## Core Values

The nursing administration, faculty, and staff embrace the City Colleges of Chicago's core values. Please refer to the core values adopted from the Chicago City College academic and student policy manual:

## Philosophy

The philosophy of the CCCSON is to provide high quality, accessible, affordable educational opportunities and services to all members of the community. The educational environment of the college is designed to promote individual development and to improve the overall quality of life in a multicultural community.

## CCCSON Conceptual Framework

The CCCSON encompasses nine concepts: critical thinking, caring, professionalism, communication, person, partnership, community, health and leadership. The concepts provide the framework of the nursing program intended to move the students to achieve the end of program outcomes. The concepts are defined as:

**Critical Thinking:** Essential to the provision of safe, competent, and quality nursing care. The importance of critical thinking is directly related to the complexity of healthcare and the ever-changing issues involving society. Critical thinking in nursing includes analyzing, applying standards, seeking information, logical reasoning, predicting, and transforming knowledge into application.

**Caring:** A nursing quality that influences client care. The process involves empathic and compassionate interactions with a multidisciplinary team, clients, their families, and the community as a whole.

**Professionalism:** The values, attitudes, and practices that competent nurses exemplify. It is demonstrated in nursing as a scholarly discipline with academic qualifications, licensure, quality, and competent care. Nursing achieves professionalism through evidence-based practice, research, and publication.

**Communication:** The foundation of professional relationships between the nurse and client, family, peers, and the multidisciplinary team. The process of therapeutic communication occurs through active listening, nonverbal, verbal, and written communication.

**Person:** Includes the participants in the healthcare delivery system. The person is a unique holistic being with physical, emotional, intellectual, social, spiritual, and environmental needs. These needs are common to all human beings regardless of culture, race, or gender, which exist throughout a person's lifespan and are influenced by levels of health and interaction with the environment.

**Partnership:** Provides opportunities for sharing nursing knowledge between colleagues globally. Nursing partnerships include a transfer of knowledge and services. The ultimate goal of nursing partnerships is to promote sustainable and long-lasting positive outcomes for the client, community, and society.

**Community:** The nurse recognizes the socio-political and economic issues in the community that affect the client's health and serves as an advocate. Nursing incorporates nursing practices, which demonstrates respect for ethnic and cultural diversity and socio-cultural practices of clients in the community. The CCCSON community provides service to Chicago and its surrounding areas.

**Health:** State of balance of the physical, emotional, social, spiritual, environmental, and intellectual components of the person. Healthcare needs vary throughout the lifespan, and nurses have a crucial role in assessing and providing healthcare needs.

**Leadership:** Encompasses a distinctive set of personal qualities: integrity, courage, initiative, and influence. Nursing leaders play a key role in shaping the nursing profession to be more responsive to an evolving healthcare system.



## PROGRAM INFORMATION

Practical nurses (PN) function as members of the healthcare team and are concerned with the care throughout the life span. Within the provisions of the Illinois Nurse Practice Act of 2017, the Practical Nurse provides client care and participates in teaching under the supervision of a licensed registered professional, advanced practice nurse, or medical provider. Nursing education correlates clinical experiences and theoretical knowledge from nursing, communication, and the biologic and social sciences. Refer to the IL Nurse Practice Act at

<http://www.ilga.gov/legislation/ilcs/ilcs5.asp?ActID=1312&ChapterID=24>

City Colleges of Chicago School of Nursing Practical Nursing Program is a one-year Advanced Certificate program, preparing individuals to function in the practical nurse role. Individuals completing the practical nursing program meet the education requirements and are eligible to sit for the NCLEX-PN exam to become a licensed practical nurse (LPN).

### **Non-Discriminatory and Diversity Practices**

CCCSO is a premier first choice educational destination, which is highly accessible to a diverse student population in Chicago and globally. CCCSO is widely recognized for excellence and leadership. The CCCSO's position is that diversity enriches an institution and society. The CCCSO appreciates diverse perspectives and values collective differences and similarities.

Discrimination based on age, national origin, ancestry, race, color, religion, sex, sexual orientation, disability, genetic information, military status, or veteran status is absolutely prohibited. Any violation may result in disciplinary action, up to and including dismissal from the program.

To report discrimination or harassment as based on the aforementioned, please contact the City Colleges of Chicago District Office at 312-553-2500.

The following link provides the policy and procedure for filing a complaint:

[http://www.ccc.edu/departments/Pages/Equal-Opportunity-Office-\(EEO\).aspx](http://www.ccc.edu/departments/Pages/Equal-Opportunity-Office-(EEO).aspx)

### **Title IX Related to Disability**

In addition, the College's Title IX (related to disability discrimination) and section 504 and Title II of the Americans with Disabilities Act (related to disability discrimination) Coordinator is the director of Inclusion, Diversity, and Equal Opportunity Compliance.

The Coordinator can be reached at 312-553-2500.

### **Student Responsibility Statement**

Students are responsible for the content of the handbook and adhering to the policies and procedures contained herein. Information contained herein is subject to modification, deletion, and change. Changes in the program or policy will be communicated to the student via the student's City Colleges of Chicago (CCC) email address, written correspondence, and learning management system postings.

## AMERICAN NURSES ASSOCIATION STUDENT NURSE CODE OF ETHICS

Nursing students have a responsibility to society in mastering the academic theory and clinical skills needed to provide nursing care. The clinical setting presents unique challenges and responsibilities. The Code of Academic and Clinical Conduct (CACC) is based on an understanding that to practice nursing as a student is an agreement to uphold the trust society has placed in us. The statements within the CACC provide guidance for the nursing student in their personal and professional development and are as follows:

1. Advocate for the rights of all clients
  2. Maintain client confidentiality
  3. Take appropriate action
  4. Provide care for the client in a timely, compassionate, and professional manner
  5. Communicate client care in a truthful, timely, and accurate manner
  6. Actively promote the highest level of moral and ethical principles and accept responsibility for our actions
  7. Treat others with respect and promote an environment that respects human rights, values, and choice of cultural and spiritual beliefs
  8. Cooperate in a reasonable manner with the academic faculty and clinical staff to ensure the highest quality of client care
  9. Refrain from performing any technique or procedure for which the student has not been adequately trained
  10. Refrain from deliberate action or omission of care in the academic or clinical setting that creates unnecessary risk of injury to the client, self, or others
  11. Assist the staff nurse or instructor in ensuring that there is full disclosure, and that proper authorization is obtained from clients regarding any form of treatment or research
  12. Abstain from the use of any substances in the academic and clinical setting that impair judgment
  13. Strive to achieve and maintain an optimal level of personal health
  14. Uphold policies and regulations related to academic and clinical performance, reserving the right to challenge and critique rules and regulations as per school grievance policy
- <https://www.nсна.org/nsna-code-of-ethics.htm> \ANA Code of Ethics Link - <http://www.nursingworld.org/codeofethics>

## STUDENT RESPONSIBILITIES IN THE NURSING PROGRAM

### General Responsibilities/Student Policy Manual

In addition to the rules and regulations contained in the handbook, students are expected to adhere to the CCC policies, rules, and regulations as well as adherence of policies, rules, and regulations of any facility or institution to which the student nurse is assigned. The City Colleges of Chicago handbook may be reviewed at:

[Academic and Student Policy Manual November 2024](#)

## **General Responsibilities/Professionalism**

Professionalism implies a respect and courtesy for others in the educational setting. Nursing students must maintain the highest standards of professionalism in all learning settings. Students enrolled in the nursing program learn the importance of establishing and maintaining professional relationships and boundaries.

## **Faculty and Student Relationship**

Faculty and students will maintain a professional relationship. If an issue is unable to be resolved professionally, the student must follow the grievance procedure or grade appeal process as applicable. Failure to adhere to this standard may result in disciplinary action.

## **Student and Client Relationship**

Students will maintain a professional student nurse and client relationship. Students must treat clients with dignity and respect and advocate in the best interest of the client. Students may not decline care of clients.

## **Program Commitment**

Significant time, effort, and commitment are required for successful completion of the CCCSON program. Personal and work commitments must be considered and require balance to meet the rigor of the nursing program.

## **Student E-mail Communication Policy**

The City Colleges of Chicago (CCC) has established email as an official means of communication with students. An official CCC email address is issued to each student upon admission to the college. Students are required to check their CCC email regularly as the communication disseminated may be time sensitive. Failure to read college communication sent to CCC email accounts does not absolve students of its contents. Only official CCC email will be accepted. Personal email is not allowed for correspondence. Correspondence must be professional. Failure to adhere to a professional email standard may result in disciplinary action, up to and including dismissal from the nursing program. Please refer to the CCC Responsible Computer Use Policy

[Microsoft Word - responsible.computer.use.policy.FINAL.Aug.2006.BOT.approved-1.doc](#)

## GUIDELINES OF STUDENT CONDUCT

The CCCSON upholds integrity, truth, and honesty. Students are expected to adhere to high standards of honesty in their academic and professional endeavors. Plagiarism and cheating of any nature is not tolerated and will result minimally in receiving an “F” to the related assignment and/or exam. Refer to the Academic Integrity and Dishonesty policy in the Academic and Student Policy manual.

[Academic and Student Policy Manual November 2024](#)

### Student Conduct

CCCSON students are expected to conduct themselves in a manner that respects the rights of others and in support of the mission, vision, and values of the CCC. Misconduct will result in disciplinary action, which may lead to up to and including dismissal from the CCCSON program. Violations include but are not limited to:

1. Disrespectful behavior to administration, faculty, and staff
  - a. Escalating voice in an aggressive or threatening manner
  - b. Profanity or any inappropriate language expressed verbally or via email
  - c. Dissemination of negative written or social media correspondences
  - d. Defamation of character
2. Physical and/or verbal abuse, threats, intimidation, harassment, and other misconduct that threatens or endangers the health or safety of any person
3. Possession of weapons, ammunition, and/or explosives
4. Obstruction or disruption of teaching, research, administration, and/or disciplinary Proceedings
5. Dishonesty, stealing, or forgery
6. Possession or consumption of alcohol, marijuana, or controlled substances

Please refer to the Standards of Conduct in the Academic and Student Policy manual for complete information on the code of conduct and disciplinary process.

[Academic and Student Policy Manual November 2024](#)

### Mobile Device and Computer Responsibilities

Professional behavior and proper technology etiquette should be observed at all times when using cell phones, iPads, iPods, mobile devices, laptops, or other electronic devices. These may be used only when authorized by faculty and for clinical activities and not personal use. Students must adhere to the following:

1. Cell phones and mobile devices must be on “airplane mode” or “silent” during class or clinical experiences.
2. Personal phone conversations or texting are not allowed while in a client area. A clinical warning will be given for the first violation of using the mobile device during clinical time. A second violation will result in the nursing student being dismissed for the day and receiving an unexcused absence. A third violation may result in dismissal from the clinical rotation resulting in a course failure. Mobile

devices can be utilized only in designated areas and only on a designated break. Students violating patient privacy with the mobile device will be subject to HIPAA infractions of the clinical agency.

3. Students may not take photographs in the clinical or lab setting nor make copies of client records. Use of facility computers for personal use is prohibited.

## **SOCIAL MEDIA POLICY**

Students must adhere to the Social Media Policy. Students must abide by the Standards of Conduct listed in the Academic and Student Policy Manual.

### **Use of Electronics**

Students are prohibited from recording, and taking photos or videos of classroom, skills lab, or clinical. Interactions or formal sessions or meetings with nursing administration, faculty, and staff may not be audio or video recorded without prior consent.

### **Health Insurance Portability and Accountability Act (HIPAA) of 1996 Compliance**

Clients have a legal right to confidentiality about their health, and nurses have a legal obligation to safeguard patient confidentiality. Students may not provide information about client(s) to anyone not directly involved with the patient's care. Conversation related to clients is only allowed in the clinical area, clinical conference area, and the classroom for the purposes of furthering nursing education. Discussion related to clients or any clinical occurrences are prohibited in public places such as the cafeteria, lounge, or at home. Any materials or documents with identifying patient information may not be removed from the clinical setting and must be discarded in a confidential manner.

Students are required to strictly adhere to HIPAA regulations. Students may be required to sign a HIPAA form.

Learn more about HIPAA. <https://www.hhs.gov/sites/default/files/privacysummary.pdf>

Learn about HIPAA and Professionals. <https://www.hhs.gov/hipaa/for-professionals/index.html>

### **Penalties and Consequences**

Students in violation of the Social Media Policy and HIPAA laws are subject to disciplinary measures from the nursing program, up to and including dismissal from the program and/or college. The judicial process as outlined in the Academic and Student Affairs Policy Manual will be followed for disciplinary matters.

### **Social Media Etiquette**

The key to success in social media is being thoughtful before posting, and respectful of the purpose of the social media community.

## **Maintain confidentiality**

Posting of confidential or proprietary information about City Colleges of Chicago, clinical affiliates or its students, faculty, and staff is prohibited.

Ethical judgment should be used and college policies and federal requirements followed. Students are prohibited from posting, publishing, or distributing any class or course material (including notes, PowerPoint presentations, handouts, or recordings) without written permission from the instructor.

When contributing to a social networking site, there is a digital footprint that can be traced. Interactions should be professional and students should err on the side of caution when placing written communication or posting pictures.

Additional information on appropriate use of social media can be found in the guidelines from the National Council of State Boards of nursing [NCSBN\\_SocialMedia.pdf](#)

## **PROGRAM DRESS CODE STANDARDS**

Student nurses are expected to comply with the dress and behavior standards of the CCCSON program. Required uniforms are to be worn in all nursing classroom, clinical, and skills lab settings. Failure to adhere to the nursing uniform standard will result in the nursing student being dismissed for the day.

### **Uniforms**

The uniform is a symbol of the profession of nursing and important in nursing student identification. Uniforms are purchased through the approved uniform vendor. The uniform standards are as follows:

1. The CCCSON Student ID is to be worn
2. Students are required to purchase a minimum of two uniforms with CCCSON patch
3. Students must wear approved royal blue scrub attire
4. The CCCSON patch must be applied to the upper left sleeve of lab coat and uniform top
5. A long lab coat must be worn at specified clinicals (For example in OB, when leaving the unit for any reason)
6. Students must wear all white leather or black enclosed uniform or athletic shoes
7. Students must wear neutral solid color stockings or socks
8. Uniforms are to be clean and wrinkle free.
9. Students may only wear nursing program scrubs for nursing program clinicals

*\*Failure to adhere to the nursing uniform standard will result in an unexcused absence.*

### **CCCSON Program Dress Code Standards**

1. Hair must look neat and groomed (natural hair colors, off the shoulder and/or restrained)
2. Jewelry is limited to a watch with a second hand, wedding metal band without stones, and one set of small post earrings
3. Visible body piercings are not allowed
4. Tattoos must be covered. Tattoos may be covered with a white long sleeve top if not in conflict with clinical agency regulations
5. Nails must be no longer than fingertip length

6. Nail polish, artificial nails or nail ornaments are not allowed
7. Students must be clean-shaven or have neatly trimmed facial hair
8. Perfume, cologne or scented lotions should not be used

### **Required Clinical Equipment**

1. Watch with second hand
2. Bandage Scissors
3. Stethoscope
4. Pen Light
5. Student ID badge
6. Notepad
7. Black ink pen

### **ACCESS CENTER**

The Access Center provides coordination and supportive services for students with documented disabilities.

In accordance with the Americans with Disabilities Act and Section 504 of the Federal Rehabilitation Act of 1973, the City Colleges of Chicago makes every effort to integrate students with disabilities into all courses and programs. Accommodations, based on the documentation received and the needs of the student, are designed to ensure that students, who are otherwise qualified, receive equal access to all of CCC's programs and services. CCC does not alter fundamental academic requirements, but it makes reasonable accommodations for students with documented disabilities.

The Access Center serves as CCC's point of contact and coordination for students with disabilities. The Access Center provides a wide range of services and assistance to ensure students with disabilities are able to achieve their maximum potential. The short-term goal is to help students with disabilities succeed in their academic pursuits. Long-term, Access Center services are designed to assist students to make the transition from college to work.

Information about Access Center can be found at the following link:

[ACCESS Center - City Colleges of Chicago](#)

Students with disabilities should request services by scheduling an appointment with the Access Center as early as possible prior to the beginning of classes.

The procedure for requesting accommodations can be accessed at

[ACCESS Center - City Colleges of Chicago](#)

## END OF PROGRAM OUTCOMES

### Advanced Certificate Practical Nursing Program Outcomes

Upon completion of the **CCCSO Practical Nursing Program**, the graduate will be prepared to:

1. Function as a provider of care who participates in data collection, client teaching, planning, delegation and research within the scope of the Licensed Practical Nurse.
2. Utilize the nursing process, evidence-based practice and critical thinking skills to provide safe comprehensive healthcare to clients of diverse cultures.
3. Interpret and utilize communication responses and techniques that are appropriate and sensitive to the multicultural healthcare team.
4. Integrate information technology to assist with effective delivery of nursing care.
5. Incorporate nursing concepts across the life span to function as a client and family advocate.
6. Demonstrate written documentation that is clear, concise, and relevant.

### EFFECTIVENESS MEASURES STATE LICENSE EXAM PERFORMANCE

To achieve NCLEX-PN pass rates at the national average or higher is a CCCSON program goal.

#### Program Exit Exams and Assessments

The CCCSON PN curriculum incorporates established professional standards, guidelines, and competencies in which the desired goal of a Proficiency level 2 or higher for Assessment Technologies Institute (ATI) assessment exams and 91% Predictability or higher for the ATI Comprehensive exam. The list of ATI exams are as follows:

1. Fundamentals
2. Adult Medical-Surgical
3. Maternal Newborn
4. Nursing Care of Children
5. Mental Health
6. Comprehensive

**\*Pharmacology is a mandatory assessment but is not required for progression. However, scoring a Level 2 proficiency or higher will be beneficial to students as scores will be used for progression through the Virtual ATI (VATI).**



**ADMISSION AND POLICY REQUIREMENTS**  
**Advanced Certificate Practical Nursing Program**

Eligibility for admission to the Practical Nurse Advanced Certificate requires a minimum cumulative G.P.A. 2.5 or higher, and completion of the prerequisite coursework.

<u>Prerequisites</u>	<u>Credit Hours</u>
English 101 with a final grade of "C" or higher	3
Math 118 or 125 (or higher) with a final grade of "C" or higher <i>Math pre-requisites to include Math 118 and higher the following courses: 118, 125, 140, 141, 143, 144, 146, 204, 207, 208, 209, 210, 212, 216, 899</i>	4
Biology 121 with a final grade of "C" or higher (completed within the past 10 years)	5
Biology 120 with a final grade of "C" or higher	3
<b>Total Prerequisite Credit Hours</b>	<b>15</b>
<u>Required Core Courses</u>	
<b>Semester 1</b>	
Nursing Fundamentals I                     150	4
Nursing Fundamentals II                    151	4
Nursing Perspective                        152	2
Biology   226 (must take prior to N153 and N154)	4
<b>Total Credit Hours Semester I</b>	<b>14</b>
<b>Semester 2</b>	
Nursing Through the Life Span I           153	5
Nursing Through the Life Span II         154	5
Biology   227 (must take prior to N155)	4
<b>Total Credit Hours Semester II</b>	<b>14</b>
<b>Semester 3</b>	
Nursing Through the Life Span II         155	6
<b>Total Core Credit Hours Semester III</b>	<b>6</b>
<b>Total Program Credit Hours</b>	<b>49</b>

## ADVANCED CERTIFICATE IN PRACTICAL NURSING GRADING SCALE

A=92-100%

B=85-91%

C=78-84%

D=77-71%

F=70% and Below

Only the final course grade percentage will be rounded to the nearest whole number. For example:77.5 will be rounded up to equal 78.0, while 77.49 will remain at 77.0.

When a student achieves less than a passing grade in any course or standardized specialty examination, the course faculty member will contact the student regarding remediation. A referral will be made to the Nursing Education Specialist. A mandatory remediation plan between the Nursing Education Specialist and student will be developed.

**Clinical Grading Terms:** Each student will actively participate in a midterm and final clinical evaluation. The definitions of terms of the grading process, which are used to evaluate the clinical experience, include: satisfactory, needs improvement, unsatisfactory, unsafe and are as follows:

**Satisfactory:** Clinical performance is defined as the ability to meet the clinical objectives of the course, as outlined in the clinical objectives and clinical evaluation tool. Examples of behaviors that demonstrate satisfactory performance are listed on the clinical evaluation tool for each course.

**Needs Improvement:** Clinical performance is defined as the inability to fully meet the clinical objectives of the course as outlined in the clinical objectives and clinical evaluation tool. Examples of behaviors that demonstrate the need for improvement in clinical performances are listed on the clinical evaluation tool for each course. Students must convert a grade of "needs improvement" to a satisfactory grade by the end of the course in order to successfully pass the course. The assigned clinical instructor will write a clinical contract to identify success measures to address student-learning needs. The student must successfully meet the outcomes identified in the clinical contract to successfully pass the clinical component of the course.

**Unsatisfactory:** Clinical performance is defined as the inability to satisfactorily meet the clinical objectives of the course. Examples of behaviors that demonstrate unsatisfactory clinical performance are listed on the clinical evaluation tool for each course. A student must achieve a satisfactory grade in all clinical behaviors by the end of the clinical session. Skill performance is evaluated per the level of the learner and reflective of the specific clinical objective as outlined on the clinical evaluation tool.

**Unsafe:** Clinical performance is defined as the inability to safely meet the needs of the client. Client endangerment is failure to act in a reasonable and prudent manner when delivering care or responding to clients. Irresponsible actions towards clients are unsafe behaviors.

- i. Violations of professional conduct
- ii. Diversion of medication and/or supplies
- iii. Failure to communicate serious changes in patient health status
- iv. Major violations of agency policy

- v. Failure to ensure safe environment
- vi. Inability to follow safety guidelines
- vii. Lack of accountability for own actions

The student must maintain health, safety, and ethical standards of the affiliates and adhere to the City Colleges of Chicago Conduct Policy.

Patient endangerment, incompetence, unethical conduct, or disruptive behavior will result in removal from the clinical education setting and/or dismissal from the program.

## **PROGRESSION POLICY**

All nursing courses required for the CCCSON will be evaluated based on satisfactory completion of class, lab, and clinical competencies, ATI end of course assessment exams, ATI Comprehensive Predictor, and the Virtual ATI (VATI) Capstone. In addition, a three-day mandatory ATI live review is required for program completion.

The VATI Capstone content review is provided to enhance knowledge and skills in preparation for the NCLEX and practice in the field of nursing. The successful completion of VATI Capstone is required prior to submission of NCLEX-PN paperwork. The VATI Capstone is a tailored on-line program that begins prior to the end of the last semester of the CCCSON PN program.

The Virtual ATI is an innovative on-line review that is executed with an assigned virtual coach. Each student will receive content with practice assessments that are designed to prepare the student for the NCLEX examination. The student will receive feedback, guidance, and encouragement from the VATI coach in preparation for the VATI predictor exam.

Deficiencies in any of the following will delay progression in the CCCSON's program.

1. A student must complete the nursing curriculum using the sequence depicted within the CCC Academics Catalog.
2. Students must complete all corequisites prior to registering for Nursing 155.
3. A student must earn a minimum of 78% in each course in order to receive the minimum passing letter grade of "C".
  - a. A student is allowed only one attempt to repeat a course. Failure of two separate courses or the same course twice will result in dismissal from the PN program. A failure is an earned "D" or "F" in a course.

### **For example:**

Nursing 150 and Nursing 150 (same course equals two failures). Nursing 153 and Nursing 154 (two different courses equal two failures).

- a. A student who obtains a final letter grade of a "D" or "F" in a nursing course must repeat that course if it is the student's first and only failure of a course.
- b. Students have a maximum of one year to repeat the failed course
- c. A student who obtains an unsatisfactory lab and/or clinical evaluation will receive a final grade no higher than a "D" to the course.
- d. A student who does not successfully pass a nursing course must consult with faculty to formulate an Individualized Remediation Prescription Plan (IRPP).

- e. Withdrawal from a course with a grade of less than a C is considered a course failure.  
A student who has been unsuccessful in two separate nursing courses or the same course twice will be administratively withdrawn from all nursing courses.
4. Assessment of dosage calculation will be evaluated in each semester.
  - a. A student is allowed three attempts to pass with a 90% or greater on the medication dosage calculation test.
  - b. If unsuccessful after the third attempt the student will receive a final grade no higher than a "D" for the course.
5. Students who receive less than 78% on any unit assessment for a nursing course must develop an Individualized Remediation Prescription Plan in collaboration with his/her instructor and the Nursing Education Specialist.
6. Students who successfully complete Nursing 151 will take the ATI Fundamentals exam at the end of the first semester.
  - a. Students must achieve a score of Level 2 proficiency or higher on the ATI Fundamentals exam.
  - b. Students are allowed two opportunities to earn a Level 2 proficiency or higher on the ATI Fundamentals exam.
  - c. Students who do not achieve a Level 2 proficiency or higher on the second attempt of the ATI Fundamentals exam will earn a "D" in Nursing 151.
7. Students must successfully complete the ATI Comprehensive Predictor exam with at least a 91% predictability score during the last semester of the nursing program.
  - a. Students are allowed two opportunities to earn a 91% predictability score on the ATI Comprehensive Predictor exam.
  - b. Students who do not achieve a 91% predictability score on the second attempt of the ATI Comprehensive Predictor exam will earn a "D" in Nursing 155.
8. Students must obtain Level 2 proficiency or higher on ATI Specialty exams at the conclusion of each of the following nursing courses: Nursing 154 (ATI PN Maternal Newborn and ATI PN Nursing Care of Children), and Nursing 155 (ATI PN Adult Medical Surgical).
9. The ATI PN Mental Health exam will be given during Nursing 155 and will count as a percentage of the course grade.
10. Students must earn a 78% or higher in their nursing course to qualify to sit for the ATI Specialty exam (see Nursing 151, 154 and 155 course syllabi).
11. Students must achieve a score of Level 2 proficiency or higher on the ATI Specialty Exams.
12. Students are allowed two opportunities to earn a Level 2 proficiency or higher on the ATI Specialty exams.
13. Students who do not achieve a minimum of Level 2 on the second ATI Specialty Exam will earn no higher than a "D" in the course.
15. The ATI Pharmacology exam will be given after successful completion of Nursing 153. Students must achieve a Level 2 proficiency or higher. A second attempt will be given at the end of Nursing 155. This exam is not a part of the course grade. A pharmacology certificate will be awarded to students achieving a Level 2 proficiency or higher on the exam.

## EXAMS

Students must notify faculty at least 24 hours in advance of any inability to complete a scheduled course examination and at least 1 week for ATI end of course assessment exams and ATI Comprehensive Predictor. In the event of an unforeseen circumstance occurring less than 24 hours prior to the start of the examination, the student (or a representative if the student is unable) should notify the faculty as soon as possible. Extenuating circumstances for make-up assessments include, but are not limited to, the following.

- Death of immediate family member, critical illness of self or immediate family member, military duty, circumstances of serious, unpredictable, or uncontrollable nature, such as car accident involving the student, or natural disasters.
- Verifiable documentation must be provided for any extenuating circumstance that is to be considered.
- Technical issues in the campus testing environment will be considered if proctors were appropriately notified during the examination and in accordance with proctoring procedures.
- If a student needs to make up an exam, they must contact the faculty. Make-up exam appeals must be approved by nursing leadership.

## REMEDATION POLICY

Remediation is mandatory for: 1) a course examination score of less than 78%, 2) less than a Level 2 on ATI Specialty assessments, 3) less than 91% predictability on the ATI Comprehensive assessment, 4) unsatisfactory or unsafe clinical or lab performance, and 5) factors that may contribute to poor student performance. The completion of the mandatory remediation is required prior to sitting for the 2<sup>nd</sup> attempt on any ATI assessment. Non-compliance with the remediation policy may result in student failure in the course.

Through the use of supplemental instruction and remediation, the Nurse Education Specialist helps nursing students attain the following four goals:

1. Remediate nursing content areas identified as needing improvement
2. Achieve a Level 2 proficiency or higher on ATI standardized specialty examination
3. Achieve a 91% predictability or higher on the ATI Comprehensive assessment
4. Prepare for the NCLEX-RN examination

### Individualized Remediation Prescription Plan (IRPP)

An IRPP is required for unsatisfactory course exam scores and ATI assessments, clinical or skills lab performance, and/or factors that may contribute to unsatisfactory student performance. The IRPP outlines the nature of the problem, recommendations and plan for remediation, and schedule for completion.

## GRADE APPEAL POLICY

A nursing student who wishes to appeal a final grade must:

1. Submit a Grade Appeal Form and provide rationale and supporting documentation for the appeal.
2. The student should refer to the CCC Student Policy Manual for additional steps in the appeals process.

The Grade appeal process and form are accessed in the following links:

[City Colleges of Chicago - Malcolm X - Appeal a Final Grade \(ccc.edu\)](https://ccc.edu)

## NON-ACADEMIC FORMAL COMPLAINT FILING PROCEDURE

The Complaints/Compliments Management System (CMS) is an online portal, whereby City Colleges of Chicago (CCC) students, faculty, staff, and community members can submit a formal complaint or compliment regarding an academic or non-academic matter. Complaints and/or compliments can be submitted here: <https://ccc.custhelp.com/app/feedback/college/ccc>

## REINSTATEMENT POLICY

Any student who exits the nursing program must complete an Exit Interview with an Associate Dean of Nursing.

Request for extended absence. Life events may require a student in good academic standing to interrupt their sequence of nursing courses. A student's reinstatement will be contingent on the following:

1. Request for an extended absence must be submitted in writing to the Associate Dean of Nursing prior to the absence. An appointment must be scheduled with the Associate Dean of Nursing to discuss the request.
2. The student must complete an exit interview with an Associate Dean of Nursing, which will include a study plan for the period not enrolled in the program.
3. Reinstatement is contingent upon availability of space in the Nursing Program.

Students who are unsuccessful, achieving a final composite score of less than 78% on the first attempt of a nursing course may not progress in the CCCSON program. A request for reinstatement must be submitted to the nursing department within 30 days of notification of academic status. The following is required:

1. The student must complete an exit interview with an Associate Dean of Nursing
2. The student must meet all program admission and progression requirements.
3. The student must complete the mandatory remediation plan developed with the Nursing Education Specialist.

4. Applications for reinstatement will be reviewed by the Progression and Readmission Committee. Students are allowed one application and reconsideration by the Progression and Readmission Committee.

## VETERANS READMISSION POLICY

Veterans Readmission Policy - Limited Admission Programs Higher Education Act of 2008 – Public Law 110-315 ensures entitlement to readmission of military service members returning from active duty who have completely withdrawn from Malcolm X College.

1. Limited Admission Programs include:

- Basic Nursing
- Dental Hygiene
- EMT Paramedic
- Health Information Technology
- Medical Assisting
- Mortuary Science
- Nursing AAS
- Pharmacy Technology
- Phlebotomy
- Physical Therapy Assistant
- Practical Nursing
- Radiography
- Respiratory Care
- Surgical Technology

2. Readmission requirements apply to those students who perform service under Federal authority under a call to order to active duty.
3. Readmission requirements apply to those students who have completely withdrawn from an institution.
4. Readmission requirements do not apply to a service member's absence from class to attend training.
5. The service member who is eligible for readmission will be readmitted into the next class or classes in the service member's program beginning after the service member provides notice of his or her intent to reenroll to the director and registrar.
6. The cumulative length of absences due to service must not exceed five years.
7. A service member's eligibility for readmission terminates upon the occurrence of a dishonorable or bad conduct discharge.

Non-Attendance Due to Military Service In accordance with Illinois Statute (330 ILCS 60/5.2) a service member enrolled in courses and unable, because of his or her military service, to attend classes on a particular day or days has the right to be excused and to reschedule a course examination administered on the missed day or days. The student and instructor are to determine if the student will be able to successfully complete the course due to missed classes or if the student needs to withdraw due to military service. A copy of military leave orders must be presented to each instructor prior to the student's absence(s). Successful completion of the course(s) remains the sole responsibility of the student. For additional information please visit Malcolm X College's Veterans Services Center

<https://www.ccc.edu/colleges/malcolm-x/departments/Pages/Veterans-Services.aspx> If a student's military service requires them to take a leave of absence (more than 30 consecutive days of active duty), the student should withdraw due to active military service. In accordance with the Higher Education Act 2008; Public Law (110-315), the service member is entitled to be readmitted in the next class or classes in their program after giving notice to re-enroll. Students may contact the program director for additional information.

### **Ineligibility for Reinstatement**

1. Students who are unsuccessful in a second nursing course attempt will not be eligible for reinstatement.
2. Students who are dismissed for a clinical violation/incident or unprofessional behavior/conduct will not be readmitted to the CCCSON program. Violations of the following CCC Polices include but are not limited to:
  - a. Academic Integrity
  - b. Equal Opportunity in Employment (EEO), Programs, Services, Activities
  - c. Weapons, Drug and Alcohol and Smoke Free Campus
  - d. Safety and Security
  - e. Responsible Computer Usage

### **PREGNANCY POLICY**

It is the CCCSON's intent to ensure the health and safety of the student and their unborn child and are consistent with Title IX (related to disability discrimination). Therefore, the following guidelines are adhered to strictly:

1. Students who have declared pregnancy must have written documentation from their primary healthcare provider to remain in clinical without restriction during the pregnancy. An update of this written documentation is required for each new clinical rotation. Students are responsible for obtaining and providing documentation to the clinical coordinator, theory, and clinical instructor.
2. Inability to attend clinical due to pregnancy may necessitate course withdrawal or an incomplete for the course. Any change in health status must be immediately reported in writing to the clinical instructor. Students must adhere to the clinical agency's policy and protocol concerning pregnancy.
3. Primary Healthcare Provider directed limitations must be clearly delineated and may require student withdrawal from the course if clinical course objectives cannot be met.
4. Agency policies concerning pregnant students in their clinical facility and measures to avoid potential hazards to mother and/or fetus may supersede other pregnancy policy.
5. Following delivery, the student is required to notify the nursing department and the course faculty member of plans to resume clinical practice. In addition, a statement



from the student's healthcare provider certifying the student is physically able to participate in clinical experiences without restrictions (i.e., moving, lifting and transferring patients) is required.

### **POST COMPLETION POLICY**

A student who has completed all program requirements will be eligible to sit for the NCLEX- PN exam. The nursing department will forward the student's information to Continental Testing Services (CTS) providing completion of the following:

- Verification of success in completion of all requirements of the CCCSON program
- Verification that all CCC financial obligations have been met
- Verification receipt of completing all ATI-VATI modules or a verified receipt of the VATI "Green Light
- Proof of fingerprints from an approved vendor
- Proof of payment to Continental Testing Services
- Proof of payment to the National Council State Board of Nursing (Pearson VUE) must be submitted to the CCCSON program to show student's intent to register for the NCLEX- PN
- Once all program requirements have been satisfied all appropriate documentation will be submitted to CTS by CCCSON

### **HEALTH AND CLINICAL REQUIREMENTS**

Each student is required to submit an up-to-date health record. The health requirements are necessary to meet the expectations of each clinical agency. Changes in student health status may warrant medical clearance to ensure safety in the clinical setting.

It is the responsibility of the student to ensure that the college receives all required health information. Students are required to keep copies of health information submitted. Failure to comply with providing required and updated medical documents may result in a clinical absence. If a clinical absence occurs because of medical noncompliance, no make-up opportunity will be provided. Students who incur a clinical absence for medical noncompliance will receive a failing grade in the clinical course.

All students entering nursing courses must continuously meet health and safety requirements to maintain enrollment in the CCCSON program. If the required health records are not up to date, a student will not be allowed to continue with the nursing courses. Health and safety records must be submitted by the established deadline. Requirements include but are not limited are as follows:

1. Students will provide a completed and signed Health and Safety Documentation Checklist with required documentation, and the Healthcare Provider Signature Form to the Nursing Department.
2. Students will not be allowed to continue with nursing courses without documentation of health compliance.
3. A healthcare provider's note or other documentation will not negate the health and safety documentation requirements.

4. If a student incurs an illness, injury, or other health limitation, clinical agency, CCC, and CCCSON health policies must be upheld. Refer to the link below for policies must be upheld. Students who are not physically able to perform student nursing duties in a safe manner or require utilization of assistive devices, such as crutches, foot braces or boots, and casts of any type will not be allowed to participate in clinical experiences. Therefore, the student will be required to withdraw from the nursing course.

### **Vaccinations/Titers**

Nursing students are required to have and maintain records of immunization and vaccinations.

1. Titers required to verify immunity.
  - a. Measles
  - b. Mumps
  - c. Rubella
  - d. Varicella
  - e. Hepatitis B
2. Two-step PPD skin test, T-spot, QuantiFERON Gold, or chest x-ray is required to verify the student tested negative for tuberculosis (TB).
3. Tetanus diphtheria vaccination/booster received within ten years.
4. Influenza is a required vaccination annually.
5. COVID-19 Vaccination is required based on current Centers for Disease Control & Prevention guidelines for healthcare workers.

### **Drug Screen**

Area healthcare agencies and the CCCSON program are drug free environments. The CCCSON enforces a zero-tolerance policy concerning student impairment from drugs or alcohol at the clinical site or any CCCSON facility and institution. Violation will result in dismissal from the program. Drug testing is a requirement of the clinical facilities and results may be required within 30 days of clinical attendance at specified sites.

Students are required to obtain a minimum of 9-Panel substance abuse drug screening within 30 days prior to the start of class each semester. Urine drug screen testing must be purchased and performed through CastleBranch, no dipsticks, no rapid or point-of-care testing will be allowed.

The 9-10 -Panel drug screening must include but not limited to:

- Amphetamine (AMP)
- Barbiturates (BAR)
- Benzodiazepine (BZD)
- Cocaine (COC)
- Methadone (MTD)
- Methaqualone
- Opiates (OPI)
- Phencyclidine (PCP)
- Propoxyphene
- Tetrahydrocannabinol (THC)

The results are essential for clinical rotations and entrance into the program. Positive or invalid results must be accompanied by healthcare provider documentation. If no healthcare provider documentation is provided or the documentation is unacceptable, students will be required to re-test and provide evidence of a negative 9-10 panel drug screening through Castle Branch within 48 hours. Failure of a second drug screen during will result in failure of the clinical due to *“absence for medical non-compliance”*. See handbook policies for clinical absences.

CCCSO follows the Federal law related to marijuana use. There is a zero tolerance for marijuana use whether it is recreational or medicinal. Students who have a positive marijuana drug test will be dismissed from the nursing program. Students suspected of marijuana use will be required to re-test and provide evidence of a negative 9-10 panel drug screening through Castle Branch within 48 hours. Please see handbook policies regarding *“absence for medical non-compliance”*. The nursing program and clinical affiliates reserve the right for randomized drug testing. If a clinical absence occurs because of medical noncompliance, no make-up opportunity will be provided.

Students will be allowed the opportunity to retake the failed course the next semester after meeting with nursing administration. If this is the second failure, they would be dismissed from the program according to the failure policy. Failure of a second drug screen during or after re-admission will result in immediate dismissal without the opportunity to return to the program.

#### **Healthcare Provider Basic Life Support (BLS)**

A student must possess a valid American Heart Association Healthcare Provider Basic Life Support (BLS) certification card throughout the entire nursing program. There should be no lapse in certification. Renewal of Healthcare Provider BLS certification must be completed prior to the expiration date on the BLS card. If a student fails to comply with this requirement, they will not be allowed to report to clinical. Please review clinical attendance policy.

#### **Criminal Background Check**

Illinois statute prohibits healthcare employers from knowingly hiring, employing or retaining any individuals who have been convicted of various criminal offenses in a position with duties involving direct patient care or the care of residents in long-term care facilities. Also prohibited is hiring these same individuals in positions that provide access to the medical, financial, or living quarters of a patient or long-term resident (225 ILCS 46.25).

The CCCSO has affiliate agreements with clinical agencies and other health care institutions to provide clinical experiences for nursing students as part of the nursing curriculum. Nursing students, must submit to the following:

1. A criminal background check prior to entering the program
2. Annual Criminal Background (at minimum)
3. Criminal background as specified by a clinical agency for the student to continue their clinical rotation at that particular clinical site.
  - a. Clinical sites may also request an expanded criminal background check, which may

conflict with the student's original background check result. The expanded criminal background check will be at the student's expense.

- b. Review Illinois State Law 225 ILCS 46/25 and Ill. Adm. Code 955 Section 955.160 for disqualifying conditions related to expanded criminal background check. <http://www.ilga.gov/legislation/ilcs/ilcs3.asp?ActID=1303>

A criminal background check is required to participate in clinical portions of the program. A positive criminal background check may prohibit a student from completing the program due to inability to participate in clinical placements. A positive criminal background check may prohibit a student from obtaining licensure and/or positive employment placement.

Failure to follow the above guidelines may result in immediate clinical "Unsatisfactory" or dismissal from the program.

### **Student Health Coverage Insurance**

CCCSO recognizes that certain courses of study and specific classes may place a student at greater risk given the nature of the curriculum and associated laboratory, practicum or applied task required by the class syllabus. CCCSO administers a Student Accident Health Plan (SAHP) for students enrolled in certain courses of study during the period of time the student is engaged in official activities associated with the class, laboratory, practicum or applied task. Students are encouraged to have healthcare insurance coverage that will ensure the appropriate level of coverage should the student be injured while engaged in any official course, lab or clinical activities on Malcolm X College premises and/or while engaged in such activities at an assigned clinical facility. SAHP coverage may not cover the full amount of health costs associated with an injury incurred while performing program related tasks associated with a course, lab or clinical. Students are required to report any injury immediately to the instructor present and to the Dean of the program.

### **Student Malpractice/Liability**

CCCSO recognizes the need for students enrolled in healthcare curriculum to apply skills and techniques garnered in the classroom in a practical and professional setting. Malcolm X College contracts with healthcare institutions, health service agencies and community organizations to accept its students in clinical practice as required by programs of study.

Students are responsible for any malpractice claims levied against them [personally] for actions that occur outside of scheduled clinical practice time.

\*For both individual health insurance coverage, and student malpractice/liability insurance, students must adhere to the policies of the program and for any clinical site at which they are placed.

## ATTENDANCE POLICY AND ACTIVE PURSUIT

Students are required to attend all in-person or remote class sessions. Students are meeting the criteria for active pursuit by completing required coursework and assessments. The last day that a student attends a class, submits an assignment, logs in to Brightspace and performs an academic task, or engages in an academic related interaction with the instructor will be considered the last date of Active Pursuit.

An unofficial withdrawal occurs when a student stop attending classes without notifying CCC. The unofficial withdrawal date is determined by the last date of active pursuit.

## CLINICAL POLICY

Students must be able to provide direct client care without restrictions. Students will be required to assist in lifting clients, standing for several hours, and performing bending activities. Additionally, the clinical experience may place the student in stressful situations as they undertake responsibilities and duties that have a major impact on clients and their family lives.

## CLINICAL ATTENDANCE POLICY

Clinical attendance is **mandatory**. Students must attend all clinical sessions including clinical orientation to meet the objectives and clinical hour requirements of the course. Clinical hours include pre- clinical laboratory practice, pre- and post-conferences, scheduled clinical days, alternative clinical learning activities, and simulations. Clinical absences lead to an “Unsatisfactory” in clinical and failure of the course to which the clinical rotation is attached.

Students must adhere to the following guidelines:

1. Students must comply with the dress and behavior standards of the CCCSON program. Required uniforms are to be worn in all nursing classrooms, clinical, and skills lab settings. Failure to adhere to the nursing uniform standard may result in the nursing student being dismissed for the day.
2. Students must complete the clinical orientation requirements and attend the agency specific orientation prior to all clinical rotations. Clinical orientation may occur two weeks prior to the start of the semester with ample notice from CCCSON. Any student who fails to complete these requirements or is absent on a day of orientation without prior instructor approval may not continue in the clinical rotation.
3. Late arrival or leaving early from the clinical experience may result in a student conference with faculty or place the student at risk for failing to achieve the course competencies.
  - a. A student may be dismissed for the day from the clinical site for late arrivals. However, adverse weather conditions will be taken into consideration.
  - b. A plan of action must be developed with the instructor and followed by the student to satisfactorily meet the clinical requirements.
4. Students are advised to remain home if experiencing symptoms of illness to ensure the safety of the clients.
5. The student must notify the clinical instructor of their absence.
  - a. Any absence can jeopardize successful achievement of course competencies;

therefore, consequences of any absences will be determined at the time of the occurrence.

- b. The instructor, in consultation with the Associate Dean of Nursing, individually evaluates emergency circumstances.
6. No Call/No Show to clinical
- a. A clinical absence for “no call/no show” will result in an immediate failure of the clinical course.
  - b. No clinical hour make-up opportunities will be extended in the instances of no call/no show.

All missed hours must be made up. Clinical absences may lead to an “Unsatisfactory” in clinical and failure of the course to which the clinical rotation is attached.

### **STUDENT RESPONSIBILITIES AND CONDUCT IN THE CLINICAL AGENCIES**

As a healthcare professional, the student is expected to act professionally. Students are guests of the clinical site. Inappropriate behavior or actions will not be tolerated and may jeopardize the student’s standing in the Nursing Program and may adversely affect the availability of the clinical site for the CCCSON. The following are guidelines of acceptable behavior and conduct. Responsibilities and conduct at the clinical site are as follows:

1. Students must follow the administrative policies, standards, and practices of the agency.
2. Students must obtain medical care at their own expense for any injuries or illnesses sustained as a direct or indirect result of affiliation with the agency.
3. Students must provide their own transportation to and from the clinical agency.
4. Students must report to the agency on time and follow all established regulations during the regularly scheduled operating hours of the agency.
5. Students must conform to the standards and practices established by the school and agency prior to publishing any material relating to the clinical learning experience.
6. Students must comply with ethical, and professional standards required of employees of the agency and consistent with the applicable professional Code of Ethics and the applicable standards of relevant accrediting or regulatory bodies.
7. Smoking, food, or drink, cell phones, iPods, MP3 players, or recording devices are not allowed in the clinical area at any time.
8. Clients, families, and coworkers are addressed formally or by their preferred titles.
9. Client confidentiality must be maintained and respected. Discussion regarding the client should be conducted in the appropriate designated areas and with healthcare personnel responsible for the patient client.
10. Students are not permitted to consume or bring alcoholic beverages to the campus or clinical site or be under the influence of alcohol. A student violating this policy will be immediately dismissed from the program.
11. Controlled substances are prohibited from being brought into or possessed on clinical grounds. A student violating this policy will be immediately dismissed from the program.
12. Gum chewing is not permitted on any clinical unit, simulation, and nursing skills lab unit.

13. Students will be immediately dismissed for falsification of any client records.
14. Breaks/lunches should coincide with that of the instructor. Students must not leave the clinical unit without the instructor's approval. Leaving the unit/facility without approval may result in dismissal from the program.
15. Social conversations between students should be avoided and conversation should be Professional.
16. The learning experience is conducted in English. Alternative languages should be avoided except where necessary to render client care.
17. Students may only report to the clinical agency during their scheduled clinical days.
18. Students are accountable for their behavior during their clinical experience.
19. Students are under the direct supervision of the clinical faculty member.

### **Blood-borne Pathogen Exposure**

Students must wear appropriate protective clothing/equipment when performing any task(s) that may involve exposure to body fluids. Any direct exposure to body fluids occurring while functioning as a student must be reported immediately to the clinical instructor. Students exposed to body fluids should follow facility protocols and adhere to the following:

1. Wash the area immediately with a disinfectant agent; for eye splashes rinse the area with clean water.
2. Report the incident to the clinical instructor.
3. The student should immediately go to an Emergency Department, Employee Health (if available), or Urgent Care to seek triage and treatment. It is recommended that students have insurance to cover such instances, and should check with their insurance provider regarding coverage.
4. The clinical instructor and student will notify the agency department supervisor and the CCCSON.
5. The student will complete a clinical site incident report.
6. The student will complete the college student incident report.
7. If an event of an exposure occurs in the CCCSON nursing lab, the student must report the incident immediately to supervising faculty.

Information from the U.S Department of Labor, Occupational Safety & Health Administration (OSHA) is available at: <http://www.osha.gov/SLTC/bloodbornepathogens/index.html>

### **Infectious Disease Quarantine policy (includes COVID-19)**

Students are allowed to quarantine once (5 days total) during an 8-week course and twice (10 days total) during a 16-week course before being given a grade of "I" incomplete. There are no clinical make-up options for students missing more than the guidelines previously stated.

<https://prepare.ccc.edu/?Ga=2.177977313.577177594.1643%20986575%20-%20health>

Tracking of quarantine absences will be conducted by the nursing department's compliance team.

### **Student Practice Regulations**

Students practice within the boundaries of the Illinois State Board of Nursing Nurse Practice Act. The ANA Code of Ethics for Nurses, the guidelines of the CCCSON, and the policies and regulations of the healthcare agency where they are assigned for clinical learning. Inappropriate practices include, but are not limited to the following:

1. Refusing an assignment based on client's race, culture, religious preference, or medical Diagnoses
2. Denies, covers-up or does not report own errors in clinical practice
3. Ignores and fails to report dishonest or unethical behavior in others
4. Practices skills that have not been assigned, taught, or are checked off prior to independent Performance
5. Lacks information processing ability necessary for making appropriate clinical judgements or decisions
6. Interacts inappropriately with agency staff, co-workers, peers, patients/clients, families, and/or faculty resulting in miscommunication, disruption of the learning and/or patient care environment
7. Violates principles of confidentiality (HIPAA)
8. Presents unprepared for clinical practice
9. Fails to respect client rights and dignity
10. Solicits, borrows, or removes property or money from a client or client's family
11. Assumes client care tasks for which the student lacks the education or competence to Perform.
12. Removes drugs, supplies, equipment, or medical records from the clinical setting
13. Abandonment: Leaves clinical agency or patient assignment without notification

### **UNUSUAL OCCURRENCE GUIDELINES**

An unusual occurrence is any event that has the potential of harm while in the nursing program classes, laboratories, or clinical agencies. Adherence to the following guidelines is warranted:

1. The student must notify the instructor immediately upon an unusual occurrence.
2. Any student failing to notify the instructor immediately upon discovery of an unusual occurrence as defined will be subject to disciplinary actions including course failure and program dismissal.
3. Upon notification of the occurrence, the instructor will meet with the student to determine the nature of the occurrence. The faculty member will subsequently determine the necessary actions and steps to be taken.

### **TRANSPORTATION**

Classroom and clinical experiences are provided at a variety of settings around Chicago and surrounding areas. Students are required to arrange for their own transportation to and from these settings.



## CLINICAL ORIENTATION

### Online and Onsite Clinical Orientation

Electronic online and onsite clinical orientation must be completed prior to the beginning of clinical practicum. Attendance or evidence of completion is mandatory. Students missing a clinical orientation session or if online orientation materials are not completed will not be allowed to attend clinical; resulting in an unexcused clinical absence.

### Clinical Performance Measures

Students are expected to report to the clinical site prepared to perform optimal clinical skills. If the student exhibits any of the following deficiencies the student will be removed from the clinical site, participate in required remediation, or including, up to dismissal from the CCCSON.

1. A student unprepared to perform clinical skills may be dismissed from clinical that day and directed to the skills lab for remediation. Proof of remediation and skills practiced must be submitted to the assigned clinical instructor.
2. Alteration of physical and/or emotional status of a student that may negatively impact delivery of client care will result in dismissal of the student from the clinical site that day.
  - a. The student must arrange a meeting with the clinical instructor and Associate Dean of Nursing prior to the next assigned clinical day.
  - b. The student will not be allowed to return to the clinical site until it is deemed safe for the student to return.
3. A student must be with faculty to pass a medication. A student that does not complete the seven rights of the medication administration will have an IRPP form completed for the occurrence. The student is required to arrange remediation sessions. Proof of remediation and skills practiced must be submitted to the assigned clinical instructor.
4. A student who incurs a medication error will have an IRPP form completed. The student will be dismissed from the clinical that day and must arrange for remediation sessions. Validation of remediation and skills practiced must be submitted to the assigned clinical instructor.
  - a. A plan of action and remediation will be developed for clinical behavior deemed deficient. The student must successfully meet all terms of the plan of action in order to satisfy the requirements of the clinical experience.
  - b. Clinical errors require remediation and may result in, up to and including dismissal from the program.

## NURSING SKILLS LAB REQUIREMENTS AND POLICIES

The Nursing Skills Lab is a mandatory and integral part of the CCCSON program. The faculty collaborate in conjunction with the Nursing Lab Manager and Lab Coordinators to develop competencies for student's clinical skills. The team assists students in developing nursing skills that are utilized in the clinical setting. The purpose of the skills lab is to provide an environment for students to learn, practice, and reinforce nursing skills, and confidence in performing skills necessary for client care in the clinical setting. This is accomplished through demonstration, activities, and practice utilizing equipment and simulated learning experiences.

Faculty and Clinical Instructors may refer students to the Skills Lab for skill remediation and practice required for safe clinical practice.

### **NURSING SKILLS LABORATORY ORIENTATION INFORMATION**

As a nursing student at City Colleges of Chicago School of Nursing, a considerable amount of time will be spent in the Nursing Skills Lab. Learning new skills, and practice of skills, along with simulation will be activities for evaluation of student knowledge and psychomotor skills.

The skills lab is an integral part of nursing education. Utilizing the laboratory will facilitate the student's ability to perform essential nursing skills. The goal of the nursing skills lab is to provide an opportunity for the student to develop clinical and critical thinking skills needed to engage in safe practice while working towards excellence in nursing.

Students have the opportunity to practice independently with their peers, lab coordinators, and with faculty to develop clinical and critical thinking skills. How much time is needed by students to practice is dictated by how quickly one learns and by the difficulty level of the skills. Students have their own style and pace of learning, therefore time in the lab has to be planned by the student accordingly. Additional practice is available during open lab sessions.

#### **Nursing Students Responsibilities in the Skills Lab:**

1. Report to Skills Lab as scheduled; punctuality is critical
2. Adherence to CCCSON Uniform Policy
3. Stethoscope and clinical equipment are required
4. Refrains from Smoking, food or drinks
5. Refrains from using Cell phones, iPods, MP3 players, or recording devices, unless needed for a skills assignment
6. Children or visitors may not attend
7. Ensure Skills Lab work area is left neat

#### **Laboratory Activities Preparation:**

1. Review assigned readings and skills videos
2. Have and review the skills check-off list when demonstrating a skill

#### **Safety/Environmental Consideration:**

1. Internet usage is for learning purposes.
2. Coats and book bags should be stored in designated areas.
3. Refrain from bringing valuables, as the Nursing department is not responsible for any lost or stolen items.
4. Use equipment as directed and under supervision. Report any damage or malfunctions Immediately.

### **Mannequins:**

1. Use gloves when handling mannequins and parts as appropriate for the skill.
2. Mannequins/parts may only be moved by lab personnel or instructors.
3. Betadine or ink should not be used on or near the mannequins.
4. Clean mannequins as instructed after each use.

### **Beds:**

1. Use beds for practice and testing purposes. Refrain from sitting or placing personal belongings on the beds.
2. Shoes should be removed when lying on bed when serving as a patient for a demonstration.

### **Laboratory Resources:**

Computer laboratory	Room 5015 and Room 6010
Simulation Labs	Room 5001 and Room 5002
Skills Lab A	Room 5000
Skills Lab B	Room 5006
Skills Lab C	Room 5008
Pediatrics Lab	Room 5011
Virtual Hospital	8th Floor

### **Open Lab Hours**

Full schedule is available on Brightspace

## **REMOTE LEARNING**

Remote learning may be necessary at times. Classroom and clinical requirements must be completed for progression.

### **Student Remote Expectations**

#### **General**

- All policies and expectations reviewed below are based on CCC and CCCSON policies.
- Additional information can be found in the Student Handbook, Academic Catalog, Course Shell, and Course Syllabus. Students are expected to be familiar with student policies and expectations as written in the Student Handbook.
- Students should be wearing scrubs and ready to participate for remote classes and clinicals and anticipate being on camera at a minimum at the start, during (midway), and at the end of class, lab, or clinical. **It is highly recommended that students are on camera throughout the entire class, clinical, or skills lab.**
- Students should be in a space that allows them the ability to concentrate and actively engage and participate in class (i.e.: dining room table, desk, etc.)

- Students are expected to attend remote classes and actively participate

### **Attendance Policy**

Attending class while at work is not conducive to a successful learning environment and is inappropriate. It also allows for potential conflicts with employers. Class engagement is expected, and students are to be prepared for the virtual environment in the same way as they would on campus or in clinical.

Attending class while at work is unacceptable. It is not conducive to a successful learning environment and is considered inappropriate. It also allows for potential conflicts with employers. Class engagement is expected, and students are to be prepared for the virtual environment in the same way as they would on campus or in clinical.

### **Clinical Attendance Policy**

Students are required to attend all clinical sessions including clinical orientation to meet the objectives and clinical hour requirements of the course. All missed hours must be made up. Clinical absences may lead to an “Unsatisfactory” in clinical and failure of the course to which the clinical rotation is attached.

### **Professional Conduct Behavior Policy**

*It is our campus expectation that students at CCCSON will uphold the expectations set forth in the CCC and CCCSON Standards of Conduct (campus and clinical). Sanctions are imposed in cases where there is a violation of the Code of Conduct. Depending on the extent of the violation and the number of violations, sanctions can be as minimal as an official warning, to dismissal from the program.*

### **Academic Integrity**

The CCCSON upholds integrity, truth, and honesty. Students are expected to adhere to high standards of honesty in their academic and professional endeavors. Plagiarism and cheating of any nature is not tolerated and will result minimally in receiving an “F” on the related assignment and/or exam. Academic dishonesty – includes but is not limited to cheating, complicity, fabrication and falsification, forgery, plagiarism, or unauthorized access to examination materials.

Nursing students have the right to appeal any disciplinary decision. Please refer to the Academic Integrity and Dishonesty policy in the City Colleges of Chicago Academic and Student Policy manual (Section 8.17 and Section 8.18).

[Academic and Student Policy Manual November 2024](#)

**Monitors, lockdown browsers, and plagiarism detection may be used in any given course. These products are provided by a third-party vendor.**

## Late Assignments

Students are expected to submit assignments on or before the assignment's due date. At the discretion of the instructor, late submission of assignments may result in percentage of score deduction or may not be accepted.

## Exams

Students must notify faculty at least 24 hours in advance of any inability to complete a scheduled course examination and at least 1 week for ATI end of course assessment exams and ATI Comprehensive Predictor. In the event of an unforeseen circumstance occurring less than 24 hours prior to the start of the examination, the student (or a representative if the student is unable) should notify the faculty as soon as possible. Extenuating circumstances for make-up assessments include but are not limited to, the following.

- Death of immediate family member, critical illness of self or immediate family member, military duty, circumstances of serious, unpredictable, or uncontrollable nature, such as car accident involving the student, or natural disasters.
- Verifiable documentation must be provided for any extenuating circumstance that is to be considered.
- Technical issues in the campus testing environment will be considered if proctors were appropriately notified during the examination and in accordance with proctoring procedures.
- If a student needs to make up an exam, they must contact the faculty. Make-up exam appeals must be approved by nursing leadership.

## ***Faculty Assigned Points***

### **1. Quizzes**

- a. Quizzes may be given at any time during the class or clinical session at the discretion of the faculty

### **2. ATI/Brightspace Troubleshooting**

- a. Students are responsible for contacting ATI, Brightspace support, or CCC Helpdesk (depending on application used) for technical difficulties encountered. If unresolved, faculty should then be notified.

### **3. Simulation**

- a. In order to prepare for simulations, pre-briefing questions should be completed and submitted to the faculty facilitating the simulation prior to the start of pre-briefing. If not completed and submitted by the student, the student may not be permitted to participate in the simulation and will be marked absent for the day.

### **4. Clinical**

- a. Make-up clinical experiences/hours are not guaranteed and any requests for a clinical make-up must include relevant documentation to support the request. Any clinical absence should be reported as soon as possible, with a minimum of two hours notification prior to commencing clinical shift. Only mitigating circumstances will be dealt with on an individual basis once

*The City Colleges of Chicago School of Nursing supports you in your journey through the Nursing Program.*

- **Last Update: 11/2024: Fall 24 PN Nursing Handbook**