

## **NURSING PROGRAM STUDENT HANDBOOK**

**2023-2024**

**The Western Nevada College Nursing Program is accredited by the Accreditation Commission for Education in Nursing (ACEN). The ACEN is located at 3343 Peachtree Road NE, Suite 850, Atlanta, Georgia 30326. The telephone number is (404) 975-5000.**

**Students may contact the ACEN through its website located at [www.acenursing.org](http://www.acenursing.org).**

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## ACADEMIC ORGANIZATION

### Administration

J. Kyle Dalpe, PhD  
President, Western Nevada College

Dana Ryan, PhD  
Vice President of Academic and Student Affairs (Interim)

Niki Gladys  
Executive Director of Advancement

Coral Lopez, CPA, MBA  
Chief Financial Officer

Deborah Ingraffia-Strong, MSN, RN  
Director, Nursing and Allied Health (Interim)

### Full-time Nursing Faculty

Lisa Dunkelberg MSN, RN

Heather Reardon MSN, RN

Robert Ciminski MSN, RN

Kathryn Cocking MSN, RN

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**Laboratory Support**

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**Full-time Faculty Members – in order of seniority**

<b>Name</b>	<b>Office Number</b>	<b>Telephone</b>	<b>Email address</b>
Lisa Dunkelberg	Cedar 216C	(	

**SECTION I:**

**MISSION, PHILOSOPHY, ORGANIZING FRAMEWORK,  
STUDENT LEARNING OUTCOMES, PROGRAM OUTCOMES AND PROGRAM STANDARDS**

**Western Nevada College Mission Statement**





### **Nursing Program Outcomes (Benchmarks)**

Three nursing program outcomes serve as a quantifiable measure of how successfully the program is in educating students to function as registered nurses.

1. Eighty-five percent or more of the students admitted into the nursing program will graduate within six semesters.
2. Eighty-five percent of graduates will pass the NCLEX-RN on the first attempt at or above the national pass rate.
3. Ninety percent or more of the graduates seeking employment will find employment in the health care settings within nine months of passing the NCLEX-RN.

### **Nursing Student Essential Abilities**

All students accepted into the nursing program are expected to have essential abilities which are physical, cognitive and psycho/social/cultural in nature. These abilities are necessary to successfully complete the curriculum and function as an entry level professional nurse. If a student has concerns about being able to perform one or more of the essential functions, he/she may make an appointment with the Disability Officer to discuss concerns and learn about reasonable accommodations. Progression in the program may be denied if a student is unable to demonstrate an essential ability.

#### **Physiological Functions (with examples of skills)**

##### Fine motor skills

- Accurately fill a syringe with medication.
- Accurately measure blood pressure.

##### General motor skills

- Stand and walk without assistance.
- Walk between patient rooms and/or respond to emergencies.

##### Physical endurance

- Provide active nursing care over an entire shift (8-12 hours).
- Stand for long periods of time.

##### Physical strength

- Have sufficient strength to

**Cognitive Functions**

Perform math calculations (basic algebra)

Speak, read, write and understand the English language at the 12<sup>th</sup> grade level.

5. The nurse owes the same duties to self as to others, including the responsibility to preserve integrity and safety, to maintain competence, and to continue personal and professional growth.
6. The nurse participates in establishing, maintaining, and improving health care environments and conditions of employment conducive to the provision of quality health care and consistent with the values of the profession through individual and collective action.
7. The nurse participates in the advancement of the profession through contributions to practice, education, administration, and knowledge development.
8. The nurse collaborates with other health professionals and the public in promoting community, national, and international efforts to meet health needs.
9. The profession of nursing, as represented by associations and members, is responsible for articulating nursing values, for maintaining the integrity of the profession and its practice, and for shaping social policy.

Nursing is a “hands-on” profession. During the course of nursing students’ education, they will learn about nursing practice and demonstrate a variety of nursing skills. This means students will touch and may be touched in a learning context. At times, impressions, communications or behaviors may be misinterpreted. Honest communication with the person(s) involved is needed to clarify feelings and expectations. The use of effective and therapeutic communication skills are critical tools used by students for personal empowerment. If at any time students feel that their safety is threatened or feel uncomfortable confronting behavior that is felt to be unprofessional, students are requested to describe the feelings to a faculty member or the Director of Nursing. Immediate reporting of concerns is needed so the problem can be dealt with in a timely manner.

### **Professional and Unprofessional Behaviors for WNC Nursing Students**

Students are expected to adhere to the highest standards of professional conduct during all periods of attendance in classroom, college laboratories, and clinical affiliate sites. An important part of the student evaluation will be student relationships with patients, staff, peers, and faculty.

#### **1. The following behaviors are expected of students:**

- a. Show respect and civility for peers, staff, and faculty.
- b. Demonstrate responsibility and accountability for own decisions and actions, including seeking guidance and assistance upon recognition of personal limitations.
- c. Apply knowledge of legal and ethical professional standards in the provision of patient care, including recognition of a patient's rights to privacy, confidentiality and dignity.
- d. Respond appropriately to constructive criticism.
- e. Demonstrate punctuality in attendance at class, laboratory and clinical sessions and preparedness for class and clinical assignments.
- f. Demonstrate self-direction and professional growth through utilization of available resources.
- g. Comply with instructions from faculty and clinical contact persons.
- h. Complete all written assignments and examinations independently and submit own work unless otherwise instructed to work collaboratively.
- i. Remain in clinical area during the assigned time interval and notify the nursing faculty and appropriate staff when leaving a clinical area.





Nursing Curriculum – 71.5 Units

**Prerequisite Courses** **21 units**

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CHEM 121 or BIOL 191 9114

**Assessment Technologies Institute (ATI)**

Integrated throughout the nursing program curricula are the Assessment Technologies Institute (ATI) student resources and products d

**SECTION II:**



notations in quotes, any paper observed to have greater than 30% plagiarism (or a similarity index >30%) will receive “0” credit and a personal advisement with course faculty and a referral to <https://www.wnc.edu/academic-skills-center/> for tutoring on writing skills and scholarly writing.

### **Late Assignment Submission Policy**

Assignments submitted after the published due date will generally not be accepted. Exception to the policy could occur if the instructor of record grants a variance due to a documented emergency situation. A grade of “0” will be entered for the late assignment, which may result in failure of the course.

### **Attendance Policy**

Students are expected to attend all course classes for which they have registered. An instructor may fail any student when the student has an excessive number of absences as identified in the course syllabus. In general, if a student is absent a number of classes greater than the number of units of the course, the absences may be considered excessive and the student could fail the course. Refer to the WNC attendance policy and individual course syllabi.

Student absences will be noted by each faculty member to determine if there is an ongoing problem. Absences will be dealt with on a one-to-one basis between the student, and the instructor/s and if necessary, the Director of Nursing & Allied Health.

If attendance by Zoom has been approved by the course faculty the student must keep their camera on and participate throughout the class session via chat and when called upon.

### **Learning Contract**

In an effort to promote student success, a learning contract will be initiated when a student is having difficulty meeting end-of-program student learning outcomes (EPSLO). The learning contract is designed to facilitate student success and requires the student's active participation.

If one or more of the following criteria occur, the student is required to meet with their instructor to complete a learning contract, which is placed in the student's file.

Theory score below 75% (C).

Unsatisfactory progress in meeting laboratory or clinical course outcomes.

A copy of Student Learning Contract: Theory and Student Learning Contract: Laboratory/Clinical is found in Appendix G and Appendix H, respectively.

### **Performance Improvement Plan**

The goal of the Nursing Program is to graduate competent, safe, compassionate students. Students will be held to these standards throughout the program. Failure to meet them will result in a Performance Improvement Plan that will be designed by the involved faculty and student. This signed form will be placed in the student's file. If improvement is not evident or the issue repeats itself, this will result in the student receiving an Advisement of Unsatisfactory Performance form (Appendix I). This signed form will be placed in the student's file. Students who have received an improvement or Advisement form will be reviewed monthly at the Nursing Faculty meetings. Disciplinary action up to expulsion from the program will occur if a student has two (2) or more per school year Advisement of Unsatisfactory Performances in their file.

Examples that can result in a Performance Improvement Plan:

- Tardiness of > 5 minutes to lab or clinicals
- Failure to notify faculty of inability to attend lab or clinicals
- Failure to follow faculty's directions
- Unsafe practices
- T009127.96 Tf1 0. 792 reW\* nBT1 9.96 1.95 169.7 Tab nif

\*Some issues may result in an Advisement of Unsatisfactory Performance being given along with the Performance Improvement Plan (Appendix I).

**Grade Distribution in Nursing Courses:**

Grade	GPA	Grade Range
<b>Passing:</b>		
A	4.0	93 - 100
A-	3.7	90 - 92
B+	3.3	87 - 89
B	3.0	83 - 86
B-	2.7	80 - 82
C+	2.3	78 - 79
C	2.0	75 - 77
<b>Not Passing</b>		
C-	1.7	70 - 74
D	1.0	65 - 69

**Evaluation of Clinical Performance**

The WNC nursing faculty utilizes clinical evaluation tools to evaluate student progress throughout the program. These tools are designed to assess progression towards achievement of nursing program student learning outcomes and related course objectives. The process for evaluation of clinical performance is explained in course syllabi and Clinical Evaluation Tool.

Many courses include a clinical component and a theory, laboratory, or simulation component. Any course with a clinical component, the clinical portion will be graded under the criterion within the Clinical Evaluation Tool. The Clinical Evaluation Tool

### SECTION III:

#### CLINICAL AND LABORATORY COMPONENT REQUIREMENTS AND POLICIES

Students in the Nursing Program are provided clinical learning experiences at a variety of healthcare settings. The contracts between the clinical learning environments and Western Nevada College identify specific compliance information which must be monitored by the Office of Nursing & Allied Health and must be available to each clinical learning environment as requested. Complio is the third party the WNC Nursing Program partners with for all background screening, drug screening, immunization and health record tracking, and clinical placement matching. The cost

therefore, students are required to sign the **Authorization to Release Information Form** (see Appendix K) which grants the Nursing Program permission to submit the required health, insurance and CPR certification information to appropriate clinical learning environments. Students will then be granted the privilege of clinical experiences at hospitals and other acute and community settings.

All students enrolled in the Nursing Program must continue to comply **at all times** with health and safety guidelines related to immunizations, required tests, medical insurance, and current CPR certification. Students are responsible for tracking and maintaining the published requirements, including submission of yearly TB testing results, CPR certification, major medical insurance.



## 8. Uniform Dress Code Policy

Required uniform must be purchased through *Uniformity*, (located in N. Carson City), and consists of:  
Royal blue pants  
White scrub top with college emblem  
White laboratory coat with college emblem  
Neutral hose, white or black socks  
Black or White vest with the WNC logo will be permitted in open lab, lab and clinicals.

Shoes must be of white or black leather, cover the entire foot and be free of obvious logos. White or black leather of a **non-penetrable material** walking (not running) shoes are also acceptable. Shoes selected are to be worn for laboratory and clinical experiences exclusively. Clogs, platform and canvas shoes are not allowed for reasons of safety.

A WNC nursing photo name tag, with first name/last initial and educational credentials, is to be visibly displayed at chest level, and is required to be worn at all times when students are on **laboratory or clinical units**. Some clinical sites will require an additional identification badge while at the facility. Information regarding how and when to obtain the WNC name tag will be provided prior to the start of classes. Example: Mary C., Student Nurse, Western Nevada College. **No lanyards are allowed for reasons of safety.** A badge holder fastened with a clip is required.

The nursing uniform is to be worn during laboratory and clinical learning experiences unless otherwise stipulated by the faculty member. Students will be informed in course syllabi of exceptions to the usual nursing uniform. A solid white long sleeve shirt may be worn under the white scrub top. Uniforms are to be washed after each laboratory and clinical experience.

Appropriate business-like apparel and photo nametag are to be worn for community clinical experiences with or without a laboratory coat.

Hair is to be clean, appropriately arranged, away from the face so as not to interfere with the safe delivery of patient care. Hair longer than the collar must be contained in a bun, twist, short ponytail or short braid. Natural looking hair color is required. Beards and/or mustaches, if worn, must be neatly trimmed and clean. Facial hair is not to interfere with the proper fit of protective masks and respirators. Individual clinical sites may have differing policies regarding hair and facial hair (beards, etc.), please refer to the policies of your appointed clinical site.

The skin is to be clean and free of communicable diseases and offensive odors. Clean and proper hygiene is expected, including use deodorant/antiperspirant daily. Students will not smell of cigarette smoke while in uniform in the clinical area.

Nails are to be clean and short (not visible from the anterior aspect of the palm). Artificial nails are prohibited. Nail polish, if worn, must be clear and free from chips. Some sites are not allowing nail polish, please review and comply with the policy of your assigned clinical site.

code, students must be in compliance with the clinical agency dress code at all times while at the facility. If a student is not in compliance with the dress code, s/he will be considered to be in violation of the code and may not participate in clinical experiences.

Students are required to bring the following equipment to all laboratory and clinical sessions:

- Stethoscope
- Bandage scissors
- Note pad
- Penlight
- Watch with second hand or of digital design noting seconds
- Skills check-list (provided by the program)

The student uniform is not to be worn while working as an employee of any agency or when the student is on campus for other than nursing courses.

Failure to adhere to the program dress code will result in a verbal warning for first offense. **Failure to adhere to the program dress code after the first offense will result in the student being dismissed from the laboratory or clinical setting. The student will earn a U grade for the day.**

#### **Supervised Activities for First- and Second-Year Nursing Students**



**Protocol in the Event of Accident at the Health Care Facility**

Should a student experience an accident, such as exposure to blood-borne pathogens or back injury while at a health care facility, the student will immediately report the accident to the clinical faculty member. The student will be advised to receive appropriate follow up care by his/her health care provider. The health care facility report regarding the injury must be completed prior to leaving the facility.

Students are required to complete the Exposure to Blood-borne Pathogens Form for blood-



## SECTION IV PROGRESSION AND READMISSION POLICIES

### Nursing Program Progression Policy

A student will progress in the nursing program when he/she:

1. Maintains a minimum of a C (not C-) average in all courses that are graded with a letter grade. A grade of C represents a minimum of a 75% average.
2. Passes all nursing courses during a designated semester.
3. Demonstrates satisfactory performance of designated skills.
4. Earns a letter grade of C or better or a passing grade (S) in all laboratory and clinical courses.
5. Passes math examinations each semester with a grade of 100%.
6. Is in compliance with college policies, and professional standards of nursing, including the ANA Code of Ethics and the Nevada State Board of Nursing.
7. Compliance of required immunizations, TB testing, health insurance, background check, drug screen, and current CPR certification.
8. Adheres to all policies in the *Nursing Program Student Handbook*.

### Nursing Program Readmission Policies

1. At the conclusion of each semester of study, the Nursing Program Faculty Committee discuss students who failed or withdrew from courses during the semester. The faculty acknowledges the responsibility to readmit students, who in their judgment satisfy the requirements of scholarship and professional suitability for nursing. The faculty reserves the right to deny readmission based on a history of unprofessional conduct which violates the ANA Code of Ethics.
2. A student who started the nursing program may be readmitted one time following a withdrawal/failure. A written request for an exception to the policy for such reasons as medical and military will be considered by Nursing Program faculty. Students who are eligible to be considered for readmission into the nursing program will be admitted using a point system and, on a space, available basis.
3. Students eligible for readmission into the Nursing Program will complete and submit the **Request for Readmission Form to the Nursing & Allied Health and WNC Admissions and Records offices**. The form, will address the following information:

Date by which the request for readmission must be received.

Description of the challenge examinations that must be completed with a grade of 75% or better for the theory portion and a Pass (P) grade for the skill evaluations.

Cost of readmission testing (\$30 for the theory evaluation and \$120 for the skill evaluation). Payment for the challenge tests is submitted to the Business Office prior to scheduling of readmission testing.

4. Students will be required pass both a written competency exam and a hands-on skills performance evaluation demonstrating competency prior learning for reentry into the nursing program.

The statute of limitations for nursing (NURS) courses is two years. Nursing courses taken more than 2 years prior to reapplication will be required to be repeated.

5. Students seeking readmission into the nursing program will be required to update all requirements through Complio.



**Academic Probation Policy**

Academic probation means that a student may continue on in the nursing program under special circumstances. Academic probation occurs when, in the judgment of the faculty, the student has jeopardized his/her future in the nursing program based on, but not limited to, issues of plagiarism, dishonest practices, unprofessional behaviors or marginal performance. See Performance Improvement Plan.

**Use of Electronic Devices**

The following guidelines exist for the use of personal electronic devices:

Electronic devices, including cell phones, are to be silenced during all theory, laboratory and clinical experiences.

Electronic devices, including smart watches, must also be silenced during examinations and stored in an area outside the testing room.

Electronic devices may only be used during scheduled breaks when attending classes at the college or participating in clinical experiences.

Computers may be used to record theory notes during class time.

Students may use personal cell phone to contact the faculty member during clinical time, however this must be conducted in a non-patient area!

In the event of an anticipated possible emergency while the student is on campus, the student will have calls directed to the nursing program administrative assistant, who will then contact the student. The number of the administrative assistant is 445-3294.

In the event of a possible emergency while the student is at the clinical setting, students are advised to have emergency calls directed to the faculty member. The faculty member will share his/her contact number with all students.

Students who do not comply with the electronic device regulations will be dismissed from class.

Students who do not comply with the electronic device regulations while in the laboratory setting maybe dismissed from the laboratory and will receive a U grade for the day.

Students who do not comply with the electronic device regulations while in the clinical setting may be dismissed from the clinical setting.









## **Nursing Program Clubs**

### **WNC 2<sup>nd</sup> Year Nursing Club**

All second-year students are members of the ***Second Year Nursing Club***, which is governed by its officers, which include a president, vice-president, secretary and treasurer. The club is assigned a faculty advisor who guides the club to function under the required guidelines of ***Associated Students of Western Nevada*** (ASWN). Guidelines include an annual submission of club by-laws and position descriptions of the officers during the month of September. Kathy Cocking serves as the club advisor and Heather Reardon serves as co-advisor.

The purpose of the nursing clubs is to provide an opportunity for all nursing students to:

- Identify class goals
- Identify class service projects.
- Identify and discuss concerns and questions related to their learning experiences.
- Decide on student activities and fundraisers.
- Assist the Director and faculty to plan and organize the Pinning Ceremony.

### **National Student Nurses Association (NSNA)**

All currently enrolled nursing students as well as pre-nursing students at WNC have the opportunity for membership in the WNC ***National Student Nurses Association***. The organization, with a membership of 60,000 students nationwide, serves to mentor the professional development of future registered nurses and to facilitate their entrance into the profession by providing educational resources, leadership opportunities and career guidance. Students are elected to the offices of President, Vice President, Secretary and Treasurer. Lisa Dunkelberg serves as the club advisor and Irene Jen Schiller serves as co-advisor.

### **WNC Club - Associated Students of Western Nevada**

All students enrolled at the college are members of the Associated Students of Western Nevada (ASWN). The association serves as a representative body for the students at WNC to address student concerns and create awareness of WNC student needs. Student representatives are located in the Joe Dini Student Center.

**Note: A nursing student may hold one officer position in sanctioned WNC ASWN clubs, which include the nursing clubs.**







**SECTION VIII  
GENERAL INFORMATION**

**Change of Name, Address, and Telephone Numbers (home, cell, work)**

Any change of name, address, or telephone number must be immediately reported to the Nursing and Allied Health Office, and Admissions and Records. Accurate information must be on file in order for the offices to contact students in a timely manner in the event of an emergency and to ensure records are in order.

**Communication with Nursing Students**

The Office of Nursing & Allied Health will use the **email system** to contact students regarding a variety of topics, including requested health information

# Appendices



**APPENDIX B**

## APPENDIX C

### **Nursing and Allied Health Blood-borne Pathogen Exposure and Prevention Policy for Students**

The Nursing and Allied Health Division has developed a *Blood-borne Pathogen Exposure and Prevention Policy* in compliance with the Occupational Safety and Health Administration (OSHA) Standards. The policy is intended to provide direction to students and faculty to help prevent exposure to blood borne pathogens and to provide guidance should such exposure occur.

If an exposure occurs at a clinical site, the blood borne exposure and prevention policy in effect at the clinical site will take precedence over WNC's blood borne exposure and prevention policy. However, the program must also follow the WNC blood borne pathogen exposure and prevention policy outlined below.

#### **Purpose and Policy**

The purpose of this policy is to reduce the risk of student exposure to air and body substance pathogens such as, but not limited to tuberculosis, Hepatitis B Virus (HBV), Hepatitis C Virus (HCV), and the Human Immunodeficiency Virus (HIV).

**Standard Precautions** is an approach to infection control that requires the application of blood and body fluid precautions for all patients and patient specimens regardless of diagnosis. Standard precautions will be the minimum standard of practice throughout courses offered in the Nursing and Allied Health Division at WNC where blood borne pathogen exposure could occur.

#### **Methods of Compliance**

Students must become familiar and comply with the WNC Blood-borne Pathogen Exposure and Prevention Policy. Students must also become familiar and comply with the exposure plan (needle stick policy) of the clinical sites to which they are assigned. Should a potential blood-borne pathogen injury occur at a health care institution, the policy of the health care institution will be followed as it pertains to testing and initial treatment.

#### **Prevention of Blood-borne Pathogen Exposure:**

##### **Education and Training in Standard Precautions and Body Substance Isolation**

#### **Procedures:**

Students will be required to participate annually in Blood-borne Pathogen Exposure Prevention and Control Class. The student must also have satisfactorily demonstrated skill in using protective equipment and procedures before receiving a patient care assignment.

Annual education sessions are mandatory. Special training sessions may be set up prior to entering any clinical rotation.

#### **Vaccines: Prior to admission into the nursing program, students are required to submit evidence of having received:**

Two **MMR** immunizations (for rubella, rubeola and mumps).

Students may evidence immunity to measles, mumps and rubella through submission of positive titers for rubeola, rubella and mumps.

One dose of **tetanus** vaccine within the last 10 years (must be TDAP or DTAP).

At least two doses of **Hepatitis B** vaccine prior to the start of clinical experiences. The third dose of Hepatitis B vaccine must be on file prior to the start of the 2<sup>nd</sup> semester.

Note: Students may sign a declination form in lieu of the Hepatitis B vaccine.

Proof of immunity by immunization (2 doses) is required for Varicella (chicken pox)

Annual TB screening results. If a positive TB screening occurs, students are required to submit evidence of a negative chest x-ray.

Students are required to submit proof of receipt of a flu vaccine by the date identified by health care facilities. Date is generally around October 1<sup>st</sup>.

#### **Student Acceptance of Clinical Assignment**

Students who have received formal classroom instruction in blood-borne pathogen exposure control and can satisfactorily demonstrate knowledge and skills requisite for such care are expected to accept clinical

assignments to meet the course objectives. The decision to exempt a student from clinical experience will be made on a case-by-case basis by the faculty responsible for the clinical course.

**Insurance:**

All students must hold major medical /surgical health insurance upon entering and throughout their enrollment in the nursing program. It is the student's responsibility to obtain and pay for this insurance, as well as to understand the benefits and limitations of any insurance policy they maintain or is maintained on their behalf.

**HIV Screening**

The Western Nevada College Division of Nursing and Allied Health will not undertake any program of screening faculty or students for antibody to HIV. Any student or faculty wishing to be tested will be referred to his/her private physician.

**Accidental Exposure Incidents**

A student in the WNC Division of Nursing and Allied Health who has exposure to blood, body fluid or other potentially infectious material to non-intact skin or mucous membranes from a needle stick, sharps injury or other cause must immediately:

- Wash needle stick and cuts with soap and water
- Flush splashes to the nose, mouth or skin with copious amounts of water
- Irrigate eyes with clean water, saline or sterile irritants
- Remove soiled personal protective equipment and/or clothing

After washing, flushing and/or irrigating the exposed area, the student must immediately:

- Notify the appropriate registered nurse at the clinical facility
- Notify clinical faculty who will then notify the supervisor within the healthcare facility. (If there is a witness to the incident, have them do this immediately if possible.)
- Identify the source of the exposure.









warranted, but immediate transportation home is necessary, transportation arrangements will be made for the student. The cost of the transportation will be the responsibility of the student.

- At the meeting, documented evidence of impaired classroom, learning skills laboratory or clinical performance will be reviewed with the student and the student will have an opportunity to provide an explanation.
- If the cause of the impaired performance is satisfactorily explained to the college, the student may be permitted to return to the classroom, learning skills laboratory or clinical area at the discretion of the Director of Nursing and Allied Health or her designee.

**APPENDIX F**

**CLINICAL RELATED INCIDENT/ACCIDENT FORM**

An incident/accident is any event that is not consistent with the routine operation of the hospital/agency, or with the routine care of a patient. It may be an incident/accident or a situation, which might result in an accident or injury.

Student's Name: \_\_\_\_\_ Date: \_\_\_\_\_ Course #: \_\_\_\_\_

Location of Clinical Related Incident/Accident (Health care agency and room/unit)  
\_\_\_\_\_

Describe incident/accident in detail, and any resulting injuries:  
\_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_

Reported to: \_\_\_\_\_ Date: \_\_\_\_\_ Time: \_\_\_\_\_

Physician notified: \_\_\_\_\_ Was person seen by doctor? \_\_\_\_ Yes No \_\_\_\_

List witnesses:  
\_\_\_\_\_

Action taken/treatment ordered:  
\_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_

Analysis of what could/should be done to prevent incident/accident in the future:



**APPENDIX H****STUDENT LEARNING CONTRACT: CLINICAL/LABORATORY FORM****Student's Name:** \_\_\_\_\_ **Faculty:** \_\_\_\_\_**Course/Section Semester Year:** \_\_\_\_\_**Goal:** To satisfactorily meet the clinical/lab objectives for the nursing course**Criteria:** Unsatisfactory progress in meeting clinical/lab objectives**Assessment: (circle those that apply)**

- Unable to apply prior knowledge and skills
- Unable to apply theory content to clinical situations
- Unsafe nursing practice (potential or actual patient harm)
- Unprepared for clinical
- Pattern of repeated errors
- Scope of practice issues/concerns
- Unprofessional socialization into role of nursing issues
- Unprofessional conduct
- Does not follow directions
- Work obligation, e.g., hours worked/time of day work

**APPENDIX I**





**APPENDIX K**  
**AUTHORIZATION TO RELEASE INFORMATION FORM**

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

As a student enrolled in the Nursing Program at Western Nevada College, I give permission to the program to release the following information to health care organizations with which the college affiliates.

TB Skin test, TB blood test, or chest x-ray results

Verification of required immunizations

Verification of holding current American Heart Association Healthcare Provider CPR certification

Verification of holding current health insurance

Verification of an acceptable background check and drug screen

\_\_\_\_\_  
*(Print Name)*

**APPENDIX L**  
**WAIVER OF LIABILITY FORM**

I have received and read the Disclosure of Exposure to Potential Health Risks. By participating in the clinical program, I waive any and all claims and causes of action, present and future, against the Board of Regents of the Nevada System of Higher Education and Western Nevada College, and their respective officers, agents and