School of Health Sciences
Division of Nursing
Student Nursing Handbook
2019- 2020 Academic Year

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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 the information about the policies, procedures and guidelines that form the foundation of this program. The handbook contains a brief history of the nursing program, outlines the programs philosophy and its relation to the vision and mission of the college. 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 asked to sign a form 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.

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 and Faculty and Staff
Contents

CHAPTER 1: NURSING PROGRAM OVERVIEW .................................................................5
Salt Lake Community College Nursing Program Description ........................................5
Advanced Placement Admissions Process (LPN TO RN).............................................2
Salt Lake Community College Policies and Procedures ...............................................3
  Student Code of Conduct ..........................................................................................3
  Disruptive or Threatening Students .........................................................................4
  Wireless Devices in the Classroom ............................................................................4
  American Disabilities Act (ADA) ..............................................................................5
FERPA notice: ...........................................................................................................5
Policy: .........................................................................................................................7
  Procedure: ...............................................................................................................7
  Results: .......................................................................................................................8
Program Re-application .................................................................................................8
Program Re-Enrollment ...............................................................................................8
Suspicion Based Testing ...............................................................................................8
Definitions: ..................................................................................................................9
Grade Rounding ............................................................................................................11
Civility ..........................................................................................................................11
Program Performance Issues .......................................................................................11
Dismissal from the Nursing Program ...........................................................................11
Course Incomplete Process ...........................................................................................12
  A. Conduct/Behavior ...............................................................................................12
  B. Dress Code .........................................................................................................13
  C. Mannequin Use: .................................................................................................13
  D. Clean-up ..............................................................................................................13
  E. Cell phone use .....................................................................................................14
  F. Inventory and supplies ........................................................................................14
Students may be dismissed from the Nursing Program as a result of conduct that is unsafe, unethical, inappropriate or unprofessional; this includes conduct in the skills and simulation laboratory. Please refer to the Nursing Student Handbook under the section on Conduct.
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 with 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

The Salt Lake Community College philosophy of nursing:

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, client centered care. Registered nurses recognize that interdisciplinary collaboration among health care professionals is critical to delivering safe, quality client 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 client 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 client care, and member of the nursing profession. As providers of care, RNs promote wellness,
identify current and emerging client problems, and function as advocates for individuals, families, and selected groups. In addition, RNs manage client 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 client health and ensure continuity of care. They provide client 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.

| Program Student Learning Outcomes mapped to SLCC College-Wide Student Learning Outcomes. |
| 1. Acquire substantive knowledge | 5. Become a community engaged learner |
| 2. Communicate effectively | 6. Work in a professional & constructive manner |
| 3. Develop quantitative literacies | 7. Develop computer & information literacy |
| 4. Think critically & creatively | 8. Develop lifelong wellness |

<table>
<thead>
<tr>
<th>Program Learning Outcomes</th>
<th>SLCC CWSLO #</th>
</tr>
</thead>
<tbody>
<tr>
<td>Integrate nursing that is patient-centered, caring, culturally sensitive and based on the physiological, psychosocial and spiritual needs of patients.</td>
<td>1,2,4,5,6</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>
<td>2,4,6</td>
</tr>
<tr>
<td>Use best current evidence, expert opinion, and clinical expertise as a basis for nursing practice and clinical judgment.</td>
<td>1,3,6,</td>
</tr>
<tr>
<td>Promote the development and implementation of quality improvement strategies to advance health care services.</td>
<td>1,2,4,6</td>
</tr>
<tr>
<td>Provide a safe environment for patients, self, and others.</td>
<td>1,2,4,6</td>
</tr>
<tr>
<td>Integrate information technology resources into the provision of patient care.</td>
<td>3,7</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>
<td>1,2,4,6</td>
</tr>
<tr>
<td>Use leadership skills in the management of safe, quality patient care.</td>
<td>2,4,6</td>
</tr>
<tr>
<td>Analyze the interrelationship of microsystems within a healthcare-related microsystem and its impact patient care.</td>
<td>1,4</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>
<td>1,2,4,6</td>
</tr>
</tbody>
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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 6</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 in 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. If either didactic or clinical are not passed with a “C+” or better, both corresponding didactic and clinical courses will have to be repeated concurrently.

   a. Students are evaluated in the clinical area based on their performance and ability to safely perform the skills identified in the following roles:
   i. Role as Provider of Care
   ii. Role as Manager of Care
   iii. Role as Member of the Discipline

   b. Students are assigned to work with nurse mentors while in the clinical area. Faculty work with nurse mentors and students to identify learning opportunities and guide students as they perform skills.

3. 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. (See attendance policy lab/clinical)

4. 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.

5. 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 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 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).**

6. 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**

1. 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) or during the first semester of study. 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/transcriptevaluation/docs/Transfer_Credits_To_SLCC_Form.pdf. 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) Bachelor 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

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
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

Salt Lake Community College

Taylorsville Redwood Campus – STC 276A

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/

School of Health Sciences Policies

Academic Grievance Policy

In accordance with the Salt Lake Community College Student Code of Conduct, http://www.slcc.edu/policies/docs/Student_Code_of_Conduct.pdf, the grievance policy for students with reference to academics can be found in Section III. Students are encouraged to seek resolution with the instructor(s) whenever possible.

It is the goal of the School of Health Sciences to be forthright and consistent with specific academic policies throughout divisions and programs. This policy singularly addresses academic issues and the general principles for disciplinary actions as noted in the Student Code of Conduct Section III. It should be noted it is up to the faculty’s discretion to provide warning (verbal or written), suspension, or dismissal based upon program policy and severity of the issue at hand. It is realized in some health sciences programs a failing grade, as stated in the syllabus and/or policy manual, may result in program dismissal.

STEP ONE: A student has the right, as per college policy, to grieve a grade, warning (verbal or written), suspension, or dismissal received within a program of study. A student, as per policy, must make an appointment to meet with the instructor of the class. A meeting, for anything other than a final grade, should be made within ten (10) days of the incident. Final grade disputes require a meeting within 30 days of the student receiving the grade. Every effort should be made to find resolution and provide evidence from both parties with respect to the grade issued.
STEP TWO: If a resolution cannot be made, the student must request in writing five (5) business days from the date of meeting with the faculty, a committee review of the grievance to the Associate Dean of the specific division. The grievance will be reviewed by a committee consisting of three (3) to five (5) faculty outside the program in which the student is enrolled. This will include the following members, the Associate Dean and two or four faculty members outside the discipline. The Associate Dean will serve as committee chair. One faculty and the program coordinator of the program involved in the grievance can attend the procedure, as can the student with one representative. Each of these parties will only be allowed to present evidence to the committee and not vote on the issue in question. Legal representation is allowed by either party. The proceedings will be recorded for accuracy. Upon completion of the proceedings, the committee ONLY will vote on the issue(s) noted in the student’s grievance. A formal letter will be provided by the committee chair within ten (10) business days of the end of the proceeding with the committee’s decision regarding the issue.

STEP THREE: If the student is not satisfied with the outcome, they may appeal to the Academic Dean of the School of Health Sciences. This must be done in writing within five (5) days of receiving the formal letter from the grievance committee chair. The Dean will review the appeal, all evidence, and render a decision to the student within ten (10) days of receiving the formal letter from the student. The decision of the Dean of the School of Health Sciences is final and cannot be appealed.

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/ged](http://www.slcc.edu/ged)

**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](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](libweb.slcc.edu)
- The **ePortfolio Lab** provides drop-in assistance for all ePortfolio questions. [HTTP](HTTP)
- **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/che/index.aspx](http://www.slcc.edu/che/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.
Nursing Program Policies

Communication: Communication within the nursing department regarding clinical scheduling and or department messages will be forwarded through the SLCC Nursing Canvas Website. Student’s may enroll using the following link to receive access to department policies and updated information.

URL: https://slcc.instructure.com/enroll/DHNL6T

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 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/)

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.

The Division of Nursing may request students submit to random drug testing. Test must be completed with the specified time frame. Refusal or failure to complete the testing will be deemed a positive test 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. This request will occur if a student appears to be impaired, intoxicated or under the influence of drugs, narcotics, or chemicals. Nursing faculty or instructor, in consultation with program administrators and/or additional healthcare professionals, are authorized to make this determination. If it is determined that a student is impaired, the student will be required to leave the **classroom, lab, or clinical** setting to avoid a potential threat or risk to public health, safety, or welfare. Students may not be readmitted to the classroom, lab, or clinical setting until results of the drug screen are reviewed. Arrangements will be made to ensure the safety of the impaired student. The cost of additional drug screens will be the responsibility of the student. Refusal to submit to testing will be deemed a positive test and result in termination from the Program.
Prescription Medications

Medications which have been prescribed for an individual and/or over the counter medications used as directed can still cause impairment in an individual. Nursing faculty or instructor are authorized to determine if a student is impaired and may require the student to leave the classroom, lab or clinical setting to prevent potential threat or risk to public safety or welfare. Students may be asked to submit to random drug testing.

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

“Student organizations should work with the Health Sciences Social Media Manager to set up social media pages and/or groups that have the SLCC name or branding as a part of it. Administrative rights—at a minimum— should be given to the student organization advisor and Social Media Manager. Others may request it. No student that has graduated should have administrative rights to the site.”

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

Facebook Page: 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 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.

**Grade Rounding**
- All individual exams will be carried one decimal point before calculating exam scores.
- The total exam scores or average will be calculated WITHOUT rounding.
- Students must achieve accumulative exam score of 78% on exam and/or proctored assessments.
- Final course grade computation can then include additional learning assignments.
- The final computed grade must be at least 78% for the student to pass the course. Each course syllabus will identify the weight of exams, assessment and assignments.
- The final course grade recorded on the student’s record may be rounded by the SLCC Nursing department faculty, only after the student has achieved the minimum of 78%.

**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 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 AND POLICIES

Lab Policies and Procedures

Lab Policies

A. Conduct/Behavior

1. All students must sign in and out for lab attendance.
2. All users of the lab(s) space must act in a manner that does not disturb the academic activities occurring in the lab. No lab user shall infringe upon the privacy, rights, privileges, health or safety of other lab users.
3. Conduct within the lab should be professional as if in a clinical experience.
4. No visitors are allowed in the lab unless given special permission by the department.
5. Resource books in the lab are to be used in the lab. Please do not take learning resources out of the lab.
6. Eating or drinking around the mannequins and drinks including water are not allowed in the lab. (Students who have medical reasons to eat or drink should discuss this with the lab instructor prior to using the lab).
7. Do not sit on the beds; beds are to be used by students when assuming the role of the patient only. Shoes
must be removed.

8. Do not use the equipment for any purpose other than specified; anyone who fails to comply with this request will be asked to leave the lab.

9. Anatomical models/mannequins must be cared for correctly. Cover with a blanket if left on beds. Clean gloves will be made available to practice skills.

10. Other equipment i.e. sphygmomanometers, stethoscopes, thermometers, alcohol wipes, dressings, gloves, etc. are to be replaced in designated locations.

11. Practice stations should be cleaned up after use.

B. Dress Code

1. Students who come to the lab during clinical, clinical makeup, or simulation time must wear school scrubs and approved footwear and come prepared with stethoscope, watch with second hand, penlight, pencil (NO PENS) and paper.
   a. Any student who is not wearing their school scrubs during scheduled clinical lab hours will not be allowed to attend the lab session.
   b. Any time missed must be made up. (See Lab/Clinicals Attendance Policy).

C. Mannequin Use:

    Please wash hands and wear gloves prior to working with mannequins. Students must have an instructor present in order to use the mannequins. Ink pens permanently stain the mannequins. They are not permitted in the lab at any time.

D. Clean-up

1. Students are accountable to clean up after their lab use.
2. Beds should be remade and left in the lowest position.
3. Curtains should be folded back, and bed tables are to be placed near the foot of the be
4. Any basins, bedpans, urinals are to be washed, dried and put away in bedside cabinets from where the student took them.

5. Students are responsible to notify lab instructors for any broken or missing equipment. If any equipment is broken or supplies need to be restocked, please notify lab instructors so it can be repaired or restocked.

E. Cell phone use

Students are not allowed to use cell phones in the lab (including the commons area) unless specifically instructed to do otherwise by the lab lead for that day.

F. Inventory and supplies

1. Access to supplies is restricted to the Lab Facilities Coordinator and lab technicians only. All other students and faculty needing supplies should make arrangements with the Lab Facilities Coordinator.
2. Return all reusable supplies to the same location in which they were found.

G. Skills Evaluation

1. Students MUST come prepared for their lab experience including bringing their own lab kit. It is not the responsibility of the nursing department to replace or provide lab kit items to students. If a student is not prepared with their lab kit, they will not be allowed to attend their lab day.

2. Didactic courses may incorporate pre or post lab homework. Time used to complete this homework will be applied toward meeting the clinical/lab hours requirement.

3. Although students may work together practicing lab skills, only a faculty instructor may assess the student’s competency and complete a skills pass-off on student skills.

H. Lab Grading Policy

1. Failure in the Lab or Clinical component of a course will require that the student repeat the entire course (didactic, lab and clinical).
2. Students who fail the lab or clinical portion of a course will not receive a grade higher than a “C” regardless of the grade in the didactic portion of the course.

Graded Pre-Lab Assignments:

a. Any pre-lab assignments will be in the didactic course’s Canvas website.

b. Students must complete the pre-lab modules and the posttest with 80% accuracy.

c. The student must bring a printed copy of their score for each lab skill. This paper will be used as their entrance ticket to the skill being taught.

d. If student have not completed the skills, did not bring their lab papers, or are unprepared to participate in the lab (if they do not have lab supplies) they will be turned away and given an absence for the day.
Lab Skills Grading Protocol:

a. Lab grades will be weighted at no greater than 10% of the didactic grade. This will encourage the students to prepare, practice and learn the skills they are responsible for.
b. The method for entering grades will be determined by the didactic faculty and can be completed by either the didactic teachers or lab lead.
c. The skills must be performed with 80% accuracy of non-critical elements and 100% accuracy of critical elements (to be determined). If the student passes of the skill successfully the first time, they will receive 100%.

Unsuccessful attempts:

a. **Repeated attempts cannot be done on the same day as the first attempt** (to give time for practice and remediation).
b. First Repeated attempt - if the student is successful, they will receive 60% of total points.
c. If unsuccessful, the student will have one more chance to pass off the skills (a third attempt).
d. A performance plan should be in place identifying what the student is doing wrong and how to remediate.
e. Second Repeated attempt - The student will pass off skill at the next lab day. If the student is successful, they will receive 20%. If the student is unsuccessful, they receive an unsatisfactory and a failing grade for clinical.

I. SAFETY GUIDELINES

1. Needles/sharps should not be reused under any circumstances.

2. Sharps should be placed in the red sharps containers near the bed or medication cart. Do not remove needles from the syringes. Do not cut, bend or recap needles.

   a. To avoid injury, please do not over fill sharps containers.
   b. Notify the lab faculty when the container is full.

3. Infection Control Policy

   a. While participating in lab experiences, students need to be aware of Standard Precautions and Transmission specific precautions (droplet, airborne, contact).

   b. All equipment, linens, utensils, dressings, etc. that come in contact with a client’s body fluids are considered contaminated and need to be handle accordingly. The following are some basic guidelines to follow:
      ▪ Wash hands before and after client care.
      ▪ Use barrier protection (eyewear, masks, gloves, gowns) when indicated.
      ▪ Dispose of equipment and other materials appropriately (such as in sharps containers).
      ▪ Students report the presence of open lesions, lacerations or infections to their instructors.
      ▪ All or most supplies are expired and are not to be used on humans.

   c. At no time are students to practice invasive skills such as IV sticks, inserting of NG tubes, injections, etc. on each other in the lab.
      ▪ Students may not take any IV supplies home to be used for IV insertion practice on other students, friends or family members.
      ▪ Noncompliance with this mandate will lead to refusal of entry into the Lab.
      ▪ If any student of instructor is stuck with a needle or receives any injury in the Lab, please let the staff know immediately.
4. **LATEX** Warning

   a. Some of the equipment in the lab contains Latex. If a student has a known sensitivity/allergy to latex, please inform the staff in the lab. Every effort has been made to replace equipment with latex-free substitutions, as available. However, some equipment may have latex in it.

   b. Users who suffer from latex allergies should take precautions while using or handling the latex parts by wearing non-latex protective gloves.

   c. If a latex-related reaction is suspected, the staff in the lab should be notified immediately.

5. **Lab/Clinical Absences/Tardiness**, See “*Attendance Policy for Lab/Clinical.*”

6. **Use of the Lab and Lab Security**

   a. The front lab doors are always to be closed and locked when unattended by staff or faculty. Students may not be left unattended in the lab.

   b. Students may be referred to the lab for extra practice as deemed necessary by the clinical instructor. The Student Performance Plan form (see Appendix) will need to be completed by the faculty member. Faculty members should choose the two top priority goals that the student requires. The form should be given to the Lab Lead for the semester group.

   c. Students may also be requested to spend makeup time in the lab for missed clinical days. Students should expect to stay in the lab for at least four to eight hours in addition to other assignments while making up missed clinical days. (See “*Attendance Policy Lab/Clinical.*”)

**Students may be dismissed from the Nursing Program as a result of conduct that is unsafe, unethical, inappropriate or unprofessional; this includes conduct in the skills and simulation laboratory. Please refer to the Nursing Student Handbook under the section on Conduct.**

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**Lab Attendance Policy**

It is the policy of the Salt Lake Community College Nursing Program that every student is expected to participate in each of his/her learning experience by *full attendance* to lab and clinical sessions. It is further expected that every student will be present on time, remain for the entirety, and be prepared to participate when scheduled lab/clinical sessions begin.

1. **Attendance Expectations:**

   1. Attendance is mandatory for all scheduled Nursing lab and clinicals, in order to meet the required number of clinical/lab hours for graduation from the SLCC Nursing Program.

   2. Labs and Clinicals are a graded part of the corresponding classroom theory course. A failure in the lab or clinical portion of a course will result in failure of the entire course which will require that all components of the course be repeated (classroom, labs, and clinicals).
II. **Lab/Clinical Make up:**

1. All lab/clinical absences must be made up hour for hour. Failure to make up missed lab or clinical time may result in failing the course and/or dismissal from the program.

2. It is the student’s responsibility to make up all lab/clinical time that has been missed, regardless of the circumstances.

3. The minimum make-up time is **4 hours**. (For example, if a student misses 2 hours of lab/clinical, the student will still be required to complete a minimum of 4 hours make-up).

4. The maximum make-up time is **16 hours** for missed lab and/or clinical hours combined. (For example, a student would be able to make up two missed labs for 16 hours **OR** one clinical for 12 hours, but not a lab AND a clinical because this would exceed the maximum allowed make-up hours).

5. Efforts will be made to provide lab/clinical make-up opportunities at the end of each semester. This is determined by lab, clinical site or instructor availability and is not guaranteed.

6. If a lab/clinical make-up is offered:
   a. The make-up date(s) and time(s) are not flexible.
   b. Tardiness to any make-up session(s) is unacceptable. (See Punctuality section below).
   c. The student is accountable for the information and skills missed due to absence.
III. Punctuality:

1. Students are expected to arrive on time and remain at the lab/clinical for the entirety of the day.
2. Consequences for tardiness:
   a. **Up to 30 minutes late**, or leaves and misses up to 30 minutes, (e.g. returning late from breaks, lunch, etc.) the missed time will be made up as determined by the instructor. This can include requiring the student to:
      - remain late to make up the missed time
      - attend a make-up lab/clinical session on another day
   b. **More than 30 minutes late**, or leaves and misses more than 30 minutes, (e.g. returning late from breaks, lunch, etc.) the student may be sent home *(determined by the instructor)*. In addition, the student will be:
      - placed on a performance plan by lab lead instructor
      - required to make up the lab/clinical in full on another day
3. If the student’s whereabouts is undetermined at any point during lab/clinical day, the student may be sent home and required to make up the entire lab/clinical, regardless of how much time had already been completed.
4. If for any reason the student’s conduct in lab/clinical is not acceptable, the instructor reserves the right to ask the student to leave the lab/clinical.

IV. In case of an absence: Notification of absence or lateness is a part of professional accountability.

1. If the student is going to be late or absent from lab/clinical, the student must contact the instructor by phone or text message at least 30 minutes prior to the scheduled experience.
2. **Calling a classmate to relay a message regarding attendance is NOT acceptable.**
   - If unable to reach the instructor, call the nursing department at (801) 957-6260. If no one answers, leave a voice message.
   - Failure to notify the lab/clinical instructor may result in a performance plan.
   - Sending an e-mail is not a substitute for calling/texting the instructor since it is unreasonable to expect that the faculty will read your email prior to the lab/clinical. An e-mail may be used as a back-up form of communication or to provide further documentation.
Clinical Policies

To comply with current recommendations from DOPL and facility requirements, 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

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

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. *Incidents which would prevent an individual from continuing in the program include sexual assault charges, financially related-crimes, partner or child abuse and aggravated assault. This list is not all inclusive of all convictions which could result in removal from the nursing program.* 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.
  o Undergarments must be worn. Undergarments, either color or patterns, should not be visible.
  o 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.
  o Hair is to be clean and secured so that it will not fall forward. Make-up and hair color must be conservative.
  o Fingernails must be short, natural, and well groomed. No nail polish or artificial nails are to be worn.
  o Facial hair must be trimmed and neat.
  o 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 21

Risk Management/Injury Accidental/Exposure

Student Illness Policy:

Communicable diseases vary in their virulence, duration, mode of infection and effects. In order to protect students, patients, and staff:

- Students with known communicable disease that are transferred by air or contact and are of short duration may not attend clinical courses. A written note from a physician is required if a student must be absent 3 or more days from clinical. Students are required to inform the Clinical Coordinator and Clinical Educator as per the Attendance Policy.

- Students with communicable diseases or illnesses of long duration must present a written diagnosis. The student may be able to continue in clinical with direction regarding patient care from the student’s physician or the student may be asked or elect to drop the clinical course until the illness is resolved. All information is confidential and not released unless mandated by law.

Disease Precautions and Prevention:

Medical histories and examination often cannot and do not identify all patients infected with a HIV, Hepatitis B or other blood pathogens. Disease can be transmitted through exposure to body fluids, secretions and excretions. The potential risk that health care workers may be exposed to blood and body fluids emphasizes the need to consider all
patients as potentially infected with transmittable pathogens. All health care workers must adhere to infection
control precautions in order to minimize the risk of exposure.

To minimize the risk of transmission of blood-borne pathogens, Universal Precautions should be used in the care of
all patients.

CDC Blood Borne Information can be viewed online at https://www.cdc.gov/niosh/topics/bbp/

They include but are not limited to the following:

• Health-care workers should routinely use appropriate barrier precautions to prevent skin and mucous membrane
exposure when contact with blood or other body fluids of any patient is anticipated. Gloves
should be worn for touching blood and body fluids, mucous membranes, or non-intact skin of all patients, for
handling items or surfaces soiled with blood or body fluids, and for performing venipuncture and other vascular
access procedures. Gloves should be changed after contact with each patient. Masks and protective eyewear or face
shields should be worn during procedures that are likely to generate droplets of blood or other body fluids to prevent
exposure of mucous membranes of the mouth, nose, and eyes. Gowns or aprons should be worn during procedures
that are likely to generate splashes of blood or other body fluids.

• Hands and other skin surfaces should be washed immediately and thoroughly if contaminated with blood or other
body fluids. Hands should be washed immediately after gloves are removed.

• All health-care workers should take precautions to prevent injuries caused by needles, scalpels, and other sharp
instruments or devices during procedures; when cleaning used instruments; during disposal of used needles; and
when handling sharp instruments after procedures. To prevent needle stick injuries, needles should not be recapped,
purposely bent or broken by hand, removed from disposable syringes, or otherwise manipulated by hand. After they
are used, disposable syringes and needles, scalpel blades, and other sharp items should be placed in puncture-
resistant containers for disposal; the puncture-resistant containers should be located as close as practical to the use
area. Large-bore reusable needles should be placed in a punctureresistant container for transport to the reprocessing
area.

• Although saliva has not been implicated in HIV transmission, to minimize the need for emergency mouth-to-
mouth resuscitation, mouthpieces, resuscitation bags, or other ventilation devices should be available for use in areas in
which the need for resuscitation is predictable.

• Health care workers who have exudative lesions or weeping dermatitis should refrain from all direct patient care
and from handling patient-care equipment until the condition resolves.

• Pregnant health care workers are not known to be at greater risk of contracting HIV infection than healthcare
workers who are not pregnant; however, if a health-care worker develops HIV infection during pregnancy, the infant
is at risk of infection resulting from perinatal transmission. Because of this risk, pregnant health-care workers should
be especially familiar with and strictly adhere to precautions to minimize the risk of HIV transmission.

Implementation of universal blood and body-fluid precautions for ALL patients eliminates the need for use of the
isolation category of "Blood and Body Fluid Precautions" previously recommended by CDC for patients known or
suspected to be infected with blood-borne pathogens. Isolation precautions (e.g., enteric, "AFB") should be used as
necessary if associated conditions, such as infectious diarrhea or tuberculosis, are diagnosed or suspected.
Invasive Procedures: An invasive procedure is defined as surgical entry into tissues, cavities, or organs or repair of major traumatic injuries:

- in an operating or delivery room, emergency department, or outpatient setting, including both physicians' and dentists' offices
- cardiac catheterization and angiographic procedures
- a vaginal or cesarean delivery or other invasive obstetric procedure during which bleeding may occur
- the manipulation, cutting, or removal of any oral or perioral tissues, including tooth structure during which bleeding occurs or the potential for bleeding exists.

The universal blood and body-fluid precautions listed above, combined with the precautions listed below, should be the minimum precautions for ALL such invasive procedures. Health-care workers who participate in invasive procedures must routinely use appropriate barrier precautions to prevent skin and mucous-membrane contact with blood and other body fluids of all patients. Gloves and surgical masks must be worn for all invasive procedures. Protective eyewear or face shields should be worn for procedures that commonly result in the generation of droplets, splashing of blood or other body fluids, or the generation of bone chips. Gowns or aprons made of materials that provide an effective barrier should be worn during invasive procedures that are likely to result in the splashing of blood or other body fluids. All health-care workers who perform or assist in vaginal or cesarean deliveries should wear gloves and gowns when handling the placenta or the infant until blood and amniotic fluid have been removed from the infant's skin and should wear gloves during post-delivery care of the umbilical cord.

If a needle stick or any occupational exposure is encountered by the (student) healthcare worker please follow the following emergency procedures as noted by the CDC

https://www.cdc.gov/niosh/topics/bbp/emergnedl.html

- Wash needlesticks and cuts with soap and water
- Flush splashes to the nose, mouth, or skin with water
- Irrigate eyes with clean water, saline, or sterile irrigants
- Report the incident to your supervisor
- Immediately seek medical treatment

Student Requirements for Blood-Borne Pathogens:

- The student is required to follow the clinical affiliates written exposure control plan.
- Prior to attending, SLCC requires all students to show proof of vaccination series or titer.
- The student is required to use all forms of personal protective equipment to include eye protection, gloves, gown, mask, lab coats, face shields, mouthpieces, resuscitation bags, pocket masks or other devices when exposure is suspected.
- If a student is exposed during a clinical rotation, they should report the exposure immediately to the clinical educator and follow the following steps. The clinical affiliate will treat the student with post exposure procedures
and follow-up. Information for individuals receiving occupational exposure will be confidential and records will be kept by the facility for 30 years.

**Steps for injury/exposure:**

An immediately available, confidential medical evaluation and follow-up will be conducted by the Infection Control Department at the University of Utah Medical Center or at any established health care facility. Instructions for the University of Utah will be provided by the Office of Risk Management. Following initial first aid (Immediate cleaning of the wound, flushing the eyes or other mucous membranes, etc.); the following activities will be performed:

1. Document the routes of exposure and how the exposure occurred.

2. Identify and document the source individual (unless the employer can establish that identification is infeasible or prohibited by state or local law).

3. Obtain consent and make arrangements to have the source individual tested as soon as possible to determine HIV, HCV and HBV infectivity; document that the source individual’s test results were conveyed to the employee’s health care provider.

4. If the source individual is already known to be HIV, HCV and/or HBV positive, new testing need not be performed.

5. Assure that the exposed student is provided with the source individual’s test results and with information about applicable disclosure laws and regulations concerning the identity and infectious status of the source individual (i.e. laws protecting confidentiality).

6. After obtaining consent, collect exposed student’s blood as soon as feasible after exposure incident, and test blood for HBV and HIV serological status.

7. If the student does not give consent for HIV serological testing during collection of the blood for baseline testing, preserve the baseline blood sample for at least 90 days; if the exposed student elects to have the baseline sample tested during this waiting period, perform testing as soon as feasible.

**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)](https://www.acen.org). 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 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. 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

Attendance Policy for Lab/Clinicals

It is the policy of the Salt Lake Community College Nursing Program that every student is expected to participate in each of his/her learning experience by full attendance to lab and clinical sessions. It is further expected that every student will be present on time, remain for the entirety, and be prepared to participate when scheduled lab/clinical sessions begin.

I. Attendance Expectations:
1. Attendance is mandatory for all scheduled Nursing lab and clinicals, in order to meet the required number of clinical/lab hours for graduation from the SLCC Nursing Program.
2. Labs and Clinicals are a graded part of the corresponding classroom theory course. A failure in the lab or clinical portion of a course will result in failure of the entire course which will require that all components of the course be repeated (classroom, labs, and clinicals).

II. Lab/Clinical Make up:

1. All lab/clinical absences must be made up hour for hour. Failure to make up missed lab or clinical time may result in failing the course and/or dismissal from the program.
2. It is the student’s responsibility to make up all lab/clinical time that has been missed, regardless of the circumstances.
3. The minimum make-up time is 4 hours. (For example, if a student misses 2 hours of lab/clinical, the student will still be required to complete a minimum of 4 hours make-up).
4. The maximum make-up time is 16 hours for missed lab and/or clinical hours combined. (For example, a student would be able to make up two missed labs for 16 hours OR one clinical for 12 hours, but not a lab AND a clinical because this would exceed the maximum allowed make-up hours).
5. Efforts will be made to provide lab/clinical make-up opportunities at the end of each semester. This is determined by lab, clinical site or instructor availability and is not guaranteed.
6. If a lab/clinical make-up is offered:
   a. The make-up date(s) and time(s) are not flexible.
   b. Tardiness to any make-up session(s) is unacceptable. (See Punctuality section below).
   c. The student is accountable for the information and skills missed due to absence.

III. Punctuality:

1. Students are expected to arrive on time and remain at the lab/clinical for the entirety of the day.
2. Consequences for tardiness:
   a. Up to 30 minutes late, or leaves and misses up to 30 minutes, (e.g. returning late from breaks, lunch, etc.) the missed time will be made up as determined by the instructor. This can include requiring the student to:
      ▪ remain late to make up the missed time
      ▪ attend a make-up lab/clinical session on another day
   a. More than 30 minutes late, or leaves and misses more than 30 minutes, (e.g. returning late from breaks, lunch, etc.) the student may be sent home (determined by the instructor). In addition, the student will be:
      ▪ placed on a performance plan by lab lead instructor
      ▪ required to make up the lab/clinical in full on another day
3. If the student’s whereabouts is undetermined at any point during lab/clinical day, the student may be sent home and required to make up the entire lab/clinical, regardless of how much time had already been completed.

4. If for any reason the student’s conduct in lab/clinical is not acceptable, the instructor reserves the right to ask the student to leave the lab/clinical.

IV. **In case of an absence:** Notification of absence or lateness is a part of professional accountability.

1. If the student is going to be late or absent from lab/clinical, the student must contact the instructor by phone or text message at least 30 minutes prior to the scheduled experience.

2. **Calling a classmate to relay a message regarding attendance is NOT acceptable.**
   - If unable to reach the instructor, call the nursing department at (801) 957-6260. If no one answers, leave a voice message.
   - Failure to notify the lab/clinical instructor may result in a performance plan.
   - Sending an e-mail is not a substitute for calling/texting the instructor since it is unreasonable to expect that the faculty will read your email prior to the lab/clinical. An e-mail may be used as a back-up form of communication or to provide further documentation.

I acknowledge that I have received the SLCC Nursing Program Attendance Policy for Lab/Clinicals document which outlines attendance, grading, conduct, and learning expectations for the Healing Arts Lab and clinical experiences (also found in the SLCC Nursing Program Student Handbook). I understand that clinical guidelines may be adapted to meet the specific requirements of the facility that is sponsoring my clinical experience.

As a student in the SLCC Nursing Program, I will abide by the policies and procedures outlined for Lab and Clinicals. I recognize that failure to meet the conditions listed in these policies could result in being held back from advancing to the next semester of nursing, or dismissal from program.

Currently in ___________ Semester of the SLCC Nursing Program

*Print Name legibly: ________________________________*

*Student signature: ________________________________  Date: ________________________________*
SALT LAKE COMMUNITY COLLEGE
NURSING PROGRAM

Student Name: ____________________________________________

Date Entering Program __________________________
Date of Withdrawal/ Drop/Deferral ______________________
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) Completed: ____________________________________________

________________________________
________________________________
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 __________________

Associate Dean/Program Coordinator ____________________________ Date __________________
ACKNOWLEDGMENT OF UNDERSTANDING

I have read the SLCC Nursing Program Student Handbook. I 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.

3/10/2014
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.

Witnessed by __________________ Talent signature       Date _____________
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

Jordan Campus
Dean’s Office, School of Health Sciences
3491 West Wight Fort Road - West Jordan, Utah 84088-8818
Phone: (801) 957.4904 Fax: (801) 957.2762 www.slcc.edu