



**HANDBOOK FOR
NURSING STUDENTS
2018 - 2019**

The intent of this handbook is to familiarize students with the policies and procedures specific to the Department of Nursing at Morton College. Morton College Department of Nursing is an accredited by the Accreditation Commission for Education in Nursing (ACEN).

Accreditation Commission for Education in Nursing, Inc.
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Suite 850
Atlanta, GA 30326
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In order to facilitate your nursing education, the faculty encourages you to familiarize yourself with the information found within Morton College Catalog, Student Handbook and Website
<http://www.morton.edu/Programs-and-Courses/Catalog/> .

For additional information about College policies and services, refer to the above listed resources. We wish you success in the time you are here with us. We are committed to your education and to the health care needs of your present and future patients.

The Morton College Nursing Program follows the Morton College Catalog statement regarding discrimination. The statement can be found on the last page of the Morton College Catalog.

This handbook describes policies in effect as of June 2016. The Nursing Program reserves the right to make changes to this document. It is the policy of Morton College not to discriminate on the basis of race, color, religion, national origin, ancestry, citizenship status, sex, age, marital status, physical and mental disability, unfavorable military discharge, military status sexual orientation, or any other unlawful basis in its educational program, or admission policies. In accordance with the Americans with Disabilities Act of 1990, and corresponding state law, Morton College will make reasonable accommodations for students.

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Welcome to the Associate in Applied Sciences Nursing Program at Morton College. We are pleased that you are pursuing your nursing education at Morton, and are here to help you achieve your career goals as you transition to your professional life.

The Morton College Handbook for Nursing Students serves as a reference, containing orientation information and a compilation of those policies, practices and professional behaviors which govern the Nursing Program. This handbook is to be used in conjunction with the Morton College Catalog and Student Handbook.

Each student accepted into the Nursing Program is held accountable for knowing and abiding by the policies of the College and the Nursing Program. Students are also held accountable to the Illinois Nurse Practice Act, which governs student nurse practice.

Success in this program is dependent on the development of a relationship with the faculty, staff, and your colleagues. Nursing is a difficult program and we are here to help you achieve success.

We wish you all the best,
Morton College Nursing Director, Faculty and Staff

MORTON COLLEGE NURSING PROGRAM MISSION STATEMENT

Congruent with the mission of Morton College, the nursing program mission is to provide exemplary teaching and learning experiences in preparing professional nurses for ethical practice and community service with a commitment to life-long learning.

Adopted 1/10/2013

MORTON COLLEGE NURSING PROGRAM PHILOSOPHY

The Morton College nursing program believes that the education of prelicensure nurses is accomplished through an understanding of the needs of the adult learner and applying the principles of evidence-based teaching practices.

To achieve this, the faculty and students are dedicated to creating educational experiences that encompass:

- Caring and compassion
- Ethics and integrity
- Diversity
- Human dignity and social justice
- Inquiry and critical thinking
- Communication and collaboration
- Accountability and responsibility
- Life-long learning

Professional nursing practice is both an art and a science that provides care in varied healthcare systems centered on individuals, families, communities and populations encompassing:

- Evidence-based best practices
- Safety and quality improvement
- Informatics and technology
- Advocacy
- Communication and collaboration
- Provision of education
- Wellness promotion, injury prevention and disease management

Adopted 1/10/13

PROGRAM OUTCOMES

1. Provide safe, quality, evidence-based patient-centered nursing care in a variety of healthcare settings to diverse patients across the life span.
2. Employ the nursing process using critical thinking and clinical reasoning to manage patient care, and within a culture of caring.
3. Participate in collaborative relationships with members of the inter-professional team, the patient, and the patient's support persons.
4. Implement fiscally responsible quality and regulatory measures to improve patient care.
5. Use information technology and patient care technology to assess, communicate, educate, mitigate error, and support decision-making.
6. Assimilate professional, legal, and ethical guidelines in practice as a professional nurse.

PROGRAM APPROVAL, ACCREDITATION AND PROFESSIONAL MEMBERSHIPS

The Associate in Applied Sciences Degree in Nursing Program at Morton College is approved by the Illinois Department of Financial and Professional Regulation (IDFPR), www.idfpr.com

The Associate in Applied Sciences Degree in Nursing Program is accredited by the Accreditation Commission for Education in Nursing (ACEN), 3343 Peachtree Road, NE, Suite 850, Atlanta, GA 30326, 404-975-5000, www.acenursing.org

Morton College Nursing Program is a member of the National League for Nursing (NLN), www.nln.org

Morton College Nursing Program is a member of the Illinois Organization for Associate Degree Nursing (IOADN), www.ioadn.org

PROFESSIONALISM

Personal and Professional Integrity

The nursing profession requires individuals to be responsible, self-directed, and accountable for ones' actions and to exhibit professional behaviors. Professional conduct includes, but is not limited to:

- Respect for the beliefs, values and customs of others,
- Protecting confidential patient information,
- Providing a high standard of nursing care, and
- Maintaining personal integrity at all times and in all situations.

In addition, students must follow all policies, procedures and/or standards of the following:

- Morton College Handbook for Nursing Students
- Morton College Catalog <http://morton.edu/Programs-and-Courses/Catalog/>
- Morton College Student Handbook http://www.morton.edu/Student_Handbook/
- American Nurses Association Code of Ethics for Nurses <http://nursingworld.org/>
- Illinois Nurse Practice Act <http://nursing.illinois.gov/nursepracticeact.asp>
- Policy and Procedure Manuals in all clinical facilities and agencies
- National Student Nurses' Association Code of Academic and Clinical Conduct
http://www.nsna.org/Portals/0/Skins/NSNA/pdf/pubs_code_of_ac.pdf
http://www.nsna.org/Portals/0/Skins/NSNA/pdf/NSNA_CoC_Academic_Clinical_Interp_Statements.pdf

These documents serve to define standards of professional conduct. Students not adhering to these standards of professional conduct or other behaviors as determined by the College, will be disciplined up to and including dismissal from the program.

Academic Misconduct

The Morton College Nursing Program has an obligation to the public and society to evaluate students pursuing an associate degree in nursing as carefully as possible. This responsibility includes assessing a student's knowledge, skills, abilities, integrity and capacity to practice as a professional nurse.

Honesty

A student shall exhibit honesty in all interactions with people, including instructors, colleagues, patients, families and members of the healthcare team. Students should demonstrate honesty and integrity in the accuracy and completeness of their actions and documentation. The professional nurse is willing to admit errors and does not misrepresent oneself at the expense of the patient or others. Students will accurately represent his/herself as a Morton College student nurse to others. Forgery, alteration or misuse of a patient's medical record is unlawful.

Plagiarism/Cyberplagiarism

A student should not paraphrase or give a direct quote of the work of another person, published, unpublished or from the Internet, without giving full credit to the author.

Cheating

A student is responsible for his/her own work and is not permitted to use unauthorized assistance in test-taking, writing assignments, or other activities assigned by the instructor that requires individual—not group— participation. Students should not be involved in the buying or selling of papers or other academic materials.

The following are situations that warrant immediate withdrawal from the Nursing Program, (but are not limited to include the following):

- 1) Theft of supplies from clinical sites, the College, and/or possessions of other students, patients, or employees.
- 2) Destruction of property or possessions of patients, fellow students, College employees or clinical agencies.
- 3) Falsifying documentation at clinical sites or on campus.
- 4) Engaging in disorderly conduct or creating a disturbance on campus or clinical sites.
- 5) Jeopardizing the safety of patients, students, or faculty or employees of clinical agencies or College through neglect of duty or through disregard for others.
- 6) The use, sale, or possession of alcohol, drugs or controlled substances or being under the influence of alcohol or drugs on campus or at clinical.
- 7) Any refusal or intentional failure to follow direct instructions from the director of nursing, a nursing instructor, Morton College employee or a person in authority at a clinical site, or to obstruct, abuse or interfere with patient care.
- 8) Use of or possession of guns, knives, explosives or other weapons on campus or at clinical site.
- 9) Harassment of an individual including, but not restricted to harassment based on race, sex, age, national origin, religion, physical or mental disability at a clinical site.
- 10) Physical and or verbal abuse of an individual on campus or at clinical site.
- 11) Improper use of social media
- 12) Violation of State or Federal laws (e.g., Illinois Nurse Practice Act, HIPAA)

See Morton College Student Handbook for Code of Student Conduct rules and regulations regarding academic honesty, disciplinary action.

Professional Nursing Behavior

Students should provide care that is not harmful, dangerous or negligent to the health and well-being of the patient. Negligence means failure or inability to exercise knowledge or skill used under the same circumstances by other Morton College students.

Students shall seek out consultation and supervision when performing new skills, or when the student's ability to care for the patient may be inadequate due to a lack of knowledge or experience. Students are expected to respond appropriately to constructive criticism in an effort to improve and to be successful.

Health Insurance Portability and Accountability Act of 1996 (HIPAA)

The Health Insurance Portability and Accountability Act of 1996 (HIPAA) is a federal law that protects an individual's health information. Therefore, faculty and students must keep strictly confidential and hold in trust all confidential information of a hospital or clinical agency/facility, and not disclose or reveal any confidential information to any third party without prior written consent. HIPAA holds violators accountable, with civil and criminal penalties that can be imposed if patients' privacy rights are violated.

Students will respect the rights of patient, families and others, and shall maintain patient confidences within the law. The patient's right to confidentiality in regard to his/her medical and personal information is a primary rule of healthcare. Students must maintain confidentiality related to any patient care and/or assignments. No student shall discuss the problems or healthcare issues of any patient outside of the instructor-led learning environment (e.g., pre- and post-conferences, nursing classes). This includes any discussions in public places (e.g., hallways, break rooms, elevators, and cafeteria), photography, as well as in any media forum (e.g., Twitter, Facebook). Students are only allowed to obtain information on those patients assigned to their care for the clinical day. At no time should students use their position in the program to seek information about a patient other than an assigned patient.

Under no circumstances can any medical record or part of the medical record be removed from any clinical facility or agency. Per the healthcare institution, a student may have permission to extract information for learning purposes. Students must consult with the clinical instructor as to agency requirements.

Falsification of Medical Records or Patient Information

A student should not document clinical assessments, nursing interventions, medication administration or progress evaluations when the student has not performed the action.

Failing to report—Disclosure

Failure of a student to share patient medical information with members of the healthcare team involved in the care of the patient is unethical. Providing inaccurate or false information with these individuals is also not acceptable. Students are required to handoff or provide information on the patient's current status and interventions to the assigned nurse, or that nurse's designee, upon leaving the area.

Professional Presence

The student is a representative of the Morton College Nursing Program and should realize that his/her behavior and appearance may affect the judgments of others, either in a positive or negative manner, about Morton College. Students are expected to be thoughtful and professional in their interactions with patients, families, members of the healthcare team, other students, faculty and the general public. A student will not engage in nonprofessional behaviors with a patient, even upon the apparent request of a patient, while engaged in patient care activities.

Uniform requirements

A clean, pressed uniform is worn for each clinical experience and for activities as specified by the faculty (e.g., simulation, health fair). The uniform is not worn for other College activities or classes. The uniform will consist of short-sleeved indigo V-neck top with MC emblem and indigo pants or skirt. Student must maintain sleeve length above the elbow for uniform tops and jackets when performing direct patient care. Skirts must be below the knee. Pants length should not expose the ankle or touch the floor.

Not acceptable/allowed:

- Sweat shirts/hoodies, sweat pants, stirrup pants, stretch pants or jeans.
- Gum chewing or eating in the clinical areas.
- Poor personal hygiene, including offensive body and/or breath odors.
- Perfume, cologne or aftershave

Clean neutral color or white hosiery/socks are to be worn with clean white nurses' or all white athletic shoes. Per OSHA, shoes cannot have cut-outs or mesh inserts and must have backs (e.g., no clogs). Shoes worn in clinical area should be used only in the clinical and not for outside use.

Hair must be clean, neatly arranged and away from the face and neck. Hair below shoulder length must be pinned or tied back securely. Males must be clean shaven or have neatly trimmed mustaches or beards.

Per the Center for Disease Control, nails should be kept no longer than tips of fingers.

Not acceptable/allowed:

- Nail polish
- Sculptured, tipped nails or other artificial nails

A wedding and/or engagement ring may be worn when in uniform. Any other type of jewelry is inappropriate with the uniform except one pair of small earrings, which are to be worn only in the earlobe. Earrings are not allowed during the NUR 118 Nursing Care of the Child and Family clinical experience. Tattoos/body art not covered by the uniform are to be covered with make-up or bandage. No jewelry is permitted for facial, tongue or other visible piercings.

A bandage scissors, watch with second hand, ID badge, stethoscope, pen with black ink and small notebook are considered essential accessories to the uniform. Students not in proper attire as stated in the dress code policy will not be allowed to participate in those days clinical activities and will receive a clinical absence.

- * **Students are required to adhere to clinical site specific clinical policies regarding grooming and personal appearance.**
- * **Students who are not in compliance with the grooming and personal appearance policy may be asked to leave clinical. This will constitute a clinical absence.**

Documentation Student Name

In the clinical area, students will sign documentation with First initial, Last Name, MCNS (which stands for Morton College Nursing Student)

- Example: S. Jones, MCNS.

Alcohol and Other Drug Use

Per the Morton College Student Handbook, "Morton College promotes and maintains a healthy, drug and alcohol free learning environment and workplace. The College complies with all federal, state and local laws and ordinances to which it is subject, including the Drug-Free Workplace Act of 1988 and the Drug Free Schools and Communities Act Amendments of 1989. Morton College prohibits the use, possession, distribution, dispensing and manufacturing of illicit drugs or alcohol on Campus property, including buildings, grounds, in College vehicles or any College-leased facility. Anyone on campus under the influence of drugs or alcohol is subject to appropriate sanctions consistent with local, state and federal laws..."

The Nursing Program maintains affiliation agreements with a variety of clinical agencies and facilities to provide quality clinical experiences for students. As such, these clinical education partners serve as an extension of the Morton College learning environment. College policies related to alcohol and other drug use will be upheld for students in the clinical learning environment. Students in violation of this policy, will be removed immediately from the clinical site, and referred to the campus disciplinary system, as outlined in the Morton College Student Handbook.

Attendance and Punctuality

Clinical and laboratory experiences

Students are expected to attend all scheduled clinical and lab experiences. Transportation to and from home, clinical, lab and College classes is the student's responsibility. Morton College and/or the Nursing Program are not responsible for any lost or stolen articles.

Absence and or tardiness in the clinical area is not acceptable and detracts from the practice of nursing care and procedures essential to the development of a competent beginning nurse and is discouraged. Multiple absences indicate that the student has not been able to participate in required clinical experiences necessary for the instructor to assess the student's capabilities and render an evaluation.

- Tardiness of 30 minutes or more will constitute as a clinical absence. Two tardy arrivals of less than 30 minutes will constitute as a clinical absence.
- Points will be deducted from the student's final course grade as indicated in the course syllabus. First and second absences will result in a loss of one (1) points each time. A third absence will result in a loss of five (5) points.

Theory

Attendance in all scheduled classes is expected. Chronic absenteeism and tardiness in class is not acceptable and detracts from a student's ability to learn and participate in interactive experiences with one's peers.

- Students with absences 10% or more of the scheduled class hours for each course will be placed on probation. A conference will be held with the student, instructor and Director to determine cause of the problem. An additional absence after probation statement is issued may require the student to withdraw from the program.
- Two instances of tardiness will constitute as one absence.
- Leaving early from class without consent of the instructor will constitute one absence.
- The student will be responsible for the materials presented in class during an absence.
- Students are instructed to review individual course syllabi concerning missed tests and quizzes.
- The Morton College policy pertaining to the Final Exams shall be observed.
- All auditing and or re-admitted students are also required to follow the above policy.

CLINICAL REQUIREMENTS

Participation in clinical courses is an integral part of the Morton College Nursing Program. Each nursing student is required to comply with all policies and procedures of the clinical agencies/facilities while enrolled in the Nursing Program.

The Nursing faculty may assign the student to specific clinical sites as deemed necessary for optimal learning experiences. Due to the nature of the clinical requirements of a nursing course and/or available clinical facilities, the student will be required to accept alterations that can be made at any time. Schedules may be altered due to available clinical sites, days, times and instructors.

Costs/expenses associated with meeting the health and general policy requirements of the program are the responsibility of the student. The following policies and procedures are **required** of all students accepted to the nursing program and **prior to** the first day of class (**NOTE: official original documentation is required on physician/healthcare provider/issuer letterhead or forms**):

Health Prerequisites:

Physical Examination (Initial acceptance into Nursing Program and ongoing as noted):

Proof of completion of a **physical examination** which demonstrates that the student is free from disease, and physically and mentally capable of participating in the Nursing Program. This must be documented by the student's primary healthcare provider.

- Medical history/Physical exam (primary physician, nurse practitioner or other approved healthcare provider).
- 10 Panel urine drug screen.
- Complete blood count (CBC) and Rapid Plasma Reagin (RPR) test
- Quanterifon Gold (if positive a negative chest x-ray, PA & LAT will be required)
- Documentation of verified immunity to varicella, rubeola, rubella, measles, mumps through blood titers. (If titers do not prove immunity, or result is non-immune/equivocal, student must receive appropriate vaccine. Vaccine then must be followed 4-6 weeks later by a repeat blood titer).
- Hepatitis B antibody proving immunity (if not immune, the Hepatitis B vaccine series must be completed. Vaccine series must then be followed 4-6 weeks later by a repeat blood titer.)
- Hepatitis B antigen
- Influenza (flu) vaccine (required October through May only) **NOTE: Annual requirement**
- Tetanus-Diphtheria-Pertussis Vaccine (Tdap) with booster every 10 years
- Color vision screening

*****Clinical requirements may change at any time based on the requirements of the clinical affiliate.***

Health Insurance

Health Insurance is a separate requirement that must be maintained throughout the program.

Malpractice Insurance

Students will be participating as a member of a group policy covering Malpractice Insurance for clinical experiences in the hospitals. The fee is paid as part of College tuition and/or fees at the beginning of each fall semester. **No student may enter a clinical site until proof that student fees have been paid.**

Basic Life Support Certification (CPR)

Proof of American Heart Association (AHA) Basic Life Support (BLS) Certification for Healthcare Providers (CPR) must be submitted prior to the first day of class. Current competence must be maintained throughout the program. CPR classes are available at Morton College.

NOTE: No student will be permitted in the clinical agencies/facilities for patient care experiences unless all requirements are met.

Criminal Background Check

Nursing students are required by law to have a background check. All background checks will be completed utilizing Castlebranch Company.

***All clinical requirements are to be submitted to Castlebranch Company. It is an expectation that the student will upload all clinical requirements to the Castlebranch site (www.portal.castlebranch.com/ms02).**

Health and Safety Requirements:

Blood Borne Pathogens

Completion of NUR 107 (Foundations of Nursing I) will provide education regarding blood borne pathogens, standard precautions, OSHA requirements and the prevention and management of the spread of infectious diseases to meet the clinical requirements.

Clinical Orientation

Clinical orientation is **mandatory** for each student prior to entering the clinical site.

Gastrointestinal Distress/Out of Country Travel

If a student experiences a history of diarrhea, unusual gastrointestinal symptoms or takes a trip out of the country during the school year, a stool culture for ova and parasites is **required**. Primary healthcare provider note to return to clinical is **required**.

Health Problems or Change in Health Status

If a nursing student has a current health problem, develops a health problem or has any change in health status, he/she must immediately notify the Director of the Nursing program in writing. A student with a health problem may continue in the nursing program with a note from the student's physician/primary healthcare provider giving written permission to attend school and clinical. To continue the student must be able to fulfill the clinical requirements and objectives for the course.

- 1) Required Primary Healthcare Provider's Note to Return to Clinical:
It is the student's responsibility to remain away from the clinical areas if he/she has an infectious condition. A note from your physician/healthcare provider is required stating you are not infectious and able to return to the clinical setting. The student must be able to fulfill the clinical requirement and objectives of the course to continue in the program.
- 2) Pregnancy: If a nursing student is pregnant, she must notify the Nursing Department. A pregnant student may continue in the nursing program if she meets the following criteria:
 - a) Obtain written permission at each physician's visit stating that she may work in the clinical setting.
 - b) Demonstrate the ability to fulfill the requirements and objectives of each nursing course in which she is enrolled.
 - c) Notify the Director of the Nursing Program and current instructors regarding any change in her health status.

Lab Safety

Students will be oriented to all equipment and instructed not to use lab facility and or equipment without checking with instructor. An Emergency response guide is located at the back of each room and lab.

Program Fees

Nursing Program Fees (Approximate)

Nursing students have expenses in addition to the usual College costs. Some of these approximate costs are:

Nursing Program Acceptance Fee	\$100.00
Titers/Immunizations: (Proof verification required)	\$100-400/year
Immunization Tracker:	\$125/year
Background Check	
10 Panel Drug Screen	
Yearly Physical Exam	\$100-up/year
CPR Certification	\$65-75/2 year
Supplies and Uniforms:	
Uniforms	\$100
Shoes	\$50-100
Watch with second hand	\$10-50
Stethoscope	\$100 and up
Scissors, Pen Light, Hemostat, Pocket Saver	\$30-40
Textbooks & Supplies	\$750/year
Specialty Exams (HESI)	\$60/per exam
Program Graduation Fees:	
Pictures	\$40 and up
Fingerprints Application	\$75
NCLEX Fee	\$275 +
Course Fees	
NUR 107	\$250.00
NUR 108	\$250.00
NUR 116	\$200.00
NUR 117	\$175. 00
NUR 118	\$175.00
NUR 206	\$250.00
NUR 216	\$250.00
NUR 218	\$450.00

Note:

Additional fees associated with travel to clinical facilities and additional fees imposed by the clinical agency and/or nursing program course fees are not included above.

ACADEMIC PROGRESSION

Admission and Registration

Registration must be performed prior to the first day of class. Upon review of the class roster, if your name is not included on the list of students registered for the course, you must immediately depart the class and register at the Office of Admissions and Records. To return to class, a student must have a "signed" registration form for the instructor.

Student Responsibility for Registration	Outcome for Failure to Comply
🍏 Student must register prior to the 1st day of class at the Office of Admissions and Records.	🍏 Sent from class to Admissions to register and must bring back a signed form; which means you will be missing important information and marked as absent from the first day of class.
	🍏 Student will not be allowed to remain in class or in the nursing program if not registered. Why? This means the student has: <ul style="list-style-type: none">• No insurance• Cannot enter clinical without insurance• Cannot sign into Blackboard

Grading Process

Passing Requirements

Course grades are evaluated with letter grades. Clinical practice is evaluated as satisfactory or unsatisfactory. A course grade of "C" and a clinical practice grade of "satisfactory" must be achieved in each nursing course in order to progress and graduate from the program.

Student progress in the program will only be discussed with the student. Morton College is in compliance with The Family Educational Rights and Privacy Act (FERPA). See *College catalog*.

Grading Policy

The passing grade for all nursing courses is 76% and above. A grade 75.5 to 75.9 will be rounded to 76%. A grade of 75.1 to 75.4 will be rounded to 75.

A = 92 - 100	D = 68 - 75
B = 84 - 91	F = 67 and below
C = 76 - 83	

Standardized testing is utilized in this program. Scores on these tests may be included in the course grade(s). Students are responsible for the cost of these tests.

There may be written assignments which are part of the theory and or clinical grade. Grammar spelling, theme writing, neatness and legibility constitute as a part of the grade. See *Plagiarism policy in the College catalog*.

Program Continuation








In order to continue each semester of the nursing program, all nursing courses must be passed with a "C" or better in theory and a satisfactory in clinical. All general education requirements as stated in the program worksheet must be met for progression from semester to semester.

Student Responsibility for Program Continuation	Outcome for Failure to Comply
🍏 Make appointment with advising at the end of each semester, to confirm the required courses for the following semester to make sure you have completed your education course requirements.	🍏 If general education courses not completed as required, you will not be allowed to continue in the Nursing Program.

Students are encouraged to meet with instructors throughout the program for any academic concern. Students may always choose to use the resources available to them in the Student Success Center or The Nursing Retention Specialist.

Withdrawal

The student must meet with the course instructor prior to making a decision to withdraw (see preadmission policy in Handbook for Nursing Students).

Student Responsibility for Readmission	Outcome for Failure to Comply
 Follow readmission policy in "Handbook for Nursing Student"	 Student receives failing grade for course.
 See Instructor/ Director of Nursing for signature on withdrawal form	
 Take signed withdrawal form for the course to Office of Admissions and Records.	 If withdrawal form not signed or submitted to Office of Admissions and Records, student will receive a failing grade for the course
 Inform financial aid of withdrawal	 May lose financial aid for future courses

Readmission Process

All students requesting readmission to the Nursing Program are required to apply for readmission.

Readmission is not guaranteed, and is based on the availability of open seats in the required course.

Students will be given one opportunity to reapply to the nursing program after a course failure or a withdrawal due to a failing grade.

Students previously enrolled in the Nursing Program at Morton College who withdrew from a nursing course, failed a nursing course, did not meet the requirements when auditing or repeating a course, or interrupted the nursing course sequence will be subject to the following minimum requirements for readmission:

Readmission Process:

1. Visit the Office of Admissions and Records to obtain a Nursing Readmission application. A readmission application must be submitted at least 3 months prior to the semester of which the student is planning to reapply.
2. Submit a personal statement to the Office of Admission and Records stating the desire for readmission, including additional education that has occurred since the applicant's last classes at Morton.
3. The Nursing Program Director will review the student's personal statement, and transcripts submitted in regards to their readmission decision.
4. The readmission decision will include requirements to determine appropriate course placement, including but not limited to skills testing, HESI testing, and/or medication calculation tests. Course placement will be determined by the committee in conjunction with the program director.
5. The nursing department will notify the student of a decision via telephone and email.
6. The readmitted students will receive their registration form from the nursing department and must take it to The Office of Records and Registration for processing.

Readmission Criteria:

The following will be used in making a readmission decision:

1. Applicant's stated reason for requesting readmission.
2. Past academic performance and any work completed while absent is evaluated to determine potential for success and/or placement.
3. Demonstration of skills learned in courses completed prior to the student's leaving the program. This may include passage of a drug calculation exam and demonstration of clinical skills, as deemed appropriate. Successful completion of these requirements must occur prior to the student's readmission. The plan will be individualized for at which point of the semester the student withdrew. The faculty member will provide input from the students past course completion.
4. Whether or not the applicant will be able to complete the program within the time requirement.
5. Space availability in the appropriate courses.

Readmission Progression Requirements:

1. The admission decision applies to the upcoming semester and cannot be deferred.
2. Applicants must repeat or audit course (even if passed) when the nursing program deems necessary.
3. Readmitted students must follow the progression grade requirements.
4. Readmitted students will enter on probation and be assessed at the end of the first term.
5. Students must pass a proficiency exam on the last courses that were passed and achieve a grade of 76% or better.

Readmission SequencingFirst Semester (NUR 107 and/or NUR 108)

Students who failed or withdrew during the first semester must have achieved a grade of “C” or better in all courses, including electives, and:

- Failure/withdrawal in NUR 107 requires a repeat of course (space available basis)
- Failure/withdrawal in NUR 108 requires a repeat of course (space available basis)
- Reapply to the Nursing Program.
- Student(s) who were admitted to the Nursing Program but were unsuccessful in NUR 107 due to a failure/withdrawal and have not been readmitted due to space availability are welcome to reapply to the Nursing Program after three (3) consecutive academic years out of the nursing program as a new student providing the student(s) has met all the requirements to be considered for admission.

Second Semester (NUR 116, NUR 117 and/or NUR 118)

Students who failed or withdrew in NUR 116, NUR 117 or NUR 118 must have achieved a grade of “C” or better in all courses, including electives and in NUR 107 and NUR 108, and:

- Cannot continue to next course during the second semester
- Reapply to the Nursing Program
- Repeat failed/withdrawn course (space available basis)

Third Semester (NUR 206)

Students who failed or withdrew in NUR 206 must have achieved a grade of “C” or better in all courses, including electives and in NUR 107, NUR 108, NUR 116, NUR 117 and NUR 118, and:

- Reapply to the Nursing Program

Repeat failed/withdrawn course (space available basis)

Fourth Semester (NUR 216, and/or NUR 218)

Students who fail or withdrew in NUR 216 and/or NUR 218 must have achieved a grade of “C” or better in all courses, including electives and in NUR 107, NUR 108, NUR 116, NUR 117, NUR 118, and NUR 206, and :

- Reapply to the Nursing Program
- Repeat failed/withdrawn course (space available basis)
- Students may remain registered in NUR 218 but will need to remediate in NUR 218 when they repeat NUR 206 the following year.

Policy for Readmitted Students

All students readmitted to the nursing program automatically assume a probationary status. Students with a probationary status must meet certain requirements to be permitted to remain in the program. Students not meeting these requirements will be dismissed from the program. These requirements are as follows:

1st semester freshman readmits must:

- Participate in summer math sessions and the online medical terminology supplemental course (100% attendance/completion rate)
- Enter the program at NUR-107 even if the student previously passed the course
- Attend mandatory freshman seminars during NUR-107 and create a study strategy portfolio
- Be responsive to weekly email check-ins regarding student progress in NUR-107
- Attend mandatory one-on-one weekly coaching sessions during NUR-108 and demonstrate follow-through with respect to any recommendations (attend open lab, tutoring, etc.)

3rd semester sophomore readmits must:

- Participate in weekly med/surg review sessions over the summer (100% attendance rate)
- Attend mandatory one-on-one weekly coaching sessions and demonstrate follow-through with respect to any recommendations (attend open lab, tutoring, etc.)

2nd and 4th semester readmits must:

- Work with retention specialist and/or tutor to create an individualized study/review plan for the period of time six weeks prior to the start of the semester.
- Attend mandatory one-on-one weekly coaching sessions for the duration of the semester and demonstrate follow-through with respect to any recommendations (attend open lab, tutoring, etc.)

At the end of the first semester after re-admittance, the student's probationary status will be reevaluated based on the student's academic performance, clinical performance, and commitment to the program.

Academic Success Policy

All students who 1) have a 78 percent or lower as a final grade in a nursing course in the previous semester or 2) drop to a 78 percent test average or below in one of their current semester courses will be required to meet with the retention specialist for academic coaching (first coaching session must be face-to-face subsequent sessions may be either face-to-face or by phone whichever the student prefers). Collaboratively, a student learning plan will be developed and may include referrals for support services. The student must continue with the coaching intervention for the remainder of the semester. All students will be required to comply with the accountability structure inherent to the coaching process. Failure to comply will result in dismissal from the program.

The C.A.R.E Program

The Morton College Nursing Program is very fast-paced, and high expectations are placed upon students from the very start of the program and until its conclusion. The C.A.R.E (Compassionate, All-Inclusive Retention Effort) program has been established to ensure that all students have the opportunity to meet their highest potential in the nursing program. The C.A.R.E program includes summer camps, one-on-one coaching, tutoring, seminars, and other programming.

Summer Programming

Both incoming freshman and sophomore students are strongly encouraged to participate in optional programming over the summer. Summer programming will include:

- Medical Terminology online review course for freshmen
- Online Math Modules and supplemental group sessions for freshmen
- Summer Study Program (med/surg preparation) for sophomores

Students are welcome to make suggestions about future summer opportunities that they would like to see made available.

Summer Boot Camps

The purpose of Freshman Boot Camp is to allow students to meet one another, to get to know some of the nursing department faculty and staff, and to prepare themselves for the expectations of the nursing program. All freshmen students are required to attend Freshmen Boot Camp on the assigned dates and times given out at Orientation.

Tutoring

Nursing tutors are available to assist students throughout the academic year. Appointments to see one of the nursing tutors can be made in the Tutoring Center, but walk-ins are also welcome. Tutors can help students study certain nursing topics, review nursing math, and go over NCLEX-style test questions.

Director Talks

Director Talks are an opportunity for the students to meet the Director of Nursing, and for them to talk with her about topics related to nursing and the nursing program.

First Semester – Freshman Seminar and Coaching

NUR-107 Nursing Fundamentals I – All students are required to attend weekly freshman seminars according to their assigned schedule for six weeks. The freshman seminars will include practical tips and guidelines regarding study strategies, time management, and stress reduction – geared specifically to help students meet the demands of the nursing program for the upcoming two years.

NUR-108 Nursing Fundamentals II – Students who achieve a final grade of an 80% or lower on NUR-107 will be required to attend weekly one-on-one coaching sessions for eight weeks during the duration of NUR-108. During these sessions, students will work with the Retention Specialist or faculty member to implement the strategies from the freshman seminar to fit his/her own schedule and learning style.

Students who get a grade below 70% on a test are required to meet with the Retention Specialist at least one time. Students who maintain a test average of 78% or below are required to meet with the Retention Specialist at least two times or on a weekly basis as long as the student maintains a test average of 78% or below. Students who are placed on probation for a clinical concern or other non-academic issue may also be referred to the Retention Specialist for either one-on-one coaching or for coordination of other services necessary for remediation.

Second, Third and Fourth Semesters – Coaching

All students (including readmitted students) who achieve a final course grade of 78% or below on the previously taken nursing program course must meet with the Retention Specialist at least every other week for the duration of the course that follows (for sophomores starting NUR-206, all three final course grades of the preceding specialty courses will be taken into account). Students who get a grade below 70% on a test are required to meet with the Retention Specialist at least one time. Students who maintain a test average of 78% or below are required to meet with the Retention Specialist at least two times, or on a biweekly basis as long as the student maintains a test average of 78% or below. Students who are placed on probation for a clinical concern or other non-academic issue may also be referred to the Retention Specialist for either one-on-one coaching or for coordination of other services necessary for remediation.

Compliance

NUR-107 students who miss a freshmen seminar session must make up the missed session by meeting with the Retention Specialist individually. Students who do not make up the missed session in a timely fashion may be placed on probation. Students who refuse to participate in freshmen seminars will be dismissed from the program.

Because of the fast pace of the nursing program, it is very important that students who are referred to coaching make an appointment as soon as possible so that any academic issues can be quickly addressed. Students who are required to receive coaching will receive two emails and one phone call over the course of a week to inform him/her that an appointment is requested. Students failing to respond to these messages after one week from the initial notice will be placed on probation. Students who refuse to participate in coaching services will be dismissed from the program. Students receiving coaching services who frequently miss coaching appointments without notice (and/or without rescheduling) and/or who consistently do not respond within 72 hours to email or phone communications will be placed on probation due to their non-compliance. Subsequent incidents of non-compliance will result in dismissal from the program.

Clinical Evaluation, Probation and Appeal Process

Students are required to abide by the policies and procedures of the clinical facilities and observe regulations regarding patient safety, welfare and confidentiality. A clinical evaluation conference will be held with each student by the clinical instructor at the end of each course, beginning with NUR 107. A student evaluated as unprepared, unprofessional and or unsafe will be removed from clinical. Students not meeting course and clinical objectives will be notified by the clinical instructor at any time, and will be continually updated as the course progresses. Evaluation will be supported by written anecdotal records.

If the student demonstrates unsatisfactory patient care, he/she will be required to attend a conference with his/her clinical instructor. The student or instructor may request a joint conference with the Nursing Director. The purpose of this conference will be to allow the student an opportunity to discuss views regarding his/her performance and progress in the course thus far. The conference may have one of three outcomes:

- (a) Probation
- (b) No probation, or
- (c) Dismissal from the program.

Should the conference support that the student should be placed on probation he/she will be notified of this in writing. During the probationary period all reasonable efforts will be made by the faculty to assist in strategies for satisfactory performance. Students will be encouraged to meet regularly with the required instructor or see a counselor for assistance.

Following these steps, if the student continues to be determined as unsafe in administering nursing care to patients, he/she will be given an unsatisfactory in clinical. An unsatisfactory in clinical performance results in failure of the course.

Students who failed clinical for cause related to compromising patient safety will not be considered for re-admittance.

Students will be allowed one probation status in each of year one and year two of the nursing program. An additional probation for any reason, in the same school year, will require that the student withdraw from the nursing program.

A student may request a review of their situation by the Nursing Faculty Committee. The Nursing Faculty Committee will be convened at the request of the student when probationary status constitutes grounds for withdrawal from the Nursing Program. The duration of probation will be determined by the faculty.

The Grade Appeal Procedure can be found in the College catalog.

Graduation Petition**

Submitting petition requirement

Each student is required to petition for graduation from the Nursing Program. Please see the College Catalog for graduating procedures. The application deadline for Graduation Petition is listed each semester in the printed course schedule. If student does not submit this petition they **will not** be able to graduate or receive a certificate/diploma until all requirements are met.

Student Responsibility for Graduation	Outcome for Failure to Comply
🍏 Petition for graduation of ADN program by Deadline date of College. See printed course schedule each semester for deadline to petition.	🍏 Student will not be able to graduate or receive a diploma until ALL requirements are met.

*****Refer to the Morton College Catalog for additional information.***

Nursing Pinning Ceremony

The Nursing Pinning Ceremony is a time for celebration for your accomplishments. The nursing department is proud to sponsor the tradition of pinning to recognize graduates at the completion of the ADN programs.

- The nursing student clinical uniform dress code is strictly enforced for the pinning ceremony.
- Morton College nursing program director, faculty and staff will perform, and organize the pinning ceremony.
- Students must be pinned by a Registered Nurse employed at Morton College.

Failure to adhere to pinning ceremony guidelines will result in dismissal from the event.

COMMUNICATION

Lines of Communication

In the Nursing Program, students should use the appropriate line of communication when attempting to make complaints, solve problems, provide suggestions or get questions answered. The line of communication begins with the student's theory or clinical instructor(s), as follows:

- Clinical Issues (clinical performance, evaluation, patient care assignments, clinical assignments): clinical instructor, theory instructor, Director of Nursing Program.
- Course Issues (course grades/grade appeal, clinical assignments/locations): theory instructor, Lead, Director of Nursing Program.
- Progression Issues (readmission, withdrawals): theory instructor, Director of Nursing Program, Nursing Faculty Committee, Office of Admissions and Records.
- Complaints or grievances: Students are welcome to meet with the Director of the Nursing Program to discuss any issues related to the program. Depending on the type of complaint or grievance, students must complete the Student Feedback form and requisite summary of complaint statement and submit to either the Dean of Student Development and Ombuds Services or Director of Human Resources (see Morton College Student Handbook for procedures).

Mobile Devices

The use of a mobile device, smart phone or tablet is limited to information required for clinical and classroom research in the student nurse role, or as allowed by the course instructor(s). No videos/photos may be taken during lab, theory, simulation lab or clinical or exams. Personal use of the phone function, including texting, in the clinical or classroom setting is not allowed.

Allowing the tape recording of courses is up to each individual instructor. If allowed, the taping is for the individual use of the student and may not be reproduced, sold, lent out, text message, placed on the internet, web page or e-mailed, without the consent of the instructor.

Use of Social Media

Inappropriate use of social media by students in the Nursing Program falls under violation of the Student Code of Conduct, as found in the Morton College Student Handbook. Examples of social networking sites include Facebook, Twitter, Yahoo, YouTube, MySpace, Snapchat, blogs, Wikipedia, texting, self-photos, etc. Internet posting or other forms of communication must not include any confidential information, including, but not limited to, any type of patient or staff information such as name, photograph, social security number, address, diagnosis, treatment, date of admission, therapeutic treatment or procedure, or any other information which might be protected by HIPAA.

Business related information and policy of any clinical agency/facility, including, but not limited to, business name, location clinical preceptors or other employees, must not be disclosed publicly through internet postings or other forms of communication.

If on your communication forum, you acknowledge your affiliation with Morton College's Nursing Program, then all communication on that network should reflect a professional persona as you would communicating in a professional network. You should also post the following disclaimer: "The posts on this site are my own and do not necessarily represent Morton College's position, strategies or opinions.

No form of electronic digital photography, videotaping or recording of a faculty course lecture or lab/clinical activity is permitted to be posted on any social networking or electronic media sites without proper written authorization of the instructor. Posting materials created by someone else without permission is a violation of copyright law, and subject to the College's Code of Conduct.

Student complaint and grievance procedure

The Student Complaint and Grievance Procedure is located in the Morton College Student Handbook. These procedures apply to all registered Morton College students, regardless of academic program. Morton College encourages open dialogue and requests that students first attempt to address their concerns with the personnel

specifically involved in the situation. When this approach is not feasible, there are formal complaint procedures to filing a complaint, grievance, and appeal which are described in the College student handbook.

GENERAL INFORMATION

Military Service

Those students interested in military service, please see a counselor.

Gratuities

The faculty appreciates the many ways students express their thoughtfulness. However, gift giving and monetary expressions of gratitude to individual nursing professionals cannot be accepted.

NCLEX Application for Registered Nurse Licensure

Graduates of approved nursing programs are eligible to take the NCLEX-RN examination for Registered Nurse licensure. Candidates for the examination will be required to submit a CCA form for Health Care Workers Charged with or Convicted of Criminal Acts. Candidates for NCLEX-PN are also required to submit this form.

Providing fraudulent information for the above may be grounds for IDFPR refusal to issue a license.

Refer to www.idfpr.com or the Morton College Nursing website for information:
http://wcmstg.morton.edu:8080/Professional_Resources/

A PATIENT'S BILL OF RIGHTS

1. The patient has the right to considerate and respectful care.
2. The patient has the right to and is encouraged to obtain from physicians and other direct caregivers relevant, current and understandable information concerning diagnosis, treatment, and prognosis.
3. The patient has the right to make decision about the plan of care prior to and during the course of treatment and to refuse a recommended treatment or plan of care to the extent permitted by law and hospital policy and to be informed of the medical consequences of this action.
4. The patient has the right to have an advance directive (such as living will, healthcare proxy, or durable power of attorney for healthcare) concerning treatment or designating a surrogate decision maker with the expectation that the hospital will honor the intent of that directive to the extent permitted by law and hospital policy.
5. The patient has the right to every consideration of privacy.
6. The patient has the right to expect that all communications and records pertaining to his/her care will be treated as confidential by the hospital, except in cases which as suspected abuse and public health hazards when reporting is permitted or required by law.
7. The patient has the right to review the records pertaining to his/her medical care and to have the information explained or interpreted as necessary, except when restricted by law.
8. The patient has the right to expect that, within its capacity and policies, a hospital will make reasonable response to the request of a patient for appropriate and medically indicated care and services.
9. The patient has the right to ask and be informed to the existence of business relationships among the hospital, educational institutions, other healthcare providers or payers that may influence the patient's treatment and care.
10. The patient has the right to consent to or decline to participate in proposed research studies or human experimentation affecting care and treatment or requiring direct patient involvement, and to have those studies fully explained prior to consent.
11. The patient has the right to expect reasonable continuity of care when appropriate and to be informed by physicians and other caregivers of available and realistic patient care options when hospital care is no longer appropriate.
12. The patient has the right to be informed of hospital policies and practices that relate to patient care, treatment, and responsibilities.

American Hospital Association. (1992). *A Patient's Bill of Rights*. American Hospital Association: Author.

Provisions of the Code of Ethics for Nurses with Interpretive Statements

- 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 principles of social justice into nursing and health policy.

CODE OF ACADEMIC AND CLINICAL CONDUCT FOR STUDENT NURSES

Amended from National Student Nurses' Association, Inc. (2009). *Code of Academic and Clinical Conduct and Interpretive Statements*. A copy of the complete version is available for student review in the Health Careers Office, Room 302C.

Students of nursing have a responsibility to society in learning the academic theory and clinical skills needed to provide safe, quality nursing care. The clinical setting presents unique challenges and responsibilities for the nursing student while caring for human beings in a variety of healthcare environments.

The *Code of Academic and Clinical Conduct* is based on an understanding that to practice nursing as a student is an agreement to uphold the trust society has placed in us. The statements of the code provide guidance for nursing students in their personal development of an ethical foundation and need not be limited strictly to the academic or clinical environment, but can assist in the holistic development of the person.

As students are involved in the clinical and academic environments we believe that ethical principles are a necessary guide to professional development. Therefore, within these environments we:

1. Advocate for the rights of all clients.
2. Maintain client confidentiality.
3. Take appropriate action to ensure the safety of clients, self, and others.
4. Provide care for the client in a timely, compassionate and professional manner.
5. Communicate client care in a truthful, timely and accurate manner.
6. Actively promote the highest level of moral and ethical principles and accept responsibility for our actions.
7. Promote excellence in nursing by encouraging lifelong learning and professional development.
8. Treat others with respect and promote an environment that respects human rights, values and choice of cultural and spiritual beliefs.
9. Collaborate in every reasonable manner with the academic faculty and clinical staff to ensure the highest quality of client care.
10. Use every opportunity to improve faculty and clinical staff understanding of the learning needs of nursing students.
11. Encourage faculty, clinical staff, and peers to mentor nursing students.
12. Refrain from performing any technique or procedure for which the student has not been adequately trained.
13. Refrain from any deliberate action or omission of care in the academic or clinical setting that creates unnecessary risk of injury to the client, self or others.
14. Assist the staff nurse or preceptor in ensuring that there is a full disclosure and that proper authorizations are obtained from clients regarding any form of treatment or research.
15. Abstain from the use of alcoholic beverages or any substances in the academic and clinical setting that impair judgment.
16. Strive to achieve and maintain an optimal level of personal health.
17. Support access to treatment and rehabilitation for students who are experiencing impairments related to substance abuse and mental or physical health issues.
18. Uphold school policies and regulations related to academic and clinical performance, reserving the right to challenge and critique rules and regulations as per school grievance policy.

Essential Skills Required of a Morton College Nursing Student

To meet Morton College Nursing Program academic objectives and perform duties required in the clinical education aspect of the Nursing program, nursing students must be able to demonstrate critical, logical, and analytical thinking. They must demonstrate ability to work with people from diverse backgrounds and with people who have disabilities. Nursing students must possess motor and visual skills that enable them to meet program academic objectives and perform duties required in the clinical education aspect of the Nursing program.

Specifically, Nursing Students:

1. Must be able to communicate effectively and efficiently both verbally and in writing with instructors, peers, patients, families, and other healthcare professionals and the general public.
2. Must have sufficient hearing ability to respond appropriately to instructors, peers, patients, and other healthcare professionals.
3. Must be physically able to transfer patients to and from wheelchairs, beds, toilets, etc. and effectively provide all aspects of patient care relevant to nursing.
4. Must demonstrate ability to spend prolonged periods of time walking, standing, sitting, bending as well as frequently reaching, pushing and pulling.
5. Must have sufficient visual acuity to read regular to extra fine print on measuring devices.
6. Must have sufficient manual dexterity and sensation to allow them to handle small objects, palpate body parts and monitor patients.
7. Must be able to complete interventions/assessments within required time limits in the classroom, laboratory, and clinical areas.
8. Must demonstrate sound critical thinking and problem solving skills and be able to organize, prioritize and execute tasks in a responsible and efficient manner.

*The above technical standards must be met with reasonable accommodations.

EMPLOYER SURVEY CONSENT FORM

Morton's Associate in Applied Sciences Nursing Degree Program is accredited by the Accreditation Commission for Education in Nursing or ACEN. The Nursing Program is guided by the ACEN's six standards for associate degree nursing. One of the standards requires the faculty and administration to collect information from a variety of sources in an effort to demonstrate achievement of program outcomes. The Nursing Program conducts an annual employer survey of our graduates. Data from this evaluation is collected and used for development, maintenance and revision of the program and/or program outcomes.

I give permission for my future employer to complete the employer survey and return it to the Morton College Nursing Program.

Student Name:

(Print)

Student Signature: _____ Date: _____

MEDIA RELEASE FORM

Morton College provides information to the community regarding student accomplishments, programs and school events. This usually occurs through media outlets and online web-based information.

I hereby irrevocably consent to and authorize the use of reproduction by Morton College, or anyone authorized by Morton College, of any and all images or other forms that would capture one's likeness, including but not limited to, photographs, videos, film, or prints that the College has this day taken of me, negative or positive. All negatives, together with the aforementioned image descriptions including but not limited to photographs, videos, film or prints shall constitute the property of Morton College, solely and completely.

Student Name: _____
(Print)

Student Signature: _____ Date: _____