Dear Student,

Welcome to the Associate Degree Nursing Program of Salt Lake Community College. We are pleased to welcome you to the program and excited that you have chosen to pursue your education in Nursing. It is our goal as educators that the degree that you receive here not only begins your educational journey, but also assists you in establishing professional contacts within the health care industry and community.

The following handbook was created to provide you information about the SLCC Nursing Program, policies and guidelines, and professional practice standards. The handbook also outlines the expectations regarding your role as a student both in the nursing program and at Salt Lake Community College and as you participate in community clinical placements.

Please read the information carefully. You will be held accountable for adhering to the policies and procedures found within this document in addition to SLCC policy and procedures. There is a form at the end of the document that you will be asked to sign indicating that you have read the Nursing Student Handbook and the SLCC Student Code of Conduct and that by signing you agree to abide by the stated guidelines and procedures. Failure to adhere to the stated guidelines could result in probation or removal from the Nursing program.

Please let us know if you have any questions or concerns. You can reach the nursing department at 801-957-6233. There is also a suggestions box available at the front desk of the nursing department for comments. Updates of the handbook will be made through announcements, and on CANVAS. The Nursing Student Handbook can be obtained at http://www.slcc.edu/nursing/resources.aspx

The faculty and instructors wish each student a successful and rewarding experience. If you have questions regarding any information contained in this handbook, please do not hesitate to contact us.

Sincerely,

Associate Dean of Nursing, Faculty and Staff
CHAPTER 1: NURSING PROGRAM OVERVIEW
Salt Lake Community College Nursing Program Description

The Practical Nursing Program at SLCC started in 1948 and has been in continuous existence since that time. Permission to begin an Associate of Applied Science Registered Nursing Program was given by the Utah State Board of Regents October, 1988, with instructions to admit the first class in September, 1989. The first class of ADNs graduated in June, 1991.

The program is two years (4 semesters, summers not included). Successful completion of the course of study awards the student an Associate of Applied Science (AAS) degree and enables the student to apply for and take the National Council Licensure Examination (NCLEX), which is needed to become a Registered Nurse (RN). Each semester of study includes didactic and lab/clinical coursework. Our Nursing Arts Lab provides opportunities to practice patient care safely, using proper equipment without fear of real life consequences. This unique, state-of-the-art center specializes in interactive learning through the use of life-like scenarios, computerized manikins, and hands-on, practical learning to simulate hospital, clinical, and long-term care settings.

Clinical placements provide students the opportunity to apply knowledge gained in didactic and lab settings in real world practice working with health care professionals. The culmination of clinical experience is a capstone experience in the final semester of study. Capstone experiences are assigned based on placement availability, facility guidelines and student requests. The clinical placement agencies make the final determination about accepting students for placement in their facility. Because nursing serves the community at large, we believe it is important that students build strong community relationships and engage in serving the community. Each student is required to participate as a volunteer with a community partner throughout the nursing program. In addition, each semester has courses which are designated as service learning courses for those students who are pursuing distinction as civically engaged scholars.

The program also offers an Advanced Placement option. This is for students who have completed a practical nursing program and are licensed as a practical nurse (LPN) in Utah. This course of study allows students to enter into the traditional course of study at the third semester to complete the AAS degree of study.

The Nursing Advisor is available to provide information for students’ wishing to pursue advanced degrees. http://www.slcc.edu/nursing/advising.aspx

NURSING MISSION

Our Mission:
We provide affordable nursing education empowering students to gain specific knowledge, skills and attitudes to deliver safe high quality care for patients. Nursing Faculty recognize that quality and safety can best be ensured by focusing on patient-centered care, cultural diversity, teamwork and collaboration, evidence based practice, quality improvement, safety, and informatics.

NURSING PHILOSOPHY

Professional nursing practice is grounded in the biological, psychological, sociological, and spiritual sciences. It is devoted to promoting, maintaining, and restoring the health of individuals, families, and selected groups as well as supporting a peaceful, dignified death. Registered nurses are members of the health care team and as such, care for diverse individuals and families across the lifespan in a variety of inpatient and community-based settings by providing culturally sensitive, individualized, patient centered care.

Registered nurses recognize that interdisciplinary collaboration among health care professionals is critical to delivering safe, quality patient care. Ongoing quality improvement activities are performed in concert with other members of the health care team. Application of evidence based practice, skills in informatics, and patient care technology is essential to the delivery of quality care while ensuring safety.

Professional values guide interactions with individuals, families, and the health care team. RNs demonstrate professional conduct by exhibiting accountability for their actions, practicing within their scope of practice, and
assuming legal responsibility for the care they provide. RNs uphold their commitment to the public by adhering to an established code of ethics, which provides a context for making judgments and offers guidelines for maintaining **professionalism**.

The major roles of the RN include provider of nursing care, coordinator of patient care, and member of the nursing profession. As providers of care, RNs promote wellness, identify current and emerging patient problems, and function as advocates for individuals, families, and selected groups. In addition, RNs manage patient care using clinical judgment, incorporating the nursing process and caring as essential tools. As coordinators of care, RNs communicate, collaborate, and provide leadership within the interdisciplinary health care team to promote and maintain patient health and ensure continuity of care. They provide **patient education** to achieve positive clinical outcomes.

As members of the profession, RNs are accountable for maintaining professionally established standards of nursing practice, adhering to practice regulations specified by each respective state, as well as adhering to established legal and ethical directives. Lifelong learning is a means of assuring that practice is continually based on current knowledge. In addition, continued formal education provides an opportunity for personal advancement within the profession.

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**Program Student Learning Outcomes mapped to SLCC College-Wide Student Learning Outcomes.**

<table>
<thead>
<tr>
<th>1. Acquire substantive knowledge</th>
<th>5. Become a community engaged learner</th>
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<tbody>
<tr>
<td>2. Communicate effectively</td>
<td>6. Work in a professional &amp; constructive manner</td>
</tr>
<tr>
<td>3. Develop quantitative literacies</td>
<td>7. Develop computer &amp; information literacy</td>
</tr>
<tr>
<td>4. Think critically &amp; creatively</td>
<td>8. Develop lifelong wellness</td>
</tr>
</tbody>
</table>

**End-of-Program Learning Outcomes**

<table>
<thead>
<tr>
<th>SLCC CWSLO #</th>
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<tr>
<td>#</td>
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<tr>
<td>Integrate nursing that is patient-centered, caring, culturally sensitive and based on the physiological, psychosocial and spiritual needs of patients.</td>
</tr>
<tr>
<td>Collaborate with members of the Inter-professional health care team to promote continuity of patient care and achievement of optimal outcomes.</td>
</tr>
<tr>
<td>Use best current evidence, expert opinion, and clinical expertise as a basis for nursing practice and clinical judgment.</td>
</tr>
<tr>
<td>Promote the development and implementation of quality improvement strategies to advance health care services.</td>
</tr>
<tr>
<td>Provide a safe environment for patients, self, and others.</td>
</tr>
<tr>
<td>Integrate information technology resources into the provision of patient care.</td>
</tr>
<tr>
<td>Develop and implement health-related education to patients that will facilitate their acquisition and reinforcement of knowledge and skills, adoption of new behaviors, and modifications of attitudes.</td>
</tr>
<tr>
<td>Use leadership skills in the management of safe, quality patient care.</td>
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<tr>
<td>Analyze the interrelationship of microsystems within a healthcare-related microsystem and its impact patient care.</td>
</tr>
<tr>
<td>Use verbal and nonverbal communication that promotes an effective exchange of information, shared decision making, patient satisfaction, and achievement of optimal patient outcomes.</td>
</tr>
</tbody>
</table>
CHAPTER 2:  POLICIES AND GUIDELINES
**General Guideline for Course of Study**

1. The program provides both general and technical education for all nursing students, including practical nurses to earn an Associate of Applied Science Degree in Registered Nursing. The AAS program for nursing is 62 credit hours. This includes pre-requisites, co-requisites and program course work. All prerequisite and co-requisites must be completed with a C or better and nursing courses must be completed with a minimum grade of 78% (C+) to be eligible to progress from one semester to the next semester and to graduate from the nursing program.

2. Students are graded on proctored exams, quizzes, classroom assignments and projects. The grading scale is as follows:

   **Nursing Department Grading Scale**
   
<table>
<thead>
<tr>
<th>Grade</th>
<th>Percentage</th>
</tr>
</thead>
<tbody>
<tr>
<td>A</td>
<td>95-100</td>
</tr>
<tr>
<td>A-</td>
<td>90-94</td>
</tr>
<tr>
<td>B+</td>
<td>87-89</td>
</tr>
<tr>
<td>B</td>
<td>83-86</td>
</tr>
<tr>
<td>B-</td>
<td>80-82</td>
</tr>
<tr>
<td>C+</td>
<td>78-79</td>
</tr>
<tr>
<td>C</td>
<td>75-77</td>
</tr>
<tr>
<td>C-</td>
<td>71-74</td>
</tr>
<tr>
<td>D+</td>
<td>67-7</td>
</tr>
<tr>
<td>D</td>
<td>64-66</td>
</tr>
<tr>
<td>F</td>
<td>Below 64</td>
</tr>
</tbody>
</table>

3. The nursing program faculty believes that didactic and clinical are integrated. The didactic informs clinical practice and clinical practice informs the didactic for corresponding courses. Therefore, any student failing clinical will receive no better than a “C” grade the corresponding didactic course. Any student earning below a “C+” in didactic will receive no better than a “C” grade in the corresponding clinical course. In the event that either didactic or clinical are not passed with a “C+” or better, both corresponding didactic and clinical courses will have to be repeated concurrently.

4. Experience has demonstrated that student success increases with student attendance in didactic, lab and clinical. For this reason, **attendance is mandatory** for successful completion of the nursing program.

5. General semester orientation is held the first day of the semester for all students. Students will receive clinical and schedules during orientation, meet faculty and have opportunities to ask questions.

6. Upon acceptance into the nursing program, students will be given specific information regarding a drug-screening test and criminal background check. The expenses of these requirements are additional student costs.

   a. The clinical placement agencies make the final determination about accepting students for placement in their facility, and may decline to have students placed at their facility, based on the criminal background record of the student. The latter may cause the student not to be able to complete all of the program requirements.

   b. **Due to contracts and regulation with some of our clinical partners, there may be additional tests or screens that you will be required to complete in a timely manner to be placed at that facility per our contract agreement with the particular facility. You will be notified of these as a part of the placement process. If you choose not to complete these additional tests, you will be placed at another facility. ***If another facility placement is unavailable this may lead to a delay in program progression and or failure of a course.**
7. Students accepted into the nursing program must meet the same health and safety requirements that the participating clinical facilities require of their own employees. Students who require additional assistance or consideration should evaluate the physical requirements of the profession to evaluate compatibility.

LPN Licensure

Students who wish to complete their LPN licensure may do so after successful completion of the first year of study and successful completion of Nursing 1250 LPN NCLEX Prep Course. This 2 credit hour class identifies the different roles and regulations for the LPN. Students also receive additional clinical experience through a 45-hour capstone experience.

Required Courses for AAS Degree of Nursing

Prerequisites The following (5) courses and corresponding labs must be completed before applying to the nursing program. Each graded course or lab must be completed with a C grade or better. Prerequisite requirements are as follows:

- MATH 1010 Integrated Algebra (QS)
- BIOL 1610 College Biology I (LS)/BIOL 1615 College Biology I Lab
- BIOL 2320 Human Anatomy/BIOL 2325 Human Anatomy Lab
- BIOL 2420 Human Physiology/BIOL 2425 Human Physiology Lab
- CHEM 1110 Elementary Chemistry/CHEM 1115 Elementary Chemistry Lab

Note:
- Math, Chemistry and College Biology can be taken concurrently.
- Human Physiology and Anatomy can be taken concurrently.

Required Support Courses: Although not mandatory, it is strongly urged that support courses be completed before applying for the nursing program. Support courses not completed before admission to the nursing program must be completed prior to beginning the 3rd semester of the nursing program (with a C or better). Required Support Courses must be completed prior to beginning the third semester and include:

- ENGL 1010 Intro to Writing (EN)
- PSY 1100 Lifespan Human Growth and Development (SS) or FHS 1500 Lifespan Human Development (SS)

Nursing Course of Study for Students Enrolled Fall 2016 or later

First Semester

- NURS 1100 Foundations of Nursing
- NURS 1110 Health Assessment
- NURS 1120 Pharmacology
- ***NSG 1130 - Pathophysiology

***Can either be taken prior to entrance into the program (Strongly Suggested). Successful completion is required for progression to the second semester of study.

Second Semester

- NURS 1200 Medical Surgical Nursing I
- NURS 1210 Mental Behavioral Health Nursing
Third Semester

- NURS 2300 Medical Surgical Nursing II
- NURS 2310 Maternal, Newborn, and Pediatric Nursing

Fourth Semester

- NURS 2400 Medical Surgical Nursing III
- NURS 2410 Transition to Professional Nursing Practice

Students enrolled in the nursing program are not required to take either communications (CM) or Human Relations (HR) courses as these threads are embedded into the nursing courses curriculum. Students learn basic communication skill in the beginning level courses and additional content is added with each course including group dynamics, group communication, therapeutic and non-therapeutic patterns of communication.

Estimated Cost of Nursing Program

For estimated cost of the program to students please refer to the SLCC Catalog for the most current information. 
http://catalog.slcc.edu/preview_program.php?catoid=10&poid=3598&hl=nursing&returnto=search

Advanced Placement Admissions Process (LPN TO RN)

The program offers an Advanced Placement option. This is for students who have completed a practical nursing program and are licensed as a practical nurse in Utah. This option is available for persons to return to complete an AAS degree as well as traditional students excused from the nursing program due to course failures.

The following admission criteria must be met before the applicants will be accepted into the program.

1. Be admitted to SLCC as a matriculated student.
2. High School Graduate or equivalent.
3. For transfer credit, submit OFFICIAL, SEALED transcripts for ALL colleges and universities where prerequisite course work has been completed. Send to:
   
   SLCC Incoming Transcripts
   4600 South Redwood Road
   P.O Box 30808
   Salt Lake City, UT 84130-0808

4. Also, a request to have an OFFICIAL evaluation of student’s transcript must be submitted to the SLCC Incoming Transcript Office. The form is located at
   
   http://www.slcc.edu/student/transfer/transcripts.aspx

   This process may take 4-6 weeks and must be completed before a student’s application will be considered.

5. All general education and science support classes must have a “C” or better.
6. Complete Pathophysiology (NURS 1130) with at least C+ or better.
7. Copy of current LPN License.

SLCC retains the right to re-evaluate or retest students coming from non-ACEN accredited programs and nursing programs that differ from SLCC.
8. Submit completed application and required documentation to the Health Sciences Admissions Office. For specific information regarding admission requirements, please go to the website at http://www.slcc.edu/nursing/futurenursing-students.aspx

**Students accepted into the program will be required to take a transition course either before beginning course of study in third semester or concurrently with third semester courses.**

**RN-BS:**
We strongly encourage interested students to consult with the SLCC RN program advisor, Deron Hutchinson, at (801) 957-6215 Students who anticipate transferring to a four year institution in pursuit of a (BSN) Bachelors of Science in Nursing should also refer to the Associate of Science degree in Health Sciences w/Nursing Option. These students should also consult with an Academic Advisor for assistance with planning.

**Salt Lake Community College Policies and Procedures**

<table>
<thead>
<tr>
<th>Policy</th>
<th>Description and Rationale</th>
<th>Location</th>
</tr>
</thead>
<tbody>
<tr>
<td>Disability Resources Center (DRC)</td>
<td>DRC facilitates inclusion and equal access for all students and the purpose is to provide accommodations to students with disabilities, and offer reasonable accommodations, as determined by the Disability Resource Center on a case-by-case basis in accordance with federal and state laws</td>
<td><a href="http://www.slcc.edu/drc/services.aspx">http://www.slcc.edu/drc/services.aspx</a></td>
</tr>
<tr>
<td>Student Code of Conduct</td>
<td>The student code of conduct serves to establish expectations of the students at SLCC. Students are expected to know and follow the guidelines in the code of student conduct that generally parallel the School's overall mission and objectives</td>
<td><a href="http://www.slcc.edu/policies/docs/Student_Code_of_Conduct.pdf">http://www.slcc.edu/policies/docs/Student_Code_of_Conduct.pdf</a></td>
</tr>
<tr>
<td>Title IX</td>
<td>Prohibits sexual discrimination in public Schools. SLCC complies with federal law enforcing Title IX laws</td>
<td><a href="http://www.slcc.edu/title-ix/index.aspx">http://www.slcc.edu/title-ix/index.aspx</a></td>
</tr>
<tr>
<td>Learning Support and Tutoring Services</td>
<td>SLCC offers learning support and tutoring services free of charge to SLCC students enrolled in any class at the College</td>
<td><a href="http://www.slcc.edu/tutoring/">http://www.slcc.edu/tutoring/</a></td>
</tr>
<tr>
<td>Advising and Counseling Support Services</td>
<td>Advising and Counseling Support Services provide support for students enrolled in any class at the College. Provides resources to students who need help with course work plans, and academic planning</td>
<td><a href="http://www.slcc.edu/academicadvising/">http://www.slcc.edu/academicadvising/</a></td>
</tr>
<tr>
<td>Drop or Withdraw Class</td>
<td>Classes may be dropped from classes during 20% of the term. Drop deadlines are published in the academic calendar so students have time to drop or withdraw within the deadline period.</td>
<td><a href="http://www.slcc.edu/registrar/registration/drop-withdraw.aspx">http://www.slcc.edu/registrar/registration/drop-withdraw.aspx</a></td>
</tr>
<tr>
<td>Financial Aid</td>
<td>The purpose of the Office of Financial Aid &amp; Scholarships is to educate students on the types of financial aid available. As part of this</td>
<td><a href="http://www.slcc.edu/financialaid/">http://www.slcc.edu/financialaid/</a></td>
</tr>
</tbody>
</table>
education, the office assists students in completing the Free Application for Federal Student Aid (FAFSA) and informing them of the requirements to keep financial aid.

| FERPA | The Family Educational Rights and Privacy Act (FERPA) is in place to ensure that SLCC will maintain the confidentiality of student education records. | http://www.slcc.edu/registrar/ferpa.aspx |

**Student Code of Conduct**

The following guidelines and links are policies and procedures set by Salt Lake Community College. They allow faculty and students alike to function in a balanced educational environment. The SLCC Student Code of Conduct is the Code that identifies acceptable behavior by students while pursuing their education, interacting with peers, faculty and staff.

Please be familiar with the Student Code of Conduct as all students are held to the guidelines listed. You will be asked to sign a form identifying that you have read and understood the Code.

Nursing students are held not only to the standards discussed in the Student Code of Conduct but to the professional standards within the Nurse Practice Act. The professional conduct for nursing students includes acts, knowledge, and practices which through professional experience have become established by practicing nurses and educators as reasonable and necessary for the protection of the public interest. Students whose conduct does not meet the established criteria may be asked to leave the nursing program.


**Professional Classroom Conduct**

Professional Conduct in the classroom optimizes the learning environment by showing respect for faculty and peers and a commitment to the educational process. The college has addressed several factors which can affect the learning environment and the individual student’s experience. When a student’s conduct varies from those standards set as acceptable, SLCC has provided Guidelines for Faculty in Dealing with Disruptive or Threatening Students within the classroom.

Disruptive behavior could include:

- Cellular phones and electronic devices not silenced or used inappropriately during class.
- Student arriving late or leaving early in a conspicuous manner.
- Non-participative talking or other disruptive activities in class.

**Disruptive or Threatening Students**

The following guidelines have been given to faculty to follow if students are viewed as disruptive or threatening.

If a student is being disruptive in class:

- Remind the student that this is a learning community and that his/her behavior is disrupting the learning environment. Ask the student to stop the disruptive behavior.
• If the behavior continues, ask the student to leave the class and let him/her know that they cannot return until an appropriate resolution can be determined
• The faculty member, department and/or division chair, academic Dean, and Dean of Students will work together within a minimum of time to resolve the incident
• Every opportunity should be given not to disrupt the student’s educational program

If a faculty member perceives a student to be acting in a threatening manner:

• Ask the student to leave the classroom immediately
• Contact Public Safety for assistance (801-957-3800)
• Notify your department and/or division about the incident
• The faculty member, department and/or division chair, academic Dean, and Dean of Students will work together within a minimum of time to determine what, if any, additional action needs to be taken to resolve the incident
• Please remember that a student can be temporarily removed from the class pending the outcome of an investigation into his/her behavior

Wireless Devices in the Classroom:

The advent of technology use in the classroom as an instructional tool has caused both opportunities and distractions. The expectations for this course are that you are engaged and present during class time, which means that you will be free from technological distractions.

Research has shown that these distractions cause individual inattentiveness and can make it difficult for others to stay focused on the immediate discussions. The following policies are in effect during our time together:

1. Cell phones, iPods, pagers, High-Resolution DVR Spy Pens with webcam and microphone or any other technological device (excluding DRC authorized devices) that may distract from the class should be silenced before entering the classroom and may not be on the desk during class or exams. If you have an emergency and must use your cell phone, please exit the classroom to take the call. If you are discovered reading/sending text messages during class, you could be asked to leave the class and will be counted absent for that class session.

2. You are expected to engage in discussion for the class. You may use your computer to access your textbook, take notes, and research the discussion topic. However, some students may find it difficult to refrain from reading emails, surfing the web, and engaging in other activities not related to the class. Therefore, if you are discovered engaging in computer activities not directly related to the class, you will be asked to leave the class and will be counted absent for that class session.

3. You may not record, photograph or publish information from the class without written authorized use from the instructor. If used without authorization you have violated PRIVACY/INTELLECTUAL PROPERTY RIGHTS.

Title IX: Title IX of the Educational Amendments of 1972 prohibits discrimination based on sex in any educational institution that receives federal funding. Salt Lake Community College does not tolerate sex discrimination of any kind including: sexual misconduct; sexual harassment; relationship/sexual violence and stalking. These incidents may interfere with or limit an individual’s ability to benefit from or participate in the College’s educational programs or activities. If you have questions or concerns regarding your rights or responsibilities, or if you would like to file a Title IX complaint please contact:

Kenneth Stonebrook, J.D.
Title IX Coordinator

(801) 957-5027 ken.stonebrook@slcc.edu Online Reporting Form: http://www.slcc.edu/eeo/title-ix/complaint.aspx
Students may also report incidents to an SLCC faculty or staff member, who are required by law to notify the Title IX Coordinator. If a student wishes to keep the information confidential, the student may speak with staff members of the Center for Health and Counseling, (801) 957-4268. For more information about Title IX, go to: http://www.slcc.edu/eeo/title-ix/index.aspx

American Disabilities Act (ADA)

Students with medical, psychological, learning or other disabilities desiring accommodations or services under ADA should contact the Disability Resource Center (DRC). The DRC determines eligibility for and authorizes the provision of these accommodations and services for the college. Please contact the DRC at the Student Center, Suite 244, Redwood Campus, 4600 So. Redwood Rd, 84123. Phone: (801) 957-4659, TTY: 957-4646, Fax: 957-4947 or by drc@slcc.edu.


FERPA notice:
The Family Educational Rights and Privacy Act of 1974 (FERPA) initially called the Buckley Amendment, governs the release of records maintained by an institution of higher education and access to student records, including requests for information from parents, guardians, spouses or others as designated by the student. Generally, without a student’s written consent, Salt Lake Community College may not disclose information from a student’s educational record. For additional information regarding FERPA, please go to http://www2.ed.gov/ferpa/

Grievance procedure policy

It is important for the student to follow the appropriate lines of communication in the nursing program for successful resolution of issues. Students should communicate concerns about any didactic or clinical situation with the faculty of record. If the issue is unresolved, students may seek further assistance through the Associate Dean of Nursing. See the Student Code of Conduct for more information at http://www.slcc.edu/policies/docs/Student Code of Conduct.pdf

Salt Lake Community College has a strong prohibition against RETALIATION! The college does not tolerate acts of retaliation against anyone for engaging in filing a complaint or participating in an investigation.

Important Information for Students

General Education Regardless of your major, General Education courses build a foundation of broad knowledge and skills that help you in your further career and life. http://www.slcc.edu/gened

General Learning Support & Tutoring Services provide support for SLCC students enrolled in any class at the College. All resources are provided free-of-charge. Ask your instructor about discipline-specific learning support and tutoring services.

The Tutoring and Learning Centers provide free assistance in Math, Science, Accounting, CSIS and Allied Health Classes at 6 campus locations. https://www.slcc.edu/tutoring
The **Student Writing Center** provides in-person and online feedback on all writing assignments. [http://www.slcc.edu/swc](http://www.slcc.edu/swc)

The **Academic Literacy Center** provides tutoring in reading and conversation. [https://www.slcc.edu/english/academic-literacy-center.aspx](https://www.slcc.edu/english/academic-literacy-center.aspx)

**Library Services** provides research help, print and online resources, computers and study space. [libweb.slcc.edu](http://libweb.slcc.edu)

The **ePortfolio Lab** provides drop-in assistance for all ePortfolio questions. [http://eportresource.weebly.com/](http://eportresource.weebly.com/)

**eLearning Support** provides support for navigating online and hybrid classes. [https://slcc.instructure.com/courses/297606](https://slcc.instructure.com/courses/297606)

The **Business Resource and Innovation Center** provides tutors and a study space for students in Business and CSIS courses. Located in BB 226 on Taylorsville-Redwood Campus.

**Advising and Counseling Support Services** provide support for students enrolled in any class as the college.

The **Center for Health and Counseling** provides health care, mental health counseling, massage therapy services and healthy lifestyle programs. [http://www.slcc.edu/cht/index.aspx](http://www.slcc.edu/cht/index.aspx)

**Veterans’ Services** assists hundreds of students in using their VA education benefits each semester. [http://www.slcc.edu/veterans](http://www.slcc.edu/veterans)

**Academic and Career Advising** helps students plan, explore, make decisions, access resources and evaluate their academic and career goals. And the Academic Achievement Center helps students achieve GPA requirements for graduation.

[https://www.slcc.edu/academicadvising](https://www.slcc.edu/academicadvising)

[https://www.slcc.edu/academic-achievement-center/index.aspx](https://www.slcc.edu/academic-achievement-center/index.aspx)


### Nursing Program Policies

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<tr>
<th>Policy</th>
<th>Description and Rationale</th>
<th>Location</th>
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<tbody>
<tr>
<td>Admission Requirements and Prerequisite Coursework</td>
<td>The Nursing program has a very specific identified policy for admission to the program, which differs from the College as the College has an open-door policy. The rationale for this is related to the rigor and the competitiveness of the program. These requirements are published in the catalog, on the website and in recruitment material and are followed consistently.</td>
<td><a href="http://www.slcc.edu/nursing/resources.aspx">http://www.slcc.edu/nursing/resources.aspx</a></td>
</tr>
<tr>
<td>Test of Essential Skills (TEAS)</td>
<td>The Test of Essential Academic Skills (TEAS) is used as part of the</td>
<td><a href="https://www.slcc.edu/hs/admissions/docs/health-sciences-admissions-guide.pdf">https://www.slcc.edu/hs/admissions/docs/health-sciences-admissions-guide.pdf</a></td>
</tr>
<tr>
<td>Academic Skills (TEAS)</td>
<td>admissions process by the SLCC Nursing program. Students must pass the TEAS to be admitted into the Nursing Program</td>
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<tr>
<td>Graduation Requirements</td>
<td>SLCC requires that students have a minimum of 61 credits for AA and AS degrees. Candidates for the Associate Degree in Nursing must earn a minimum of 68 credits. The additional biological/psychosocial sciences are integral courses in the Nursing curriculum to meet patients’ safety needs.</td>
<td><a href="http://catalog.slcc.edu/preview_program.php?catoid=10&amp;poid=3598">http://catalog.slcc.edu/preview_program.php?catoid=10&amp;poid=3598</a></td>
</tr>
<tr>
<td>Grading Policies and Progression</td>
<td>Nursing students must pass all Nursing program courses with a “C+” or higher (for Nursing courses, this is 78%). Students must also pass the corresponding clinical to pass the class. NURS 1210 and NURS 2310 require an ATI Mastery exam to continue in the program. NURS 2410 requires students to take an ATI Predictor exam and achieve a level 2 to graduate from the program</td>
<td><a href="http://www.slcc.edu/Nursing/docs/Nursing-student-handbook.pdf">http://www.slcc.edu/Nursing/docs/Nursing-student-handbook.pdf</a></td>
</tr>
<tr>
<td>Clinical Participation Requirements</td>
<td>The purpose of this policy is to provide a safe working and learning environment for patients, and students in the clinical setting. There are clinical requirements the students must complete. This complies with the requirements of UDON. Utah Nurse Practice Act Rules retrieved from <a href="https://le.utah.gov/xcode/Title58/Chapter31b/58-31b.html">https://le.utah.gov/xcode/Title58/Chapter31b/58-31b.html</a></td>
<td><a href="http://www.slcc.edu/Nursing/docs/Nursing-student-handbook.pdf">http://www.slcc.edu/Nursing/docs/Nursing-student-handbook.pdf</a></td>
</tr>
<tr>
<td>Professional Dress Code</td>
<td>The SLCC Nursing uniform is worn when the student is participating in assigned clinical laboratory practice or clinical experience in health care facilities. The official Salt Lake Community College name badge is worn for all clinicals. Uniforms are worn to portray a united, professional appearance.</td>
<td><a href="http://www.slcc.edu/Nursing/docs/Nursing-student-handbook.pdf">http://www.slcc.edu/Nursing/docs/Nursing-student-handbook.pdf</a></td>
</tr>
</tbody>
</table>
Advanced Placement

The program offers an Advanced Placement option. This is for students who have completed a practical Nursing program and are licensed as a practical nurse in Utah. This allows the LPN to further their education without repetition of many successfully completed courses and allows educational completion to occur in a timely manner.

http://www.slcc.edu/Nursing/docs/Nursing-student-handbook.pdf

Dismissal from the Nursing Program

Students will be dismissed from the Nursing program for identified reasons outlined in the student handbook.

http://www.slcc.edu/Nursing/docs/Nursing-student-handbook.pdf

Alcohol and Drug Policy

The purpose of this policy is to provide a safe working and learning environment for patients, students and clinical and institutional staff in the Salt Lake Community College Division of Nursing. Healthcare organization require that students who participate in the care of patients be subject to the same standards as their employees. Accordingly, students are required to present a negative drug test to qualify for initial enrollment in the SLCC Nursing Program and later placement at clinical sites. This is also in compliance with the requirements of UDON.


Policy:

1. Applicability and Timing: For all students enrolling in the SLCC Division of Nursing Program submitting a negative drug screen will be a requirement for admission. Repeat testing may also be required for cause. A positive drug test (refusal to test is recorded as a positive test) or refusal to cooperate with any aspect of this policy, or any health system policy on substance abuse will result in disciplinary action up to and including dismissal from the program, refusal of program enrollment, or denial of clinical course progression. Instructions for testing will be given to students at nursing orientation. Failure to follow these instructions and or to test as requested will result in dismissal from the nursing program.

2. Cost: The student shall be responsible for any and all cost of urine drug screening. This includes initial testing as well as any testing for cause. https://saltlakecc.complio.com/

3. Use and Care of Information on Drug Screening: Test results will be confidential with disclosure of results provided only to approve persons involved in evaluating qualifications for continued enrollment in the SLCC Nursing Program. Because of the necessity to comply with health system policies, disciplinary action against students may be imposed without the customary mechanism of a warning and probation period.
Procedure:

1. **Applicants Responsibilities:** All students will fill out the Complio Site registration. ([https://saltlakecc.complio.com/](https://saltlakecc.complio.com/))
2. Students will purchase the Drug.Screening as instructed during Nursing Program Orientation.
3. Students will test as explained in nursing orientation. Failure to complete testing within the specific time frame WILL result in the applicant being denied admittance to the SLCC Division of Nursing Program. If an applicant is denied admission related to failure to complete drug testing the applicant will be ineligible to reapply for admission to the program for one (1) year.
4. **False or Misleading Statements:** Any false information contained on any forms pertaining to this policy will be grounds for immediate dismissal of a current student from the Program or rejection of an applicant wishing to enter the Program.
5. **Refusal to Participate in Drug Test:** If a prospective student refuses to provide a timely drug test upon entry into the program, the student’s application will be rejected and the student will be ineligible for reapplication for one (1) year. Tuition may be refunded in accordance with the College refund policy as stated in the catalog.

Results:

1. Students complete the urine drug screen at an approved site when notified.
2. If the sample is clearly negative in the screening procedure, a negative report will be sent to the SLCC Division of Nursing. No further action is required.
3. In the case of a positive test, a Medical Review Officer (MRO) will be charged with interpreting the results and contacting the applicant/student to disclose any prescription medications. If determined by the MRO that the resulting investigation has proven a negative result, no further action is required and the negative result will be sent to the Division of Nursing representative.
4. If further interpretation proves the results are positive, the MRO will notify the applicant/student and the SLCC Division of Nursing representative. The student will be terminated from the program unless a retest of the split sample is requested at the time notification of test failure is given. The student is fully responsible for the cost of this additional test.
5. If the results of the retest are still positive, the student will be terminated from the Program. Tuition may be refunded in accordance with the College refund policy as stated in the catalog.

Program Re-application

1. Student who refuse the drug test or whose test results are positive for controlled substances, must show proof that they have been evaluated by a certified substance abuse professional who determines what, if any, assistance the student needs in resolving problems associated with drug abuse/misuse.
2. Proof that the substance abuse professional is certified must be given to the SLCC Office of Risk Management.
3. Students identified as needing rehabilitation must show proof of successfully completing the prescribed program before being allowed to re-enroll in the Nursing Program.
4. This proof must be reviewed and approved by the SLCC’s contracted Medical Review Officer (MRO).
5. If re-enrollment is approved, student will be subject to scheduled drug testing throughout the duration of the program.
6. If any test is positive, student will immediately be dismissed from the Program. This delayed progression counts as the student’s one-time deferment.

Program Re-Enrollment

Students who are re-enrolling in SLCC’s Nursing Program will be required to submit documentation of a current drug test in accordance with the admission requirements and policy and procedure stated in this document. The test must be completed within 48 hours of the notification to test at an approved lab site.

Random Based Testing
The Division of Nursing may request students submit to random drug testing. Test must be completed within the specified timeframe. Refusal or failure to complete the testing will be deemed a positive test and may result in dismissal from the program.

Suspicion Based Testing
The Division of Nursing may request a student to submit to testing on a reasonable suspicion basis. The faculty member or clinical staff will approach the student if student behavior is inappropriate or questionable and will require immediate alcohol and/or drug testing. Refusal to submit to testing will be deemed a positive test and result in termination from the Program.

Definitions:
Alcohol Testing: Providing a breath test or blood test to determine the presence of alcohol

Controlled Substance: The meaning assigned by 21 USC 802 includes all substances listed on Schedule I through V, such as amphetamines, natural and synthetic opiate, marijuana, cocaine, barbiturates, methadone, benzodiazepines, and propoxyphene and their metabolites, as well as prescription drugs for which the student does not have a current prescription.

Positive drug test: Any drug test which is positive for the presence of illegal drugs, or controlled substances (not limited to the list above) for which the student does not have a current prescription. A positive drug test will also be any sample that has been altered, substituted, or diluted. Students with positive drug tests will be notified and the procedure followed as outlined in the section “Results” under procedures.

Drug: Any substance (other than alcohol) that is a controlled substance.

Social Media Policy
Students are not authorized to represent the College on any social media outlet. Social media groups SHALL NOT include the College’s name, “SLCC,” a class name, etc. unless it is an official SLCC website related to a sanctioned club through student life.

Do not post anything on social media that would be a violation of the ethical rules for the program of study. This might include class comments. Class comments should be posted to the appropriate Canvas Course. Canvas is the course delivery system and either encompasses the whole course or is an extension of the course. Please keep comments professional and appropriate.

Social media shall constitute the following but not be limited to:

- Facebook
- Twitter
- MySpace
- Instagram
- Pinterest
- LinkedIn
- Reddit

The Nursing Program has an Official Facebook Page. The name is Official SLCC Nursing Group. We encourage students to share positive experiences.

Please remember to observe HIPPA and FERPA requirements and NOT post any patient information or pictures.

Testing in the Nursing Program
The HS assessment center is in the Health Science Building on the Jordan Campus in Room 053.
http://www.slcc.edu/hs-assessment/index.aspx
Faculty will provide the date and time for each course exam at the beginning of the semester. Students should schedule so that they can take the test at the time/date identified. Late testing can result in penalties and or course failure.

A “one-time exception” may be requested for jury duty, active duty order, and death in the immediate family or student illness with valid documentation. This will be reviewed by course faculty. The request must be received by the instructor prior to the exam (except in the case of illness).

Exams for each course are administered and proctored in accordance with the stated policies of the assessment center. [http://www.slcc.edu/hs-assessment/policies.aspx](http://www.slcc.edu/hs-assessment/policies.aspx). The Health Sciences Assessment Center provides a secure area for the administration of exams. Adherence to the following rules will protect you from the perception of cheating and help ensure a fair, efficient testing experience.

You must know the official name of the class, your section and the name of the test you wish to take. Please tell the proctors if your test is a scheduled test, an open-schedule test or a make-up of a previously scheduled test.

In order to take an exam, you must present one of the following IDs at check-in:

- SLCC One Card student ID (preferred)
- Current passport
- Current driver’s license
- Current state ID

Proctors may give you specific directions, which you must follow.

You must sit in the seat assigned to you. Do not switch seats. Place the seat number in the pocket on the side of the cubicle and leave it there when you leave the testing room.

Plan ahead and come well before the Assessment Center closes. If you arrive late for an afternoon or evening test, you will not be allowed to test if half of your allotted testing time does not remain until the closing time of the Assessment Center. Regardless of what time you begin, you must end your test when the Assessment Center closes.

The test room has been scheduled by your instructor for a particular time period. If another test is scheduled for that room, you will be asked to vacate the room so the next scheduled test can take place regardless of the amount of allotted time you have remaining.

***It is the Nursing Department Policy that the student must be present in the assessment center at the beginning of the scheduled test time. Failure to be present may result in an inability to test.***

Restroom breaks during tests that last 120 minutes or less are not allowed. Please use the restroom prior to checking in. Normally, once a test has been issued, you may not leave the Assessment Center without first ending the test.

Cell phones are never allowed in the testing rooms. To ensure test integrity and a quiet environment for all, you may not bring any personal or unauthorized items into the testing room. These include, but are not limited to:

- Food
- Drinks
- Sunglasses
- Hats
- Outerwear (coats and jackets)
- Purses
- Backpacks
• Books
• Notes
• Wrist watches
• Cell phones
• Pagers
• Headphones
• Any other electronic devices
• Your own pens or pencils

Children may not accompany adults in the Testing Center.

You will be continuously monitored by video, physical walk-throughs, and through the observation window during your test. All testing sessions are audio and video recorded.

If you experience any problems during testing, quietly come out to the check-in area and speak to a proctor.

You must not talk to other test-takers or refer to their screens, testing materials, or written notes in the testing room.

Any blatant or suspected issues of academic dishonesty will be noted. You will be asked to leave an exam in progress and will be referred to your instructor for appropriate disciplinary action. (Refer to the SLCC Student Code of Conduct for additional information.)

It is expressly prohibited to disclose, publish, reproduce, or transmit any part of an exam in any form, by any means, verbal or written, for any purpose, without the express permission of your instructor or the Assessment Center staff.

When you finish your test, please leave the testing room promptly so that it can be prepared for the next scheduled exam. Take any items you brought into the testing room out with you and leave the cubicle neat and clean. Erase any marks from the white boards that you have used.

Civility

Civility is authentic respect for others requiring time, presence, engagement and an intention to seek common ground. Clark and Camosso (2008) Healthy environments are based on civility from all participants. This behavior enhances teamwork and decision-making, learning, and physical and psychological safety and well-being. Students should work to foster an atmosphere of civility as a professional in the healthcare environment.

Program Performance Issues

Students experiencing difficulties with their course work or clinical should seek help from their nursing course instructor as soon as possible. Students may also seek help from Student Advisors. Students who have failed a nursing course must meet with the nursing course faculty to discuss factors which may have contributed to the failure before attempting the course a second and final time. Students are encouraged to meet with faculty as needed to receive direction on study and testing. Students should consult with faculty regarding office hours. Students who are not meeting course or clinical expectations may have a performance plan written up by faculty which details suggestions for improvement and to increase success in the course.

Dismissal from the Nursing Program

A student will be dismissed from the nursing program for any of the following:

1. Students that fail one or more nursing courses (course prefix of “NSG”) (or in new curricular pattern Nurs) in two (2) different semesters will be notified that they have been dismissed from the nursing program. A failing grade may occur as a result of:

- Withdrawal from a nursing course after the ninth week,
- Earning less than passing grade for a theory course OR the student’s inability to function satisfactorily in a clinical placement.
- Dismissal from the College for a violation of the SLCC Code of Conduct.
Exceptions to this policy for medical issues, military deployment, or catastrophic events will only be considered on a case by case basis.

Course Drop/Deferment
The student notifies the didactic faculty member of record that they plan to drop from the program before the third week of the semester.
Students that do not attend the first week of class will be dropped from that course.
The student submits paperwork to the AA committee chair. (See Drop/Withdrawal form in appendix)
General information regarding the nursing application process is on the Health Sciences Admissions website at http://www.slcc.edu/hs/admissions/index.asp
Students that drop courses for a second time may be dismissed from the program.

Course Withdrawal Process
The student notifies the didactic faculty member of record that they plan to withdraw from the program after the third week of the semester.
A grade of “W” is awarded for the withdrawn class and is maintained permanently on the student’s transcript.
A “W” grade in a nursing course is equated with failure of that course by the nursing department.
Student must submit paperwork to the AA Committee chair (See Drop/Withdrawal form in appendix)

Course Incomplete Process
The nursing department is bound by the SLCC requirements for awarding an incomplete grade for a course. These requirements are as follows:
An incomplete can only be considered when the student has an unforeseen emergency circumstance that prevents their completion of the course requirements.
CHAPTER 3: CLINICAL AND LAB REQUIREMENTS
Clinical

All students are required to comply with the following screening and testing to be eligible for clinical placement.

Immunizations:
Student nurses are at risk for exposure and transmission of diseases, all students are required to be current with the following immunizations. This list is compliant with facility requirements as well as information from the CDC, Utah Department of Health, and the Immunization Coalition.

1. **Annual Influenza Vaccination:**
Generally given September-February. Students must provide proof of the Influenza vaccination or submit a signed declination.

2. **Tuberculosis Blood Test: Required Annually**
   Proof of a negative QuantiFERON TB Gold test or T-SPOT.TB if positive or past positive test, student must submit a negative chest x-ray. This requirement also includes international students who have had the BCG immunization. X-ray results are good for one year.

3. **Tetanus, Diphtheria and Pertussis (Tdap) Booster:**
   Tdap booster is good for 10 years. TD will be given subsequent to Tdap. If it has been more than 1 1/2 years since receiving TD, the student must have their tetanus updated with a Tdap.

4. **Measles, Mumps, Rubella (MMR):**
   Two doses are needed or positive titer on all three. Equivocal results are not acceptable; students must test in the positive range. NOTE: If given to adult females, since this is a live virus, you cannot be pregnant at the time you receive the immunization and you must avoid pregnancy for 3 months after administration.

5. **Varicella (Chicken Pox):**
   Two immunizations or proof of positive titer. Stating you had the disease is not acceptable. Varicella immunizations are expensive, if a student had the disease it is recommended to start with a less expensive titer first for proof of immunity before starting the immunizations.

6. **Hepatitis B vaccination series:**
   Must provide proof of a HEP B Titer (blood test) that proves immunity.

7. **Hepatitis A vaccination series:** Highly recommended but not required
   Two dose series or a positive titer. If a student starts the series, they must complete it.

The SLCC Center for Health and Counseling offers immunizations at a discounted rate.
Some clinical facilities may require additional immunizations.

*Due to contracts and regulation with some of our clinical partners, there may be additional tests or screens that you will be required to complete in a timely manner to be placed at that facility per our contract agreement with the particular facility. You will be notified of these as a part of the placement process. If you choose not to complete these additional tests, you will be placed at another facility. ***If another facility placement is unavailable this may lead to a delay in program progression and or failure of a course*

**CPR Certification:** American Heart Association Two-Year Health Care Providers will be accepted. Must be current throughout the program.

**BLS Provider**

The new BLS Course replaces the BLS for Healthcare Providers (BLS HCP) and BLS for Prehospital Providers (BLS PHP) courses. The BLS Course teaches both single-rescuer and team basic life support skills for application in both in- and out-of-hospital settings. This course trains participants to promptly recognize several life-threatening emergencies, give high-quality chest compressions, deliver appropriate ventilations, and provide early use of an
AED. It includes adult, child, and infant rescue techniques. Provider cards are available exclusively to authorized TCs for issuance in accordance with the AKA policy.

**Quality Control Checkpoints**

- issue date beginning **February 16, 2016**
- Valid until further notice
- Renewal date 2 years from month of issue

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**BLS Healthcare Provider**

The BLS for Healthcare providers and BLS for Prehospital Providers Courses have been replaced by the 2016 BLS Course.

**Quality Control Checkpoints**

- Issue date beginning **March 23, 2011**
- Valid until **April 16, 2018**
- Not valid for issue after April 16, 2016, and is superseded by card 15-1805
- Renewal date 2 years from month of issue

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**Background Check**

The necessity of a background check was explained when you applied to the program. This is just a reminder regarding information that may have appeared on your criminal background check: You assume the risk if your criminal background check is not clear. If you do not pass the background check, you may not be able to complete clinical assignments that are a part of the program you are in. This may result in dismissal from the program or an inability to take advantage of certain clinical sites. If an issue arises you may be asked to withdraw from the program and it may be after the tuition refund deadline has passed. The clinical placement agencies make the final determination about accepting students for clinical placement. It is strongly recommended that if you know of any incidences that may impact you related to the past, that you take measures to have criminal offenses (felonies and or misdemeanors) expunged or sealed from your record if possible. Please consult with either your program coordinator or the appropriate associate dean.

***The Utah State Board of Nursing determines if applicants are permitted to receive a license and sit for the licensing exam in the state of Utah. If students have a history of either felonies or misdemeanors it is strongly encouraged that they contact and seek advice regarding eligibility for licensure and requirements needed to progress in the profession from the Utah State Board of Nursing.***
Background Check, Compliance and Drug Screen Packages

To order Criminal Background Check and Compliance Packages:

Go to Complio background check and compliance management system.

1. Follow the instructions to set up an account.
2. Order the Criminal Background Check Package ($29.00) and the Compliance (Nursing package) Package ($15.00). The compliance package is a 12-month subscription that will need to be renewed every 12 months while you are in the program at a cost of $15.00. The Immunization and CPR Compliance Package must be completed with documentation submitted to the American DataBank Complio site within the deadline dates indicated in the package.
   1. **Do not order the Drug Screening Package at this time.** We will notify you at a later date to purchase a Drug Screening Package. If you go ahead and order it at this time, SLCC will not reimburse you and you will have to order and pay for it again at a later date.

Professional Conduct for Clinical

1. Student may not do more than the required hours identified for that clinical rotation. The school cannot be held accountable if the student is at the clinical facility beyond the required hours, and the student is not covered by the school’s insurance.
2. The student is responsible for following the clinical schedule identified by their clinical faculty. This is including facility orientations, which are MANDATORY. Failure to attend clinical rotations or orientation without prior approval from faculty can result in failure of the clinical rotation and failure of the course.
3. Clinical experiences are coordinated by administration and the facility. Students may not contact facilities to arrange clinical, orientations or preceptor experiences.

Nursing Division Electronic Communication Usage During Clinical

Unless approved by the clinical instructor, students are prohibited from using any electronic communication device during clinical hours. The clinical instructor will discuss, at the beginning of clinical, under what conditions the students can use electronic communication while in the clinical setting.

Student who violate the guidelines for electronic device usage given or directed by the clinical instructor will be subject to disciplinary action and/or failure for the clinical course in which usage occurs.

Professional Dress Code for Clinical

Professional appearance is essential in the health care community. These guidelines identify what is considered professional, appropriate attire and presentation for SLCC Nursing students.

- **Basic Uniform:** The SLCC Nursing uniform is to be worn when the student is participating in assigned clinical laboratory practice or clinical experience in health care facilities. The basic uniform consists of a uniform top and pants with a SLCC school patch permanently affixed to the right arm of the uniform. It is the student’s responsibility to purchase their own uniform and to be appropriately attired for clinical/lab experiences. Uniforms should be clean, pressed, hemmed and properly fitted and maintained.

****Facility dress policies need to be followed by students assigned to the agency.
• **Name Badge:** The official Salt Lake Community College name badge should bear the first and last initial of the student. It should also identify the person as a SLCC Nursing Student with picture ID. The name badge should be worn at all times and in clear view. A nominal fee is charged to the student for the badge.

• **Shoes:** Shoes must be clean, white or black with minimal accent colors. Shoes must have enclosed heel and toe.

• **Jewelry:** A plain watch with a second hand is required. Wedding bands may be worn. Other jewelry including ornate hair accessories or jewelry for body piercing should not be visible or distracting. Earrings must be small and one per ear.

• **Equipment:** A stethoscope, pen with black ink, pen light and bandage scissors are necessary and appropriate for the clinical setting.

• **General Appearance:** Appropriate, adult hygiene is expected of students in order to present a professional image to the community.
  - Undergarments must be worn. Undergarments, either color or patterns, should not be visible.
  - The midriff and back must remain covered. No cleavage, midriff, lower back or buttocks should be visible upon bending or other position changes. A plain colored, (white or black) long sleeved, shirt may be worn underneath the uniform top.
  - Hair is to be clean and secured so that it will not fall forward. Make-up and hair color must be conservative.
  - Fingernails must be short, natural, and well groomed. No nail polish or artificial nails are to be worn.
  - Facial hair must be trimmed and neat.
  - Strongly scented body products must not be worn and cigarette smoking smells are to be avoided due to potential patient allergic reaction or other physical responses.
  - Consequences for dress code violation, including clinical failure, will be applied at the discretion of the clinical faculty.

**HIPAA**

Health Insurance Portability and Accountability Act (HIPAA) Privacy Rule

The Health Insurance Portability and Accountability Act (HIPAA) of 1996 was designed to facilitate health insurance reform, implement standards for the transfer of health data, and protect the privacy of healthcare consumers.

The HIPAA Privacy Rule (45 CFR Parts 160 and 164) regulates the use and disclosure of individually identifiable health information, called protected health information (PHI), by entities subject to the Privacy Rule, called covered entities. Health plans, health care clearinghouses, and providers who transmit health information in electronic form in connection with specified transactions are covered entities. The Privacy Rule protects all PHI that is transmitted or maintained in any form or medium (e.g. electronic, paper, or oral) by a covered entity or its business associate, but excludes certain educational and employment records. The Privacy Rule generally prohibits the use or disclosure of PHI without the written authorization of the individual. There are several exceptions to this requirement including an exception for public health. Without individual authorization a covered entity may disclose PHI to a public health authority that is legally authorized to collect information for the purposes of preventing or controlling disease, injury, or disability including, but not limited to reporting of disease, injury, and vital events, and conducting public health surveillance, investigations and interventions. The Privacy Rule also permits disclosures that are required by law. It contains separate provisions for disclosure when the disclosure is for research.

The Privacy Rule gives individuals certain rights in respect to their health information including, but not limited to the right to inspect and request corrections or amendments to their PHI. The Privacy Rule requires covered entities to notify individuals or their privacy rights and how their PHI will be used and disclosed.

For more information:

The Office for Civil Rights has oversight and enforcement responsibilities for the Privacy Rule. The website contains the text of the HIPAA Privacy Rule, comprehensive guidance and answers to hundreds of questions.
CDC and the U.S. Department of Health and Human Services published guidance on the HIPAA Privacy Rule and public health. The National Institutes of Health website contains general information on HIPAA and detailed information on the impact of the HIPAA Privacy Rule on research. 3/10/2014

**Nursing Arts Lab**
The nursing arts lab is a high tech program resource which allows students the opportunity to learn new skills and apply them in simulated experiences. It affords students the opportunity to apply critical decision making. The following guidelines ensure that all participants can utilize the facilities and that equipment is cared for properly.

**Clinical and Lab Requirements:**
Attendance and participation is mandatory for ALL hours of scheduled clinical and lab. Students may not leave the clinical area or lab before the assigned finished time. Leaving early will count as a full day’s absence. The expectation is that you will arrange your schedule accordingly. Students leaving the lab or clinical or not participating will NOT be given credit. ANY missed hours (for any reason) must be made up hour for hour in order to be eligible to receive a passing grade. There is no guarantee that a make-up will be available and if available, would likely occur on a weekend or night shift.

**Unexcused absences will not be available for make-up and may result in failure of the clinical.**
Students are not allowed to work the night shift prior to a scheduled clinical or lab. Students will be sent home if this occurs.

Because clinical hour credit is given during the lunchtime, it is required that students will remain on site during their entire clinical time. Not all facilities have food service options so students should plan to bring a lunch.

**Nursing Arts Lab**

1. Supplies are available for you to use as needed. However, any supplies that can be reused such as Foley kits, IV tubing, etc. need to be recycled and reused. Please place the used supplies (except for needles) in the receptacle by the Nurses Station. If students need supplies, please let the lab staff know.

2. School scrubs must be worn in the lab for clinical hours. If a student wants to practice in the lab outside of clinical hours, a lab coat must be worn.

3. No eating, or drinking will be allowed in the lab, except for the lab conference room.

4. All possessions must be placed into the storage cubicles.

5. No visitors are allowed into the lab unless approved by the Director.

6. All beds must be left clean, neat, and put in an orderly condition after use. Students must leave the beds with mannequins in a low position with the top side rails up.

7. After activities, please put all supplies away, pick up trash, put away chairs, and put linens in the dirty utility bin.

8. Lab hours are posted on Canvas. Lab hours are subject to change.

9. **DO NOT** use an ink pen while working with the simulators or mannequins. Use pencil only. Also do not use Betadine on simulators because it stains

10. Please do not put bedspreads in laundry bags. They belong to the lab.
Risk Management/Injury Accidental/Exposure
The risk of injury or exposure to body fluids is an inherent risk in the health care profession. Health care workers however can limit and decrease the risks by following facility guidelines for use of personal protective equipment (PPE) and through quick action when a significant exposure occurs.

Nursing students are covered through workman’s comp insurance while in clinical for medical expenses due to accidental injury. Clinical is defined as “a required period of supervised practice off campus”. If students experience a significant injury or exposure they should immediately notify their clinical supervisor. Clinical faculty will notify risk management within one business day.

Clinical faculty can direct students to the appropriate care facility covered under workman’s comp insurance.

For blood borne exposure students should follow that facilities guidelines and protocol. If there are no facility protocol students should notify the clinical faculty for further guidance.
CHAPTER 4: NURSING PROFESSIONAL STANDARDS
Program Accreditation

Salt Lake Community College Nursing program is accredited by the Accreditation Commission for Education in Nursing, Inc. (ACEN)

3343 Peachtree Road NE, Suite 850
Atlanta, Georgia 30326
Phone: 404-975-5000

ACEN is the entity that is responsible for the specialized accreditation of nursing education programs, both postsecondary and higher degree, which offer either a certificate, a diploma, or a recognized professional degree (clinical doctorate, master’s/post-master’s certificate, baccalaureate, associate, diploma, and practical). The Commission’s role is to strengthen educational quality by monitoring adherence to standards and accepted educational criteria. [www.acenursing.org/mission-purposes-goals/](http://www.acenursing.org/mission-purposes-goals/)

Graduation from a nursing school with accreditation gives nursing students the opportunity to participate in federally funded and state entitlement programs. Graduates from accredited nursing schools also qualify to attend other accredited schools to pursue advanced studies. Within a highly competitive job market, employers prefer graduates from accredited schools of study as they are trained under established standards for nursing.

Salt Lake Community College nursing program is also accredited by the Utah State Board of Nursing (UBON).

Heber M. Wells Building
160 East 300 South
P.O. Box 146741
Salt Lake City, UT 84114
Phone: 801-530-6628

Accreditation by the UTAH STATE BOARD OF NURSING allows students that successfully complete the program of study to apply to sit for the National Council Licensure Examination (NCLEX) examination. In order to be eligible for initial licensure as a practical or registered nurse in Utah, applicants must graduate from an accredited nursing program.

Utah State Board of Nursing/Nurse Practice Act

The Utah State Board of Nursing is under the banner of the Division of Occupational and Professional Licensing, or DOPL. [http://www.dopl.utah.gov/licensing/nursing.html](http://www.dopl.utah.gov/licensing/nursing.html) The Board licenses registered and practical nurses and regulates their practice. It identifies the scope of practice of nurses and denotes rules for delegation of duties. This information can be located within the Nurse Practice Act for each state. It is the responsibility of each nurse, and nursing student to be familiar with the laws and rules for their profession.

- Responsibilities for different levels of practice
- Duties that can be delegated.
- Penalties for infractions
Professional Organization Membership

The American Nurses Association and Utah Nurses Association are professional organizations that allow nurses a common voice. According to the ANA,

The Association is a professional organization representing registered nurses (RNs) in the United States through its 54 constituent member associations. The ANA is involved in establishing standards of nursing practice, promoting the rights of nurses in the workplace, advancing the economic and general welfare of nurses.


The ANA promotes nurses and the impact nurses have on the wellbeing of the community they serve.

“The public places its faith in nurses to practice ethically. A patient’s health, autonomy and even life or death, can be affected by a nurse’s decisions and actions,” said ANA President Pamela F. Cipriano, PhD, RN, NEA-BC, FAAN. “The ANA believes it’s important that all nurses practice at the highest ethical level, and therefore, we will be offering a full range of activities to inform and support nurses to achieve that goal in a stressful and ever-changing health care environment.”

“Making decisions based on a sound foundation of ethics is an essential part of nursing practice in all specialties and settings. In recognition of the impact ethical practice has on patient safety and the quality of care, the American Nurses Association (ANA) designated 2015 as the “Year of Ethics” and re-released the code of ethics.

The following are the provisions highlighted within the code. For the full code and interpretive statements refer to the link below.

American Nurses Association Code of Ethics


Provision 1
The nurse practices with compassion and respect for the inherent dignity, worth, and unique attributes of every person.

Provision 2
The nurse’s primary commitment is to the patient, whether an individual, family, group, community, or population.

Provision 3
The nurse promotes, advocates for, and protects the rights, health, and safety of the patient.

Provision 4
The nurse has authority, accountability, and responsibility for nursing practice; makes decisions; and takes action consistent with the obligation to promote health and to provide optimal care.

Provision 5
The nurse owes the same duties to self as to others, including the responsibility to promote health and safety, preserve wholeness of character and integrity, maintain competence, and continue personal and professional growth.

Provision 6
The nurse, through individual and collective effort, establishes, maintains, and improves the ethical environment of the work setting and conditions of employment that are conducive to safe, quality health care.
Provision 7
The nurse, in all roles and settings, advances the profession through research and scholarly inquiry, professional standards development, and the generation of both nursing and health policy.

Provision 8
The nurse collaborates with other health professionals and the public to protect human rights, promote health diplomacy, and reduce health disparities.

Provision 9
The profession of nursing, collectively through its professional organizations, must articulate nursing values, maintain the integrity of the profession, and integrate principle of social justice into nursing and health policy.


**Student Nurses Association**

While nursing students cannot actively participate or join the UNA or ANA until they are licensed nurses, we encourage students to prepare to be members of professional organizations by encouraging them to join and participate in their Student Nurses Association. SNA members participate in educational activities, serve the community through volunteer work and gain a national voice through participation via the national student nurses’ association. Information regarding the SNA will be provided to students during orientation or can be obtained from staff or SNA representatives.

Faculty Advisors:

Karen Risch

Assistant Professor

(801)957-6430

Information regarding the national student nurses’ association can be found at [www.nsna.org](http://www.nsna.org). This link provides information regarding the purpose and role of the National Student Nurse Association. Information regarding scholarships and educational offerings are also available.
CHAPTER 5: APPENDICIES
EXPECTATIONS OF THE LAB

1. Supplies are available for you to use as needed. However, any supplies that can be reused, such as Foley kits, IV tubing, etc. needs to be recycled and reused. Please place the used supplies (except for needles, which belong in a sharps container) in designated bins. If students need supplies, please let the lab staff know.

2. Scrubs in appropriate color and style must be worn in the lab for clinical hours. Stethoscopes and penlights are also required for lab days. Supplies for each lab day are required.

3. No eating or drinking will be allowed in the lab. Water bottles and drinks can be kept in cubbies in the front of the lab.

4. Please place all possessions into the cubbies so someone does not trip over them. Keep your possessions out of the conference room.

5. All beds must be left clean, neat, and put in an orderly condition after use. Students must leave the beds with mannequins in a low position with the top side rails up.

6. After activities, please put all supplies away, pick up trash, put away chairs, and put linens in the dirty utility bin. If the laundry bins are full, empty them, please.

7. **DO NOT** use pen while working with the simulators. Use pencil only. **DO NOT** use Betadine on simulators because it stains.

8. Please do not put blue bedspreads in laundry bags. They belong to the lab.

I understand that I must follow all expectations of the lab. Failure to follow any and all expectations may result in dismissal of lab with no guarantee of make-up for lab time missed.

Student Signature________________________________ Date: _____________
SALT LAKE COMMUNITY COLLEGE
NURSING PROGRAM
DROP/WITHDRAWAL FROM PROGRAM

Faculty Initiating Form: ________________________________________________

Student Name: _______________________________________________________

Date Entering Program __________________ Date of Withdrawal/ Drop __________
Circle One

Semester ______________________ Course(s) ______________________________

Reason for Withdrawal: (Check all that apply)

☒ Withdrawal made by student on own volition ☐ Leave of absence
☒ Working too many hours ☐ Personal issues
☒ Financial Problems ☐ Illness of self or family member
☒ Academic load too heavy ☐ Other: _________________________________
☒ Dissatisfied with discipline of nursing

Course(s) Failed: _____________________________________________________

____________________________________________________________________

____________________________________________________________________

____________________________________________________________________

Student Demographics (Optional):

Age ____________________________ Education ____________________________

Gender __________________________ GPA _________________________________

Marital Status ____________________ Ethnicity ____________________________

ELL ______________________________ Health Care Experience
**Readmission to the Program:**

Do you plan to return to the program? ______________________
If yes, are there concerns that will need to be addressed by the student, program and discussed jointly to ensure students successful completion? If yes, please give explanation.

Requested return date to program: (Readmission is based on space availability)

Semester __________________________ Year________________________________
Courses __________________________________________________

Student
Signature ___________________________________________ Date ______________________

Signature on this form does not indicate agreement, but indicates understanding of the content contained herein.

Admission and Progression Committee
Chair ___________________________________________________ Date ____________________

Program Director _________________________________________ Date ________________
Model Release

For valuable consideration received, I hereby give

Salt Lake Community College

Hereafter referred to as: "SLCC"

The absolute and irrevocable right and permission, with respect to the photographs that have been taken of me or in which I may be included with others:

(A) to copyright the same in his/her own name or any other name he/she may choose.

(B) to use, reuse, publish and republish the same in whole or part, individually or in conjunction with other photographs, in any medium and for any purpose whatsoever, including (but not by way of limitation) illustration, promotion and advertising and trade, and

(C) to use my name in connection therewith if he/she so chooses.

I hereby release and discharge "SLCC" from any and all claims and demands arising out of or in connection with the use of the photographs, including any and all claims of libel.

This authorization and release shall ensure to the benefit of the legal representatives, licensees and assigns of "SLCC" as well as, the person (s) for whom he/she took the photographs.

I am over the age of eighteen.

I have read the foregoing and fully understand the contents thereof.

Student Name: _________________________________________________________

Student Signature: _________________________________________________________
Salt Lake Community College

Release of Information in connection with a practicum, Internship or externship

As a Health Sciences student you will be required to complete one or more Clinical Placements (which may be identified as a practicum, internship, externship or other title) during your course of study. A Clinical Placement takes place outside of the College, in a hospital, clinic, school or other provider location (Provider). A Provider will likely ask for certain information about you and without providing that information you cannot participate.

This Release allows the College and its faculty, staff, volunteers and agents to provide Information to Providers in connection with a clinical Placement. You agree that the College may provide your name, address, telephone number, email address, date of birth, or other Directory Information (as defined by FERPA) to the Provider. Even if you have opted out of having Directory Information provided by the College generally you agree that Directory Information as well as the other information identified herein may be provided in connection with a Clinical Placement. You also agree that other relevant information may be supplied such as your status in the program, level of achievement, grades, conduct, discipline, or standing in the program. You agree that the College may determine relevancy in its reasonable discretion.

Depending on your program you may be required to directly give a Provider results of a drug screen, a background check and/or immunization status. However, you agree that the College may provide such information as it may have and discuss any of these with a Provider in connection with a Clinical Placement.

If you have questions about any of this you should contact the Associate Dean before signing.

I agree to the release of information as described above:

Printed Name

Signature  Date
ACKNOWLEDGMENT OF UNDERSTANDING

J have read the SLCC Nursing Program Student Handbook. J understand the contents and will demonstrate compliance with the policies and procedures outlined in the handbook. I am responsible for updated sections as they are distributed to me.

I have read the SLCC Student Code of Conduct. I understand the contents and will demonstrate compliance with the policies and procedures outlined in the SLCC Student Code of Conduct. I am responsible for updated sections as they are distributed to me.

If I have questions about any of the contents, I have been advised to contact my nursing faculty advisor for clarification.

Student’s Signature: ____________________________________________________________

Print Student’s Name: ____________________________

Date: ____________ ____________ ____________ ____________

Please remove this page from your handbook, sign it, and return it to the Nursing Division Office.