



Nursing Program Student Handbook

“We are what we repeatedly do.

Excellence...

Therefore, is not an act but a habit.”

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TVCC Nursing Program Handbook provides an overview of the program, policies, procedures, and resources. This document will be referred to throughout the program.

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TREASURE VALLEY COMMUNITY COLLEGE NURSING PROGRAM

Welcome to your nursing education:

The faculty of the Treasure Valley Community College Nursing Program welcomes you to the challenge of a nursing education. As your faculty, we are here to support and facilitate your learning experience. We encourage you to utilize all your resources. We wish you well in the learning process.

TVCC NURSING TEAM

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It is the POLICY of the Treasure Valley Community College Board of Education and the College that there will be no discrimination or harassment on the grounds of race, color, gender, sexual preference, marital status, religion, national origin, age or disability in any educational program, activity or employment. Persons having questions about equal opportunity and non-discrimination should contact the Human Resources Director located in the Student Services Center on the south side of the Four Rivers Cultural Center building. Telephone (541) 881-5835 or TDD (541) 881-5839.

NURSING MISSION

The nursing department is an integral part of Treasure Valley Community College, with a mission consistent of the college mission of, “TVCC is a comprehensive community college dedicated to promoting student success.” The nursing department is dedicated to providing a high-quality, nursing education in an economical manner to a diverse student population throughout our service area. Our nursing faculty are committed to fostering an environment that promotes professionalism, respect, positive communication, and collaboration among all faculty, students, and the community we serve. We are committed to excellence in nursing standards by preparing each student as a life-long learner with the knowledge and desire to serve individuals, families, groups, and communities with diverse health needs.

NURSING PHILOSOPHY

The Nursing Department’s philosophy expands upon the Treasure Valley Community College (TVCC) philosophy described in the course catalog, to include the more specific principles related to nursing education. This philosophy consists of the two fundamental assumptions which are the foundation of nursing philosophy: (a) respect for all individuals, and (b) the consideration for individual dignity, that guides all nursing care.

NURSING EDUCATION

Education and knowledge, both formal and informal, are acquired throughout a lifespan. The role of TVCC nursing faculty is facilitator, motivator, resource person, and organizer/manager in the learning experience. We at TVCC believe that nursing education should be available to qualified adult learners.

Nursing education is a process, moving from simple to complex, which applies scientific principles and concepts to nursing. Therefore, building on prior learning and following the learning theories of behaviorism to constructivism. Each learner assumes an active and responsible role in their personal learning. Each learner is responsible to develop capabilities of self-direction and professionalism, creating their own individual goals and outcomes.

OREGON COUNCIL OF ASSOCIATE DEGREE PROGRAM TECHNICAL STANDARDS

Treasure Valley Community College provides the following technical standards with examples of learning activities to inform prospective and enrolled students of the skills required in completing their chosen profession’s curriculum and in the provision of health care services. These technical standards reflect the performance abilities and characteristics that are necessary for successful completion of the requirements of clinical based health care programs. These standards are not a requirement of admission into the program. Individuals interested in applying for admission to the program should review these standards to develop a better understanding of the skills, abilities and behavioral characteristics required for successful completion of the program.

Students admitted to the Nursing Program are expected to be able to complete curriculum requirements which include physical, cognitive, and behavioral core competencies that are essential to the functions of the entry level professional nurse. These core competencies are considered to be the minimum and essential skills necessary to protect the public. These abilities are encountered in unique combinations in

the provision of safe and effective nursing care. Regular consistent attendance and participation is essential to learning, especially for all scheduled clinical experiences.

Treasure Valley Community College provides reasonable accommodation to qualified students with disabilities. Appropriate accommodation may include academic adjustments or auxiliary aids. Accommodation is not considered to be reasonable if they fundamentally alter the nature of the academic program, jeopardize the health and safety of others, or cause an undue burden.

Progression in the program may be denied if a student is unable to demonstrate the technical standards with or without reasonable accommodation.

Cognitive:

1. Recall, collect, analyze, synthesize, and integrate information from a variety of sources.
2. Measure, calculate, reason, analyze and synthesize data.
3. Problem-solve and think critically in order to apply knowledge and/or skill.
4. Communicate effectively with individuals from a variety of social, emotional, cultural, and intellectual backgrounds.
5. Relay information in oral and written form effectively, accurately, reliably, and intelligibly, including thorough and accurate use of computers, computer technology and software programs, and other tools, to individuals and groups, using the English language.
6. Effectively collect, analyze, synthesize, integrate, and recall information and knowledge to provide safe patient care for up to a twelve-hour clinical shift.

Examples of learning activities found in the nursing curriculum and related to industry standards:

- Process information thoroughly and quickly to prioritize and implement nursing care.
- Sequence or cluster data to determine patient needs.
- Develop and implement a nursing plan of care for patients in acute, long term and community settings.
- Discriminate fine/subtle differences in medical word endings.
- Report patient data using multiple formats to members of the health care team.
- Appropriately interpret medical orders and patient information found in the medical record.
- Perform math computations for medication dosage calculations.
- Apply knowledge/skills gained through completion of program prerequisites, including requirement for computer proficiency.

Physical:

Motor:

1. Coordinate fine and gross motor movements.
2. Coordinate hand/eye movements.
3. Negotiate level surfaces, ramps, and stairs.
4. Work effectively and efficiently within a limited space.
5. Effectively manage psychomotor tasks to provide safe patient care for up to a twelve (12) hours clinical shift.

Examples of learning activities found in the nursing curriculum and related to industry standards:

- Transfer patients in and out of bed from stretchers and wheelchairs.
- Control a fall by slowly lowering patient to the floor.
- Perform cardiopulmonary resuscitation (CPR)
- Lift, move, turn, position, push, or pull patients and/or objects and maintain a “medium activity level” as defined by the State of Oregon Department of Insurance Index of occupational characteristics.
- Place or access equipment such as intravenous fluid bags or catheter bags, within compliance of safety standards.
- Transport equipment and supplies to the patient’s bedside.
- Manipulate small equipment and containers, such as syringes, vials, ampules, and medication packages, to administer medications.
- Dispose of needles in sharps container.
- Dispose of contaminated materials in a safe and compliant manner.
- Complete assigned periods of clinical practice (up to twelve [12] hour shifts, days, evenings, or nights, holidays, weekdays, and weekends).
- Complete skills tests within assigned time limit.

Sensory:

1. Acquire information from demonstrations and experiences, including but not limited to information conveyed through online coursework, lectures, small group activities, demonstrations, and application experiences.
2. Collect information through a variety of senses and/or using appropriate and approved equipment.
3. Use and interpret information from diagnostic procedures.

Examples of learning activities found in the nursing curriculum and related to industry standards:

- Detect changes in skin color or condition (pale, ashen, grey, or bluish).
- Detect fires in the patient care environment.
- Draw up a prescribed quantity of medication into a syringe.
- Observe patients in a room from 20 feet away.
- Detect sounds related to bodily functions using appropriate equipment, such as a stethoscope.
- Detect audible alarms generated by mechanical systems such as those that monitor bodily functions, fire alarms, call bells.
- Observe and collect data from recording equipment and measurement devices used in patient care.
- Communicate with patients and members of the health care team in person and over the phone in a variety of settings, including isolation and the operating room where health care team members are wearing masks and there is background noise.
- Detect foul odors of bodily fluids or spoiled foods.
- Detect smoke from burning materials.
- Detect unsafe temperature levels in heat-producing devices used in patient care.
- Detect anatomical abnormalities, such as subcutaneous crepitus, edema, or infiltrated intravenous fluids.
- Feel or note vibrations, such as an arterial pulse, using touch or approved equipment.

Behavioral:

1. Demonstrate ability to function effectively under stress and adapt to changing environments to provide safe patient care.
2. Maintain effective communication and teamwork to provide effective patient care.
3. Examine and modify one’s own behavior when it interferes with others or the learning environment.
4. Possess attributes that include compassion, empathy, altruism, integrity, honesty, responsibility, and tolerance.
5. Accept responsibility for own actions and communicate in a courteous, assertive, non-aggressive, non-defensive manner with instructors, peers, staff, and health care team members.
6. Integrate feedback into own performance.

Examples of learning activities found in the nursing curriculum and related to industry standards:

- Exercise judgment, meet acceptable timeframes for patient care delivery (acceptable timeframes are reflected by ability to carry out the usual patient care assignment for a particular point in the program within the allotted reasonable clinical time frame), work effectively under stress, and adapt to rapidly changing patient care environments.
- Accept accountability for actions that resulted in patient care errors.
- Deal effectively with interpersonal conflict if it arises; maintain effective and harmonious relationships with members of the health care team.

(*revisions approved by Oregon Council of Associate Degree and Practical Nursing Programs 4-22-22).

PROGRAM OF STUDY

Nursing Prerequisites:

(Prior to beginning nursing courses, the following requirements must be satisfied.)

Please see the Treasure Valley Community College Catalog, link below.

https://webtools.tvcc.cc/documents/advising_documents/2020-2021/nursing_aas.pdf

Class Sequence TVCC Nursing Program:

First Year of Study	Course	Credit
Fall	NRS 100	5 credits
	NRS 105	4 credits
Winter	NRS 115	8 credits
	NRS 116	1 credit
	NRS 120	2 credits
Spring	NRS 125	9 credits
	NRS 130	1 credit
First year nursing total		30 credits

Second Year of Study	Course	Credit
Fall	NRS 200	9 credits
	NRS 205	2 credits

Winter	NRS 215 NRS 220	9 credits 1 credit
Spring	NRS 224 NRS 225	7 credits 2 credits
Total		30 credits
Second year nursing total		60
Complete Nursing Program Total		108

Nursing Fees:

See TVCC Nursing Application or NURSING FEES

First Year	
Fall Quarter	
Tuition & Fees	\$4,227.00
Winter Quarter	
Tuition & Fees	\$2,718.00
Spring Quarter	
Tuition & Fees	\$2,380
TOTAL First Year (in-state)	\$9,325.00
TOTAL First Year (out-of-state)	\$9,625.00
Second Year	
Fall Quarter	
Tuition & Fees	\$3,943.00
Winter Quarter	
Tuition & Fees	\$2,380.00
Spring Quarter	
Tuition & Fees	\$2,142.00
TOTAL Second Year (in state)	\$8,465.00
TOTAL Second Year (out-of-state)	\$8,765.00
Grand TOTAL (in-state)	\$17,790.00
Grand TOTAL (out-of-state)	\$18,390.00

Numbers in this table are calculated based on TVCC's 2023-2024 (in-state) tuition rate, student fees, plus course fees. Rates and fees are subject to change.

(Estimated costs may be subject to change)

Supply Fees include charges: medical supplies, COMPLIO subscription, My Clinical Exchange, Examssoft, Nurse Think and Prac Safe.

Additional fees include those items you will be financially responsible for on your own, such as shoes, scrubs, scrub jacket, stethoscope, hemostats (optional), bandage scissors (optional), BP cuff (optional).

Specific Second year fees to anticipate at the end of the program include graduation pin, NCLEX exam, and OSBN licensure costs.

DOCUMENTS REQUIRED BEFORE START OF CLASS

Mandatory Requirements for Enrolled Nursing Students:

The requirements below must be met by **NOON the fourth (4TH) Monday, in August**. ANY deadline exceptions will need Executive Director of Nursing approval.

There is no exception to the compliance deadline.

- **Physical exam.** completed form.
- **CPR/BLS** for Healthcare Providers card. American Heart Association (AHA) is preferred. You will be responsible for recertification. (a current card is required throughout the program)
- **Transcripts.** Official transcripts that include completed courses since your initial application was submitted. Successful course completion of “C” or better in all prerequisite classes is required.
- **Active private health insurance.** This is a local requirement placed by our clinical/community healthcare partnerships. (a current card is required throughout the program)
- **Background Screen.** You will be given specific instructions on how to complete it once you select the “Background Screen” package in Complio. These results are applicable for one year. (Must be completed prior to entrance and prior to second year)
- **Drug Screen.** You will be given specific instructions on where and how to complete it once you select the “Drug Screen” package in Complio. Once selected, you will choose a lab location.
- **Immunizations.** See immunization instructions below.

*These results are applicable for one year. (Must be completed prior to entrance and prior to second year)
Complio instructions:

For best compatibility, please ensure you are on a laptop or desktop computer, as you may have difficulty with compatibility with mobile phones or tablets.

1. Create an account by going to: <http://tvccbackgroundcheck.com/>
2. Once on the TVCC Complio homepage, go to the top right and select “create account”.
3. It is very important that you enter all your information correctly, as this will be stored for you as the user for the entirety of your enrollment here at TVCC. Please use your **legal name**. Once you’ve created your account, you will receive an email (from American Databank/Complio Account) to activate your account and verify your user login access. Click on the link in the email to begin.

4. Once logged on, select “Get Started”. Select your program (i.e., Nursing) and your Tracking and Screening packages. Watch the tutorial videos, they will improve the process.
5. Enter your campus info (TVCC, Ontario), and load your packages.
The tracking package (TVCC Nursing Package) is for immunizations with TDaP.
The screening package is for drug screen and background check.
There are very specific instructions on this process. Follow these directions outlined in Complio.
NOTE: for drug screens you must use the location you selected. Please print your drug screen form to bring with you this will be used for verification of the urine sample at the certified lab of your choice.
From the student dashboard, there is a tutorial on how to upload the required documents, under “Get Started.” There is also an online chat service available during operating hours.
6. You will then need to sign a consent form electronically (there is a video tutorial next to the signature line if you need help for this).
7. Confirm your information and finish.
8. You are ready to start adding your documents.

On your Home page, under the “Immunization/Compliance” tab, you will enter your immunizations. You will be required to upload your immunization record that verified your compliance.

NOTE: Screen shots for proof of record are not accepted.

In the upper right screen of your “Home” page, there is the ability to select “Upload Documents”. This is where you can upload all your documents, including your BLS card, health insurance information, etc. Reminder, Complio has created how to videos which are helpful and can be accessed directly from their website.

If you are having any difficulty, please contact Complio directly at: 1-800-200-0853.

****If you do not submit the above documents in the required timeline, you will not be allowed to start the nursing program****

Immunizations:

- Hepatitis B: proof of 3-part series, or a positive titer
- COVID-19: proof by submission of your card or immunization record
- MMR: proof of 2-part series (28 days apart at a minimum), or a positive titer
- Varicella: proof of 2-part series (28 days apart at a minimum), or a positive titer
- TDaP: proof of 1 dose within 10 years, or a positive titer
- Flu: current season influenza vaccine received between October 1st – 31st of the current year
- TB: negative set of 2 TB tests within 7-21 days from each other (this indicates two separate rounds of purified protein derivative (PPD) injection plus the mandatory 48-72 hour waiting period twice in less than 21 days), or negative T-Spot or QuantiFERON lab test.
 - If you have a history of a positive TB test, you will need to provide a copy of the positive test, a negative chest x-ray, and an annual questionnaire to rule out symptoms.

NOTE: A chest x-ray does not replace TB testing and is not recommended as a routine tool due to the exposure from these tests.

Things to know about immunizations:

All negative titers require a booster vaccine, then a repeat titer 30 days post-booster to prove immunity.

If you are having difficulty finding your childhood vaccines, the recommendation is to obtain titers instead. If your titer is negative, you will need to obtain a booster vaccine.

However, if you do not have proof of your 3-part Hep B series, or your 2-part Varicella or MMR vaccines, and your titer is negative, you will need to repeat the entire series which takes up to 16 weeks. Keep this in mind regarding being able to enter the nursing program as this can delay your start.

If you have proof of your Hep B series and your titer is negative, you will only need 1 booster dose.

All **forms uploaded** to Complio must be a **full page** and not a screen shot. Each page must have the patient's name and date of birth to be accepted by Complio.

MEDICAL IMMUNIZATION EXEMPTION

In rare cases, immunizations may be exempt per medical provider documentation. However, this may limit clinical placement during nursing school.

A clinical facility has the right, by contractual agreement, to refuse educational access to its clinical areas to any individual who does not meet the facility's standards such as those for health (including immunizations or immunity to certain diseases). A student denied such access will require program status review to determine if clinical hour requirements and program needs for evaluation can be met with the remaining (if any) clinical options. If clinical hour requirements are unable to be met the result will be failure in the course and the program.

The form for medical exemption is available on the TVCC Nursing website.

INFECTIOUS/CONTAGIOUS DISEASES

The nursing profession's belief is that it is an ethical responsibility and moral commitment for the nurse to provide care to all clients, regardless of diagnosis. Therefore, the same professional standards are expected of students preparing for a career in nursing.

- Nursing students in the clinical area will be in contact with clients who have diagnosed or undiagnosed infectious/contagious diseases.
- Each student that may be involved in exposures will be advised on an individual basis by the school faculty/clinical site.
- The individual clinical facility policies relating to these circumstances will be considered in the evaluation process.

Nursing students who have known infectious/contagious diseases may not be allowed to work in the clinical area if the exposure to clients/staff is determined by faculty/facility staff to be a concern.

Nursing students who have known infectious/contagious diseases need to contact nursing faculty immediately for further information and advising regarding clinical experiences.

- If student has been placed on an antibiotic for an infectious/contagious disease, student must complete 24 hours of medication prior to clinical rotation.

CHANGE OF ADDRESS or CONTACT INFORMATION

It is the student's responsibility to inform the Nursing Department Program Coordinator and TVCC Student Services personnel in writing any name, address, or telephone number changes.

SUBSTANCE ABUSE & MARIJUANA

As a public institution, TVCC receives federal funding in the form of grants and financial aid. Therefore, allowing any use of marijuana would be in violation of that law, thus jeopardizing the College's mission and the College's students' educations. The Treasure Valley Nursing & Allied Health programs have a no tolerance policy regarding medical marijuana because we accept federal funds (Pell grants). Under federal law, marijuana is designated as a Schedule 1 drug.

Use or possession of marijuana, cannabis or any substance containing any amount of tetrahydrocannabinol (THC) will be grounds for dismissal from the program.

To maintain the integrity of the nursing program and ensure safe patient care, and in accordance with Federal law and TVCC policy, students must abstain from the use of alcohol or drugs/medications which affect safe and appropriate functioning in the following situations:

Student Suspected of Substance Use:

- Students have a legal and ethical responsibility to report peers who they suspect are substance users.
- Any faculty or immediate supervisor who believes that a student is in a class or clinical setting while under the influence of alcohol or drugs or is for any reason a threat to safety, the student will be removed immediately from the classroom or clinical setting.
- The student will be required to submit to body fluid collection and testing performed by a laboratory collecting agency designated by the nursing program. The student shall sign a waiver allowing the College to obtain a copy of the results.
- The collection and testing will be performed by a licensed drug testing agency or company.
- If the test results are positive, even for legally prescribed drugs, the Executive Director of Nursing and Allied Health will implement appropriate disciplinary action which may include dismissal from the Nursing Program on the grounds of substance use.
- The student who disagrees with the program's decision can utilize the TVCC student grievance procedure outlined in the college catalog.
- Treasure Valley Community College will impose disciplinary sanctions on students up to and including expulsion Anyone under the influence of alcohol or controlled substances may be removed, dismissed, or suspended from college premises, functions, classes, activities, or responsibilities.
- The student should also note the TVCC's Statement of "Students Rights, Freedoms, and Responsibilities" found in the catalog. Positive findings may be reported to the Oregon and Idaho State Board of Nursing.

Referrals to alcohol and drug treatment agencies are available through, Director of Admissions and Student Success, Title IX & Clergy Coordinator at, 541.881.5825.

SUBSTANCE ABUSE POLICY

The Treasure Valley Community College Nursing Program requires a student to abstain from drug and/or alcohol use while on campus or in clinical areas. Faculty, staff, and students have legal and ethical responsibility to refrain from and report substance use that may risk self and/or patient safety.

Substance abuse has significant negative effects on performance. Serious injury could be inflicted upon patients if a student is under the influence of a substance, which prohibits that student's performance. **THE SAFETY OF THE PATIENT IS THE FIRST PRIORITY.**

Alcohol and Marijuana are considered drugs. Under no circumstances should a student go to a clinical area after consuming alcohol or using Marijuana products. Alcohol and Marijuana intake is prohibited on the TVCC campus. Violating this policy could cause for dismissal from the program.

Students have a responsibility to notify their instructor(s) if they are taking any medications which may have an adverse effect upon their clinical performance.

Examples of behavior/signs of substance abuse include but are not limited to:

PHYSICAL INDICATORS: slurred speech, impaired coordination, unsteady gait, flushed face, bloodshot eyes, dilated or constricted pupils, emaciated or unusual weight loss, tremor, muscle jerking or rigidity, jerky eye movements, diaphoresis, frequent injuries such as burns, bruises, odor of alcohol or marijuana on breath, runny or inflamed nose or eyes.

MENTAL/EMOTIONAL INDICATORS: behavior changes, inappropriate or bizarre responses, indicators: irritable, withdrawn, hostile, anxious, overstimulated, very tense, extreme, and rapid mood swings, blackouts, memory loss, paranoia, suspiciousness, apathy, flat affect, impaired concentration, learning sleep/disturbances, time disorientation.

DRUG TESTING PROTOCOL

A nursing student may be drug tested by reasonable cause. The drug testing program involves urine and/or breath collection and laboratory analyses. The drug testing protocol will be coordinated by a licensed laboratory affiliated with Treasure Valley Community College.

SUBMISSION OF AN ADULTERATED OR DILUTED SPECIMEN

If the collector determines that the student has submitted a suspect, adulterated, or diluted specimen, that specimen will be discarded and a second specimen will be requested. The second specimen will then be tested. The submissions of specimens not belonging to the student; adulterated; or diluted specimen, could result in dismissal from the program.

DRUG/ALCOHOL TESTING AND CONFIRMATION

All urine specimens will be tested for the presence of substances. The College reserves the right to test a student for the presence of prescription medication when it has reason to believe the student may be abusing such medication or it has not been prescribed by a licensed physician. Any urine specimen that

screens positive for a substance(s) will be confirmed. Regarding alcohol testing, any such testing will take place using a certified breath testing device. Per the terms of this policy, any student who tests above .02 blood alcohol content (BAC) tests positive for the use of alcohol.

REFUSAL

A student required to participate in the drug testing process as prescribed in this policy, who refuses to take a substance test (when requested) will be considered equivalent to testing positive. A student will be at risk for dismissal from the program and will be required to meet with the Director of Nursing and Allied Health.

NOTIFICATION OF TEST RESULTS

All drug and alcohol test results received from the licensed company will be provided to the Student Conduct Officer. Any student who tests positive will be given the opportunity to discuss that result with the licensed company representative.

The licensed representative will follow up on all information deemed necessary to resolve the student positive drug test. If the licensed representative determines that the student positive test result was due to his/her authorized use of prescription medication, the licensed representative will immediately report that result to the Director of Nursing and Allied Health and no further action will be taken. However, if a student cannot provide a reasonable explanation for his/her positive test results, then the Director of Nursing and Allied Health in consultation with the Student Conduct Officer will take disciplinary action consistent with the terms of this policy.

CONFIDENTIALITY

Maintaining confidentiality and protection of the rights of the student is a critical factor in banned substance testing. Under no circumstances will any TVCC personnel or any individual associated with the drug testing program be permitted to disclose publicly or make public reference to any information acquired in their capacity. Additionally, no TVCC personnel or any individual associated with the drug testing program be permitted to discuss identified student(s), individual(s), or college official(s) in the process.

EFFECT OF TESTING POSITIVE

Any student who tests positive for the presence of a banned substance or alcohol will be subject to discipline through the Director of Nursing and Allied Health, in consultation with the office of Student Conduct. All positive tests will be coordinated through the Office of Student Conduct and will follow procedures established in the Student Rights, Freedoms, and Responsibilities. Appeals for disciplinary action will be coordinated through the procedures established in the Student Rights, Freedoms, and Responsibilities. Self-reporting will be taken into consideration and may positively impact disciplinary sanctions.

The disciplinary action for testing positive for banned substances are listed below and are coordinated through Director of Nursing and Allied Health, in consultation with the office of Student Conduct. The student who tests positive, will be suspended from the program, while the test results are being confirmed by the lab.

DRUG TESTING AGENCY

Complio/AmericanDataBank

www.tvccbackgroundcheck.com

The nursing department will support any student who wishes to obtain help for such problems. After the student has taken a course of action to remediate the problem and provides documentation stating he/she has been drug-free one-year minimum from completion of recommendation treatment, he/she may be eligible to apply for readmission into the Nursing Program.

If any student should be charged and convicted of an alcohol or other drug related felony, he/she will be dismissed from the Nursing Program.

USE OF SOCIAL MEDIA & ELECTRONIC DEVICES

The use of media to reach audiences is important to Treasure Valley Community College. The presence or participation on social media sites is guided by the department's policy. This policy applies to nursing students who engage in internet conversations for school-related purposes or school-related activities such as interaction in or about clinical and didactic course activities.

Distribution of sensitive and confidential information is protected under HIPAA and FERPA whether discussed through traditional communication channels or through social media.

What is social media?

Mechanisms for communication designed to be disseminated through social interaction, created using highly accessible and scalable publishing techniques.

Social media is commonly thought of as a group of Internet-based applications that are built on the ideological and technological foundations of the web that allows the creation and exchange of user-generated contents to include but are not limited to: LinkedIn, Wikipedia, Second Life, Flickr, blogs, podcasts, RSS feeds, Allnurses.com, Twitter, Facebook, YouTube, Snapchat, TikTok, and Instagram.

Protect confidential, sensitive, and proprietary information.

- Do not post confidential or proprietary information about the college, staff, students, clinical facilities, patients/clients, or others with whom one has contact in the role of a TVCC nursing student.
- HIPPA guidelines must **always** be followed.
- Do not take or post photos of clients.
- Do not take or post photos of staff at clinical sites without their express written permission.
- Identifiable information concerning clients/clinical rotations must never be posted in any online forum or webpage.
- Respect copyright and fair use. When posting, be mindful of the copyright and intellectual property rights of others and the college.
- For guidance, visit the college's library website.
- Do not use TVCC's marks, such as logos and graphics, on personal social media sites.
- Do not use TVCC's name to promote a product, cause, or political party or candidate.
- Use of TVCC's marks (logos and graphics) for school sanctioned events must be approved by the administration.
- It is expected that during clinical the use of electronic devices will only be employed for client care.

- Use of electronic devices (Notebooks, etc.) during class shall be restricted to note taking and classroom activities. Do not video or take photos without the instructor's permission.
- No personal phone conversations or texting are allowed at any time while in the classroom or client areas.
- If the student needs to respond to an emergency text or phone call during class, the student is asked to leave the classroom and respond as deemed necessary.

Consequences:

- Violations of patient privacy with an electronic device will be subject to HIPAA procedures/guidelines and consequences and may result in removal from a clinical site and/or dismissal from the program.
- Students who share confidential or unprofessional information do so at the risk of disciplinary action including dismissal from the program.
- Each student is legally responsible for individual postings and may be subject to liability if individual postings are found defamatory, harassing, or in violation of any other applicable law.
- Students may also be liable if individual postings include confidential or copyrighted information (music, videos, text, etc.)

HARASSMENT

Non-discrimination Policy:

- It is the policy of the Treasure Valley Community College Board of Education and the College that there will be no discrimination or harassment on the grounds of race, color, sex, marital status, sexual orientation, religion, national origin, age or disability in any educational programs, activities, or employment.
 - Lack of English language skills will not be a barrier to admission and participation in career and technical education programs.
 - The College will comply with Board Policy JFCF/GBNA
- Persons having questions about equal opportunity and non-discrimination should contact the Human Resources Director located in the Performing Arts Center on the south side of the Four Rivers Cultural Center building. 541.881.5838 or HR@tvcc.cc

SEXUAL HARASSMENT

The College has a zero tolerance for sexual harassment and will follow TVCC Board Policy.

- Sexual harassment is defined as unwelcome sexual advances, request for sexual favors, Quid Pro Quo harassment or conduct of a sexual nature (verbal, physical or visual).
- It can also include harassment that is not sexual in nature but is generally related. Sexual harassment includes the harassment of same or of the opposite sex. Sexual harassment includes, but is not necessarily limited to, conduct or communication which has the purpose or effect of demanding sexual favors in exchange for benefits, submission to or rejection of conduct or communication that is used as the basis for educational decisions affecting a student or the

employment or assignment of staff, communication which is so severe, persistent or pervasive that it has the effect or purpose of unreasonable interfering with a student's educational performance or with an employee's ability to perform his or her job, or creates an intimidating, offense of hostile environment.

- If a person is found to have engaged in harassment of any nature, may be cause for dismissal from the program.

Human Resources, 541.881.5838 or HR@tvcc.cc

ACADEMIC PLAGIARISM & DISHONESTY

It is an expectation of nursing students to maintain honesty, integrity, confidentiality, and professional behavior always. Breaches in the following areas may lead to disciplinary action, grade reduction and/or dismissal from the nursing program. The list below regarding academic plagiarism and dishonesty is not all-inclusive and instructors may establish additional standards based on the nature of the course or the setting in which material may be delivered and/or applied.

Plagiarism:

Avoid the temptation to plagiarize and become familiar with American Psychological Association (APA 7th edition) methods of documenting your sources. For support go to www.apastyle.org, speak with your instructor, or visit the writing center on campus. The risk of plagiarism can be avoided in written work by clearly indicating the source of any major/unique idea or wording that you did not devise on your own. Sources must be provided regardless of the style, either directly quoted material or paraphrased material. Doing academic work is a requirement and the requirement is to submit your own written work. A paper that is written by AI (artificial intelligence) is not considered your own original work. It does not matter which AI program or software is used. Any program or software used to construct your paper is considered a form of plagiarism. Plagiarism examples include:

- Improper use of course materials in work for which the student claims authorship includes copying sections of text, images, or graphs from internet sources without appropriate citation.
- Use of papers purchased from (or written by) another student, or obtained online, and turned in as one's own work is considered plagiarism.
- Submitting written work such as papers or assignments that have been copied from the work of other students with or without their knowledge and consent or from online sources.

Cheating, lying, dishonesty, concealment of error, misrepresentation, or forgery:

The behaviors are not congruent with the nursing profession and can lead to dismissal/failure of all students involved in the incident(s).

Cheating includes:

- Copying or collaborating on exams, assignments, or attempted use of unauthorized materials.
- Copying another person's work and submitting it as one's own or cheating on examinations (this includes cutting and pasting from the internet without a citation).
- Sharing details of a quiz or an examination with another student who has not tested on that same material.

Lying, dishonesty, concealment of error, misrepresentation or forgery includes:

- Knowingly furnishing false information to the institution to deceive the college, person, college affiliated agency, government agency, or impersonating another individual.
- Intentional actions involving forging, changing, altering, inappropriately copying, or misuse of TVCC documents, college identification, software, examinations, records of identification, or tampering and interfering with evaluation instruments or documentation.
- Aiding or abetting a student(s) in acts of academic dishonesty as prescribed above.
- Stealing course material, examinations, student books, and supplies.
- Test questions/answers may not be copied for any reason.

Prevention of policy violation(s):

- Refuse to provide current and/or previous quiz/exam information to other students.
- If you have first-hand knowledge of a violation, report it to your instructor.
- Do not share assignments, unless the instructor allows group work.
- Cover your work during exams.

ACCESS TO STUDENT RECORDS/INSPECTION OF RECORDS

All students shall have the right of access to their personal educational records through written request to the Vice President of Student Services of Treasure Valley Community College. Requests shall be processed within five (5) business days of the request.

A student may request to change or modify the information in his/her individual record(s) by providing the Registrar (or the appropriate campus official) with new information in writing. The Registrar (or the appropriate campus official), within a reasonable time, will notify the student whether the records will be modified.

Students also have the right to request a hearing in writing with the Vice President of Student Services and Registrar (or the appropriate campus official), should they choose to challenge the content of educational records. A request can be made to ensure that the records are accurate, not misleading, or in violation of their privacy or other rights. Hearings must be convened within five (5) business days of the written request.

The Registrar (or the appropriate campus official) maintains a permanent record of student transcripts and provides for retention of permanent records in a manner secure from accidental destruction or intentional tampering.

FAMILY EDUCATIONAL RIGHTS AND PRIVACY ACT (FERPA) - RELEASE OF INFORMATION

In compliance with the Family Educational Rights and Privacy Act (FERPA), it is the policy of TVCC not to release information other than directory information about enrolled students without written permission of the student. However, the college may release educational records in accordance with the law and may release other information such as enrollment verification and dates of enrollment, verification of certificate or degree earned and date of graduation, participation in intercollegiate sports, including athletic statistics and honors awarded.

A student may request in writing that "directory" information not be released in accordance with Board Policy JOA. The Registrar (or the appropriate campus official) will set the privacy flag in the student record to provide warning not to disclose directory information.

College staff may access student records to facilitate the educational process or provide services, advising, and accomplish college functions. The Registrar (or the appropriate campus official) or his/her designee will, using professional judgment, release student record information to other college staff (as "education officials") with a legitimate educational need.

A parent or legal guardian for whom the student is a dependent or persons with a written release from the student may request in writing to inspect official academic records. Upon presentation of acceptable identification, including student ID card or valid driver's license, to the Registrar (or the appropriate campus official) or her/his designee in the Student Services Office. The school official will verify the identification, dependency status, or signature. The college will assess a fee for the copies as appropriate and provide access to the student's own records within five (5) working days.

Another school or institution where the student intends to enroll may request the transfer of student records. The Registrar (or the appropriate campus official) will make a reasonable effort to notify the student at the student's last known address.

Other authorities may request student record information under federal or state laws or legislative directive with responsibility to conduct audits, accreditation, program reviews or reports, or to fulfill other legal requirements. The Registrar (or the appropriate campus official) will send a copy of any court order or subpoena and relevant records to the student at the last known address, as appropriate, and provide the authorities with the required student record information under the relevant laws, directives, or other legal requirements.

Researchers may request student record information for legitimate academic research. The Registrar (or the appropriate campus official), within a reasonable time, will supply the requested information provided that no personally identifiable information is revealed. Personally, identifiable information may be provided to other organizations operating under the same federal or state laws as the college in accordance with the requirements of the state or federal government.

Any person may request "directory information." The Registrar (or the appropriate campus official) will provide student record information, unless the student has requested that no information be released.

In an emergency, designated college employees may use their professional judgment to release student record information and student location on campus.

For additional information, you may call 1-800-USA-LEARN (1-800-872-5327) (voice). Individuals who use TDD may call 1-800-437-0833. Or you may contact us at the Family Policy Compliance Office

U.S. Department of Education 400 Maryland Avenue, SW Washington, D.C. 20202-8520

Retrieved from: <http://www2.ed.gov/policy/gen/guid/fpco/ferpa/index.html>

VIOLATIONS OF HIPAA

HIPAA (Health Insurance Portability and Accountability Act of 1996) is United States legislation that provides data privacy and security provisions for safeguarding medical information.

- A breach is defined in HIPAA section 164.402, as highlighted in the HIPAA Survival Guide, as: “The acquisition, access, use, or disclosure of protected health information in a manner not permitted which compromises the security or privacy of the protected health information.”
- Violation of HIPAA can lead to dismissal/failure from the program.

GRIEVANCE(S)

At times you may disagree with your fellow students or instructors. Disagreements with discussion are a productive part of higher education and are to be expected. Please use appropriate and productive ways to handle disagreements and concerns.

- As professionals, please discuss the issue and listen to each other's side. State what your concern is and how you feel about it. Use the “I” statement.
- When you have a question or disagreement with a fellow student, it is appropriate and important to talk with the person you are having a problem with in a positive, professional way, first.
- If this does not create resolution, please speak with your instructor.

Oregon Board of Nursing 815-021-055 Standards for Approval: Students (2) While in their program of study, students including honesty and integrity must be held accountable for demonstration of professional behavior.

If you have disagreement with an instructor, you must follow the student grievance process as follows:

<https://catalog.tvcc.cc/current/academic-policies-requirements/grevance-procedure.cfm>

https://resources.tvcc.cc/documents/AR_documents/General/StudentComplaintProcedure.pdf

LEARNING

Learning is a shared responsibility with the student and faculty. Your faculty’s role is as a resource person, guide, and facilitator. It is not possible nor is it in the best interest of the student, for the faculty to include all details of nursing knowledge within the didactic/lab/simulation setting. The student is responsible for independent study, which includes reading required textbooks and additional research to adequately complete the course objectives. Course work is designed to assist learning, the student is required to accomplish his/her assignments independently. Only designated group assignments are created for shared learning. Assignments must be turned in on time unless there are special arrangements with Instructor. Note all assignments must be submitted for successful course completion.

LIBRARY

The library is located on the 2nd floor of the Weese Building. The library strives to maintain a current collection of books, periodicals, newspapers, records, microfilms, maps, and art prints. The main goal of the library is to support the curriculum.

Requests for materials not owned by the library will be circulated through the interlibrary loan system of the state. Students have access to computerized databases.

The Librarians are always eager to help those who need assistance. Students will have assignments that require use of the library; please get acquainted as soon as possible.

Current nursing textbooks, journals and additional resources are available. The librarian also offers regular scheduled workshops to assist students with online resources.

STUDENT ACTIVITIES

The Associated Student Body is the student government for Treasure Valley Community College. As such, it has the responsibility for planning all student activities such as dances, picnics, art festivals and student publications. Student fees finance these wonderful activities. Take advantage of them.

The National Student Nursing Association (NSNA) is a great group to be active in. In addition, each nursing class takes part in health education, nursing program promotion, and social activities within the department. There are numerous clubs and organizations on campus to which students can belong.

Nursing Club, in the student body nursing students host specific meetings and events within the nursing department.

STUDENT LOUNGE & STUDY ROOM

Students are responsible for maintaining order and cleanliness to their student lounge and study room daily. It is the students' obligation to clean microwaves, refrigerator, and coffee pots. Any items left will be discarded at the start of each quarter. This breakroom is available to be used by all nursing students. Please remember to be courteous and supportive of one another and be aware of noise level.

STUDENT SUGGESTIONS

Each class/cohort will elect two representatives to be present nursing the monthly nursing education team meeting (NET) meetings. Student feedback, ideas, concerns, questions, suggestions etc. are encouraged for discussion during this meeting. During the student participation portion of the NET meeting, all student comments will be reviewed and discussed in an open forum. This method of communication provides the student with a voice for constructive communication. NET participants will not review or discuss comments that are derogatory or unprofessional.

LOCKER USE AGREEMENT

Treasure Valley Community College provides lockers for students' convenience. Students must sign the locker agreement yearly at the start of Fall quarter. Treasure Valley Community College is not responsible for lost, stolen, or damaged property in the lockers.

Treasure Valley Community College Nursing Department reserves the right to enter the locker if faculty or the Executive Director of Nursing and Allied Health suspect misuse, cleanliness issues, or for safety purposes.

Students must vacate the lockers by the last day of spring quarter. All items will be removed and discarded one (1) week after final(s), of the Spring quarter.

Failure to comply may forfeit future locker privileges.

COMPUTER LABORATORY

The WTC 103 computer lab is a campus resource open to TVCC Nursing students. Open 8am to 5pm, scheduling of the lab is under the purview of the nursing department, exception being testing days, those hours may then be shortened. As with all computer labs, students are expected to be courteous and professional. This lab will be used exclusively for computer work (not group work or socializing). Printing is available to faculty, staff and students. Paper is available upon request in the Nursing Office Room 115.

No children or visitors are permitted in the computer lab. No food or drink is permitted in the computer lab. Water with a closed lid is allowed.

EXPECTATIONS OF STUDENTS ATTENDANCE

Regular consistent attendance and participation is essential to learning, especially for all scheduled clinical experiences. Students are expected to be in attendance of each class unless arrangements have been made, with a minimum of 12 hours of notification to faculty. Illness or emergencies does not guarantee online access to classroom. Alternative access to scheduled class time will be considered as an absence, however, this will be assessed on an individual basis.

If frequent absenteeism or tardiness is noted by the instructor(s) and/or the instructor believes that is a contributing factor in problems with academic or clinical performance, the student's Advisor will be notified, and a Student Success Plan for attendance will be implemented.

- Failure to be in attendance of at least 90% of the class will result in a meeting with the Executive Director. For example, a 3-credit didactic course indicates class for 3 hours each week, therefore 3 hours of absence would exceed the 90% margin.
- Students with low attendance rates may not "make-up missed content" by participating in tutoring without the approval of the Executive Director of the Nursing and Allied Health.
- Alternate attendance, for example, Zoom, will be provided on a case-by-case basis pending faculty approval.
- If a student is absent on a test day, see the Testing section.
- Absenteeism may prevent successful completion of a nursing course, see Progression section.

The student will be placed on a Student Success Plan if he or she:

- Is absent for 5% or greater of the scheduled clinical hours (clinical, skills lab, simulation, and/or classroom hours or orientations) during any term, even if the absences are made up. The student may fail the course if additional scheduled clinical hours are missed.
- A pattern of late arrivals for clinical experiences.
- See, Dismissal from the Program

Continuity of clinical instruction is vital. Each term, students are notified of their clinical days and hours. Students must be available for clinicals at any time, any day of the week, including evenings and weekends. This is especially true in the last course of the program when students are in practicum. In the first 5 terms of the program, every absence of scheduled clinical hours* will be recorded on a tracking form. In practicum, total hours are tracked. Extra clinical days may be scheduled; the minimum number of clinical hours must be achieved by the last day of the identified timeframe for clinical.

CLASSROOM EXPECTATIONS & STUDENT RESPONSIBILITIES

Students are expected to be courteous and professional to one another as well as to the faculty/presenter. Students are expected to assist in maintaining a classroom environment that is conducive to learning for all students.

Classroom etiquette is defined as:

- Cellphones turned silent in the classroom.
- If you must receive a call, inform your instructor.
- No phone calls or texting while in class.
- Internet use during class time should be directly related to educational activities.
- No side conversations during class.
- Respect those who are teaching. Give your faculty and classmates your full attention.
- Excessive tardiness. Timeliness is a classroom expectation. Being on time means being present and having everything ready when class begins.
- If you arrive late for class, you may have to wait until the break to enter.
- No offensive remarks.
- Threatening or argumentative behavior not conducive to the learning environment is not allowed.
- *After the first warning for any of the above behaviors, the student is at risk of disciplinary action.
- Please reach out to faculty for clarification with any concerns or questions.
- According to TVCC policy, only service animals will be allowed in the building.
- No children or visitors in the classroom.

IMPORTANT: 1 class hour = minimum of 3 hours of study, i.e., a 2-hour class is a minimum of 6 study hours.

CLASS/CLINICAL TRAVEL

Each student will arrange his or her own transportation to and from class and clinical. Scheduling of class, campus lab, or clinical will not be altered for students' personal convenience, work convenience or place of residence. The faculty determines students' clinical placements. Clinical travel related to Integrated Practicum (IP) and/or clinical sites will only be allowed within a 75-mile radius of TVCC campus or a one (1) hour drive time. Clinical sites beyond that radius or timeframe will not be considered as a viable option.

NURSING UNIFORM

Full Uniform (black scrub top and black scrub pants clean & unwrinkled)

Full uniforms consist of assigned color scrub top and scrub pants or scrub skirt along with a name badge.

Full uniform is required for all clinical assignments including simulation.

Full uniform will be required for mandatory lab experiences, skills validations, SIM and when anticipating patient care.

No student can be in a clinical area without proper attire and name badge.

Items that are included as part of your full uniform:

- Stethoscope
- Pen Light
- Watch with a second hand
- Notebook/paper (to fit in the pocket of the scrub)
- Socks
- Pen
- Hemostats (optional)
- Bandage Scissors (optional)

Black lab jacket (clean & pressed) OPTIONAL

- Black lab jacket embroidered with the TVCC nursing program logo and name badge is permissible over street clothes. For non-clinical study in a clinical facility, if uniform is not worn, then knee length or longer skirt or dress slacks are acceptable. Jeans, shorts, strapless or midriff outfits are **not acceptable** in class or in a clinical experience.

Shoes

- Closed toe/closed heel, non-mesh or solid leather.
- Predominately white, black, and/or grey

Hair (clean & combed)

- Hair must be neatly controlled and away from the face, long hair is to be confined back from the neckline for safety and infection risk.
- Natural hair color is preferred.
- No feathers', colored ribbons are allowed (no longer than the level of the ears) no scarves are allowed unless required for religious purposes.
- Neatly trimmed facial hair.

Piercings

- All piercings should be a post or stud. Hoops and dangling piercings are not allowed for safety reasons.
- If piercings become distracting or appear infected, you may be asked to remove the piercing.

Rings

- One band-type ring may be worn.
 - Wearing rings with an elevated setting or faceted stones may cause damage and could be an infection risk.

Necklaces

- No necklaces or other neck jewelry due to safety and infection risk.

Makeup

- Lightly layered makeup is allowed.

Tattoos

- If a tattoo is considered offensive, inappropriate or distracting, according to the judgment of the faculty members, it must be hidden or covered up, such as with clothing or makeup. It's important to note that policies regarding tattoos can vary depending on the institution or organization.

Fingernails

- Short fingernails, no nail polish. No artificial nails, fills, or extensions.

Body Odor Neutral

- Students must be clean and odor neutral, that includes body (i.e., colognes/aftershave, and perfume), on campus, classes or clinicals.
- Clinical uniform clean and pressed.

Lifestyle Habits

- Tobacco use: including E-cigarettes (vaping), cigarettes, cigar and chewing tobacco, is prohibited during any clinical experience or on campus and anytime while in uniform. TVCC is a tobacco free campus.
- Gum chewing is not permitted in the clinical/lab/simulation settings.

CLASSROOM ATTIRE

- Casual clothing is acceptable. However, clothes must be clean, smoke-free, and professional in appearance. Pajamas, oversized, and untidy attire are not appropriate in nursing school.
- Inappropriate clothing is not professional or acceptable (lettering depicting drugs, alcohol, profanity may NOT be worn in class).
- The student is expected to wear professional clothes for the following: guest lecturers, off-campus classes, and class presentations.
- Failure to adhere to the appropriate uniform may result in the student being denied access to class, clinical area, or TVCC experience.
- Hats and/or hoods are not permitted during testing times.
- Faculty will make the final decision of appropriateness of appearance.

QUARTERLY SCHEDULES

Quarterly schedules are updated and released one week before class begins. Schedules will include:

- The first week's objectives and class schedule will be available on Canvas, TVCC's online learning management system (LMS).
- The schedule may change during the quarter; the student will be notified by the course instructor.
- The clinical schedule will be on Canvas prior to the first clinical day of the quarter and is subject to change.

INDIVIDUAL STUDENT/PROFESSOR ADVISING SESSIONS

Each student will have an identified nursing advisor/mentor assigned at the beginning of the program. They will meet with their advisor quarterly (face-to-face or video conferencing). Each advising session is scheduled per the advisor's preference. Students that do not attend scheduled advising will have these documented as "unprofessional behavior" on their Student Success Plan (SSP).

No children or visitors are permitted in advising sessions.

STUDENT PARTICIPATION IN NURSING EDUCATION TEAM (NET) MEETINGS

Students designated as the student representative may participate in faculty nursing education team meetings (NET) to provide feedback in the educational process and discuss relevant items.

- Both the first- and second-year classes shall select two student representatives each to attend and participate in NET meetings.
- Other students may request permission to address the faculty.
- Student representatives will be invited to attend one meeting a month.
- Student representatives will leave when they have completed their part in the meeting.

CLINICAL

Professionalism is of the utmost importance in this program and in clinical rotation. You will be working in health care settings alongside the health care team, representing TVCC School of Nursing and every other nursing student. Others may be listening to your elevator and hallway conversations or observing your interactions and communications. Discretion and confidentiality are critical. Professionalism is a way of life, a personal standard of excellence.

Timeliness is critically important during the clinical experience. If a student arrives 20 minutes after the prearranged and established clinical start time, it will be at the discretion of the clinical instructor and Clinical Coordinator as to whether the student is permitted to stay or will be dismissed for the day. An SSP will be given for professionalism and attendance. If a pattern continues, the student may be at risk for clinical failure. Being on time means being present and having everything ready for clinical. You will be allowed to miss a total of 10% of the clinical hours per clinical course, exceptions must have prior approval from Clinical Coordinator and/or Executive Director of Nursing. Failure to be prepared for clinical means you will be sent home due to unsafe practice.

- Clinical make-ups are not available, exceptions will be considered on a case-by-case basis.
- See Clinical Handbook for Attendance policy.

GRADING: EXAMS & ASSIGNMENTS

Students must complete all course assignments/requirements to pass the course and remain in good standing:

All assignments must be submitted on the due date/time to receive full credit.

Computer access, disc incompatibility and other computer-related problems do not excuse late assignments/presentations/papers.

All late assignments will have 10% deduction per calendar day, up to 5 days. After that a zero (0) will be entered into the gradebook. An exception may be made only with prior Instructor approval. Assignments uploaded to Canvas are the student's responsibility. Please verify the upload is successful. An incorrect upload will receive instructor feedback. After instructor feedback, the student will have one (1) business day to solve the issue. If the upload issue is not solved in one (1) business day, points will be deducted.

- To progress to the next quarter, the student must maintain a “C” (75%) grade or better, in each nursing course (NRS course code).
- The exam average in each nursing course must equate to a 75% or better before the assignment percentage is added to the final course grade.
- If the exam average is greater than 75% but the assignment percentage, once added yields less than 75% overall, then the course has NOT been completed successfully.
- Grades will be posted within one week (7 days) of assignments, clinical, quizzes and tests completion date within the nursing program curriculum.
- No grades are rounded.

Theory grades will be computed as follow:

94-100% = A
90-93% = A-
87-89% = B+
84-86% = B
80-83% = B-
78-79% = C+
75-77% = C

Any theory grade below 75%, is a course failure in the nursing program. Course failure indicates program dismissal. No grades are rounded up.

Grades below 75% will have the following entered in the gradebook. These grades will be on the student transcripts.

70-74% = C-
60-69% = D
Below 59% = F

PAPERS & GROUP PRESENTATION

Students are expected to submit college level work. All papers will be submitted in APA American Psychology Association (7th Edition). Papers will be graded according to grading rubric for each assignment and checked for plagiarism. To receive full credit for a group presentation, the student must be present. Should a student be absent, the maximum the student will receive is 50% of the group grade.

EXAMS & QUIZZES

The student should have organized her/his study time and is prepared for an exam as scheduled. Exams will be administered on the scheduled date/time (see quarter calendar).

- Exams may use an online exam platform for test integrity.
- If a student is unable to take an exam because of illness or other emergent situations, they must notify the Lead Instructor for the course, prior to the beginning of the exam (leave a message if necessary). If, before the exam, a student has not notified the Lead Instructor of the course that they will be absent, they will receive no points/credit. Extenuating circumstances may be considered by the Executive Director of the Nursing.
- If a student is unable to be on campus due to illness and/or quarantine, the student will be able to take the exam the scheduled that day if the student is physically able to use a lockdown browser and live monitoring by a faculty member. If the student is ill or unable to take the exam, the student will have five (5) business days to reschedule and complete the exam. If the student has not taken the exam by the 6th business day from the original scheduled exam day, a zero (0) will be entered into the gradebook. Extenuating circumstances may be considered by the Executive Director of the Nursing.
- No student will be allowed to enter the classroom or computer lab once the exam has begun, the student will be reassigned a different testing time.
- If the student is absent from class or arrives after the quiz has been administered, the student will receive a zero (0) for the quiz/exam. Extenuating circumstances may be considered by the Executive Director of the Nursing.
- In accordance with TVCC Instructional Policy, no exam, including the final, will be administered early.
- Exam grades will be posted on Canvas within one (1) week of the exam.
- Exam review is available until the next exam. Reviewing previous exams or any exam prior to the final will not be allowed.
- All electronic devices are prohibited during an exam, no phones, or smart devices (i.e., smart watches, google glasses and/or Fitbit).
- Once a student accesses an exam or quiz, the time allotted for the test or quiz begins.
- Tests or quizzes may not be taken at home or “virtually,” unless specifically allowed.
- Backpacks, bags, and personal paper are prohibited during an exam.
- No hats or hoods will be allowed during the exam.
- Paper will be provided upon request.
- Final exam(s) will not be reviewed by students.

MEDICATION ADMINISTRATION PROFICIENCY EXAM (MAPE)

1st year 1st quarter:

- Math and dosages calculations will be reviewed as part of NRS 105 coursework (See syllabus for point distribution).

1st and 2nd year:

- At the beginning of each quarter a Medication Administration Proficiency Exam (MAPE) or Drug Calculation exam will be given.

- Students must pass these tests with 100%.
- If the student fails the initial test, he/she will have two more scheduled opportunities to pass the exam.
- A student must pass the exam prior to beginning the clinical experience.
- If the student is unable to pass the test after the 3rd attempt, the student is unable to proceed, will not pass the quarter, and will be dismissed from the program.

CLINICAL GRADE (PASS/FAIL)

- Students must earn 75% or better using an objective rubric to be successful.
- A student who performs any clinical element at an unsatisfactory level will have a Student Success Plan (SSP) documented for required improvement criteria.
- The grading scale for the clinical setting is a Pass/Fail based on the clinical objective rubric.
- Clinical failure will result in a grade of 'F' for course regardless of scores in theory.
- A student at risk for clinical failure is at risk for program dismissal/failure, see Dismissal from Program.

INCOMPLETE GRADE

- Incomplete Grade the "I" designation indicates that a student has been granted extra time by the instructor to complete required course work/assignments.
- All work must be completed prior to the final exam.
- An "I" grade is changed to an "F" if course work/assignments are not completed by the final day of the academic quarter.

SKILL/SIMULATION LABORATORIES

The nursing skills lab will be used exclusively for the practice of nursing skills. When the student comes to the skills lab they must be dressed in their uniforms and prepared as they are for their clinical rotation. The student is responsible for practicing nursing skills in the campus labs during scheduled skills labs times to become proficient in nursing skills prior to going to clinical rotation. Open lab time will be available for additional skills practice. All students are responsible for maintaining order and cleanliness in the lab. Lab groups for set-up, stocking, and clean-up will be established and placed on a rotation. Each student is responsible for cleaning and returning, replacing, and restoring items used during lab use.

- Nursing students will have an orientation to the skills laboratory.
- Students will be required to wear masks and other protective equipment as dictated by CDC Guidelines. The faculty will update the guidelines as required and notify everyone accordingly.
- The students will be oriented by the Skills Lab Instructor to the rules of the Skills Laboratory including consent to participate in practicing skills and Needle Stick Exposure policy and procedure.

Skills Validation

- Each student will have three (3) attempts to pass the skills validation successfully.
- A mandatory remediation is required prior to the next attempt.

- All skills validations will be assessed by nursing faculty.
- If a validation is unsuccessful after the third attempt a student is at risk of course failure.
- No food or drink in the skills labs.
- No children or visitors are permitted in advising sessions

SKILLS LAB/CLINICAL NEEDLE-STICK EXPOSURE

All students will be taught standard precautions and the proper handling and disposal of sharp instruments, including needles, as part of asepsis content.

The content includes modes of transmission of blood borne pathogens, methods to control exposure, information contained in this policy, and an opportunity to ask questions on this information.

Needle stick

- In case of needle-stick exposure, TVCC Nursing Students will be offered support and direction to obtain evaluation and follow-up.
- A needle stick incident must be reported immediately to the instructor. The action taken will be recorded on the TVCC Skills Lab Incident Report and forwarded to the Director of Environmental Services.

Suspected or actual contaminated needle stick:

- Immediately wash the injured site with warm soap and water.
- Then inform the Skills Lab Instructor.
- A TVCC Skills Lab Incident Report will be completed with the Skills Lab Instructor and the student.
- Details will be included about the incident.
- The student is required to be evaluated within 24 hours and no later than 7 days by their health care provider of choice. If immediate evaluation is not available, the student is required to contact the local emergency room for evaluation and follow-up referral. Date of evaluation must be reported to the skills lab Instructor.
- The source is encouraged to consent to evaluation for communicable blood borne disease status and to release that information to the effected student's medical provider.

Clinical Needlestick Incident

- See Clinical Handbook for details.

STUDENT SUCCESS PLAN (SSP)

If a student is not successful in either a clinical shift, nursing skill and/or a didactic exam, a student success plan will be initiated.

The following procedure will be initiated:

- The advisor/mentor will draft the plan including specific criteria and timelines.

- During this meeting, the student will document in the student section of the Success Plan form their perception of the deficiency.
- The student and the student's advisor/mentor will sign and date the form.
- The plan is then approved by full faculty/ Executive Director of Nursing and Allied Health.
- Upon successful completion of the success plan, the student and student's advisor/mentor sign and date the form.
- The SSP will specifically state any potential consequences of unsuccessful completion.

PROGRESSION

- Progression in the program will be denied if a student is unable to demonstrate the Technical Standards (see Technical Standards).
- Nursing courses must be completed in the sequence required. (See TVCC Program of Study per term).
- To progress to the next quarter, students must have successfully completed and passed all course requirements including skills validations.
- Failure of either the clinical or theory component will result in dismissal from the nursing program.

DISMISSAL FROM PROGRAM

Students may be dismissed from the program for the following:

- Test scores averaging less than 75 % in each nursing class or failure to achieve a "C" or better in any nursing course.
- Medication Administration Proficiency Exam (MAPE) must be successfully completed at 100%.
- Failure to obtain a 75% or passing score in overall clinical performance rubric.
- Failure to pass a skills validation after the third 3rd attempt.
- Failure to perform Technical Standards required of a nurse.
- Failure to abide by the rules, policies, terms and/or conditions as set forth in the manual.
- Students will maintain honesty, integrity, confidentiality, and professional behavior always. Breaches in these areas will lead to disciplinary action. With any evidence of cheating, the students involved will be dismissed. Lying, cheating, concealment of error, misrepresentation, or forgery may lead to dismissal. Plagiarism or violations may lead to dismissal from the program.
- Violations of HIPAA may lead to dismissal from the program.

*Dismissal appeal process: <https://catalog.tvcc.cc/current/academic-policies-requirements/grevance-procedure.cfm>

RE-ADMISSION INTO PROGRAM

Students who left the program and wish to be re-admitted must request a formal readmission in the TVCC Nursing Program. This request must be in writing, by the final week of Spring quarter, Thursday 5pm . The Nursing Department is not obligated to re-admit a student.

The nursing faculty will determine whether the student will be readmitted based on the following:

- Reason for leaving the program.
- Students who left the program in good standing in theory and clinical
- Classroom and clinical performance including professional behavior.
- Content of written request.
- Resource availability

The letter must focus on what steps the student will take to be successful in the program and address any other relevant information (i.e. criteria for re-admission):

- A student is permitted one re-admission only.
- Students are encouraged to register for an NRS course audit of the course(s) not successfully passed.
- Students must successfully pass a comprehensive skills validation off on validations learned prior to dismissal or withdrawal.
- Students may only be readmitted if they have been out of the nursing program for no longer than twelve (12) consecutive months.
- Compliance documents must be resubmitted and validated by Executive Director of Allied Health.
- Returning nursing students who have been out of the program will need to repeat their background check and urine drug test through American Data Bank.

SCHOOL CLOSURE DUE TO WEATHER

- When the college is closed due to weather as determined by the college representatives, clinical days and classes are canceled.
- Please sign up here for campus alerts: https://my.tvcc.cc/ICS/Help/TVCC_Alert_System.jnz
- On occasion, closure is announced after you arrive in the clinical setting. If you have arrived at the clinical facility or class prior to knowledge of the closure, contact the Clinical Coordinator, and/or instructor or the Executive Director of Nursing and Allied Health for further instructions.
- In the event of a delayed opening, clinical sites will be cancelled for the entire day and classes that begin during the closure period will be cancelled. The faculty reserves the right to assign projects online or assignments to ensure students are kept up to date.

LICENSURE & INSURANCE

Licensure: It is the responsibility of the student to prepare his or her own application:

- NCLEX testing and for RN licensure.
- Insurance: Every student is required to have the following insurances:
 - Liability – Liability insurance is covered under course fees. All course fees are paid at fall registration.
 - Health - Student is responsible for his/her own health insurance. The student will maintain in full force and affect their own medical health insurance while in the nursing program. This can be purchased through the college each quarter. A student must provide proof of insurance. Health Insurance may be through employment, parent(s), spouse, or

the open market. If you do not have medical insurance, following are links to local resources in Oregon and Idaho:

- Oregon Health Insurance Options:
<https://healthcare.oregon.gov/Pages/index.aspx>
- Idaho Health Insurance Options: <https://www.yourhealthidaho.org/>
- Auto Insurance/Travel- Students are responsible for providing their own transportation to and from clinical sites and classes. Students shall maintain their own liability insurance for personal vehicles and hereby indemnify and hold the college harmless for any incident that may occur during said travel.
- Fingerprint Screen – In Oregon, fingerprinting is accomplished through the Oregon State Police Department or your local County Sherriff. They will have the necessary paperwork and card stock for fingerprints. The fingerprinting process is at the student’s expense (approx. \$15).
- Transcripts – Students obtaining their license in Idaho will have to order their *Official* Transcript from TVCC via the TVCC website. www.tvcc.cc/transcripts/

STUDENT RESOURCES

https://www.tvcc.cc/about/student_right_to_know/

Resource	Location	Phone/Hours
Student Accommodations and Accessibility	Student Success Center	541-881-5812 Regular Business hours
Financial Aid	Student Services Center	541-881-5833 Regular Business hours
General Advising	Student Services Center	541-881-5815 Regular Business hours
Counseling	Student Services Center	208-405-0020 (24-hour hotline) Mondays and Wednesdays 11-1 pm
Grievances Discrimination Complaints	Performing Arts Building	541-881-5825
Writing Lab	Barber Hall (Room 105)	Online Zoom session (M-R 9:00am-2:00pm) In-Person – as posted in Writing lab
Math Lab	Barber Hall (Room 111)	M-F 9:00am-6:00pm
Technology-Computer	Albertson Center Building.	541-881-5777 Regular business hours
Library	Weese Building	541-881-5929 As posted on Library website
Campus Security	Physical Plant	On Duty Officer: 541-212-9598 Security Manger: 541-212-9124

Snake River Transit (SRT)/Malheur Express	842 SE 1st Ave, Ontario, OR 97914	541-881-0000 or https://www.treasurevalleytransit.com/service-areas/snake-river-transit/ for schedules
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STATEMENT FOR STUDENTS WITH DISABILITIES

Any student with a disability that affects his/her academic functioning should contact Disability Services (DS) located in the Student Services Center next to the Testing Center, telephone (541) 881-5812, TTY (541) 881-0000, to apply for accommodations. In the event that accommodation is approved by DS, the student is advised to schedule an appointment with the course instructor in order to discuss the arrangements for the accommodation.

Progression in the program may be denied if a student is unable to demonstrate the technical standards with or without reasonable accommodation. Accommodations that fundamentally alter the nature of the academic program, jeopardize the health and safety of others or cause an undue burden to the program are not considered reasonable accommodations.

The website for Disability Services can be found here: <https://www.tvcc.cc/collegeservices/disability.cfm>

NONDISCRIMINATION STATEMENT

Treasure Valley Community College does not discriminate on the basis of race, color, sex, marital status, sexual orientation, religion, national origin, age or disability in any educational programs, activities or employment. Persons having questions about equal opportunity and nondiscrimination should contact the Human Resources Director in the PAC Building on the North End of campus, email HR@tvcc.cc or call (541) 881-5838 or TTY (541) 881-2723.

Additional information can be found here:

http://www.tvcc.cc/about/student_right_to_know/non-discrimination.cfm

CONSUMER INFORMATION

Treasure Valley Community College (TVCC), in accordance with the Higher Education Act of 1965, makes the following information available to current and prospective students, current and prospective employees, and other parties, as applicable. This information includes but is not limited to Accessibility and Accommodations, Non-Discrimination Policies, TVCC Student Rights, Freedoms and Responsibilities, Annual Security Report, Drug and Alcohol Abuse Prevention Programs, Family Education Rights and Privacy Act (FERPA), Institutional Effectiveness, Voter Registration and Constitution Day, and Title IX, The website can be found here:

http://www.tvcc.cc/about/student_right_to_know/index.cfm

<https://catalog.tvcc.cc/current/academic-policies-requirements/grevance-procedure.cfm>

https://webtools.tvcc.cc/documents/AR_documents/General/StudentComplaintProcedure.pdf

GLOSSARY

Environment:

The environment is defined as the sum of internal and external influence that surrounds the person. The patient's environment is a major determinant of his or her health/illness status. It can include spiritual, political, legal, ethical, physical, economic, spatial and mortal aspects in which the family, community, or healthcare exists. The changing environment stimulates the patient to make adaptive or maladaptive responses. The nurse facilitates an environment which brings optimal health to the individual, family and community.

Health:

Health is considered a harmonious balance of various dimensions of the human experience which include physical, emotional, mental, and spiritual components. Throughout the lifespan the patient experiences different levels of wellness, disease, and impairment. The patient is continually engaged in the process of adaptation of internal and external factors that challenge their physiological and psychological integrity in an attempt to maintain equilibrium along the health-illness continuum. The perception of health may be determined by the patient's perception of health and clinical indicators, to include physical, and psychological functioning. The role of nursing is to work cooperatively with the patient as a member of the health care team in an effort to promote, maintain, or restore the highest potential of health.

HIPAA:

HIPAA (Health Insurance Portability and Accountability Act of 1996) is United States legislation that provides data privacy and security provisions for safeguarding medical information.

HITECH Act Enforcement Interim Final Rule:

The Health Information Technology for Economic and Clinical Health (HITECH) Act, enacted as part of the American Recovery and Reinvestment Act of 2009, was signed into law on February 17, 2009, to promote the adoption and meaningful use of health information technology. Subtitle D of the HITECH Act addresses the privacy and security concerns associated with the electronic transmission of health information, in part, through several provisions that strengthen the civil and criminal enforcement of the HIPAA rules.

Section 13410(d) of the HITECH Act, which became effective on February 18, 2009, revised section 1176(a) of the Social Security Act (the Act) by establishing:

1. Four categories of violations that reflect increasing levels of culpability.
2. Four corresponding tiers of penalty amounts that significantly increase the minimum penalty amount for each violation; and
3. A maximum penalty amount of \$1.5 million for all violations of an identical provision.

It also amended section 1176(b) of the Act by:

1. Striking the previous bar on the imposition of penalties if the covered entity did not know and with the exercise of reasonable diligence would not have known of the violation (such violations are now punishable under the lowest tier of penalties); and

2. Providing a prohibition on the imposition of penalties for any violation that is corrected within a 30-day period, as long as the violation was not due to willful neglect.

This interim final rule conforms HIPAA's enforcement regulations to these statutory revisions that are currently effective under section 13410(d) of the HITECH Act. This interim final rule does not make amendments with respect to those enforcement provisions of the HITECH Act that are not yet effective under the applicable statutory provisions.

This interim final rule will become effective on November 30, 2009. HHS has invited public comments on the interim final rule, which will be considered if received by December 29, 2009.

Nursing:

Nursing is a dynamic part of health care delivery that is influenced by changing systems, government, economics, and values. From as far back as Florence Nightingale, nursing has been considered both an art and a science, providing holistic care to patients, while promoting health restoration, maintenance, and education. Nursing also supports the patient's adaptation from long-term illness to health or hospice when health is no longer possible. The nursing process provides a structure for problem solving and decision-making, to formulate individualized plans of care for the patient. Through this process, utilizing scientific principles, the nurse facilitates patient and families in applying techniques and strategies to adapt to changes in health. Clients have the right of access to health care, the nurse, as part of the health care team, assists the client to their optimum level of health by establishing, maintaining, and being accountable for standards of practice and adhering to the Nursing Code of Ethics. The nurse demonstrates professional behaviors, characterized by critical thinking, accountability, integrity and a commitment to the value of caring.

Professionalism:

Professionalism implies respect and courtesy for others in our educational setting and chosen profession. We expect students to maintain the highest standards of professionalism in the classroom, clinical settings, the community college, and related public settings. All that you do and say, and the way you present yourself visually either elevates or diminishes your professional image in the eyes of others. In addition, what each of us does affects the way all of us are viewed.

Client:

The client is an individual, a family, or group of individuals. The patient is a complex and dynamic individual, composed of physical, psychological, social and spiritual components that are interdependent but make a unified whole. Although people have common basic needs and shared characteristics, each individual is unique, with intrinsic values and worth. Additionally, heredity, environment, and culture individualize and personalize common needs, and influences a person's value system and their expectations of quality and life.

LICENSURE FEES

Anticipated at the end of the program include graduation pin, NCLEX exam, and OSBN licensure costs.

SECOND YEAR Oregon State Board of Nursing (OSBN) FEES:

OSBN License fee	approx. \$160
PN-NCLEX Exam Fee	approx. \$200
RN-NCLEX Exam Fee	approx. \$200
Fingerprinting by Oregon State Police	approx. \$60