HANDBOOK FOR NURSING STUDENTS
2020-2021

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.
3343 Peachtree Rd NE
Suite 850
Atlanta, GA 30326
404-975-5000
www.Acennursing.org

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 polices 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,

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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.

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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 Dean, Faculty and Staff

MORTON COLLEGE NURSING PROGRAM MISSION STATEMENT

The Associate Degree Nursing Program functions within the framework of the mission and goals of Morton College. The Nursing Program at Morton College is committed to offering exemplary teaching and learning experiences in preparing professional nurses for ethical practice and community service with a commitment to life-long learning. The goals of the nursing program align with that of the college.

Adopted 5/2019

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

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Adopted 5/2019

PROGRAM OUTCOMES

1. Provide safe, quality, compassionate, evidence-based, patient-centered nursing care to diverse patients across the lifespan in a variety of healthcare settings.
2. Engage in clinical judgement when making patient-centered care and other nursing decisions.
3. Participate in quality improvement processes to improve patient care outcomes.
4. Participate in teamwork and collaboration with all members of the healthcare team including the patient.
5. Use information technology and patient care technology to communicate, manage knowledge, mitigate error, and support clinical judgement.
6. Use leadership, management, legal, and ethical principles to guide practice as a Registered 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

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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
- Castle branch https://www.castlebranch.com/sign-in

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 Dishonesty

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/Self-plagiarism

A student should not paraphrase of give a direct quote of the work of another person, published, unpublished or from the Internet, without giving full credit to the author.
Plagiarism is copying another person's text or ideas and passing the copied material as your own work. …You must both delineate (i.e., separate and identify) the copied text from your text and give credit to (i.e., cite the source) the source of the copied text to avoid accusations of plagiarism. Plagiarism is considered fraud and has potentially harsh consequences including loss of job, loss of reputation, and the assignation of reduced or failing grade in a course.
This definition of plagiarism applies for copied text and ideas:
(i) Regardless of the source of the copied text or idea;
(ii) Regardless of whether the author(s) of the text or idea, which you have copied, actually copied that text or idea from another source;
(iii) Regardless of whether or not the authorship of the text or idea, which you copy, is known;

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(iv) Regardless of the nature of your text (journal paper/article, webpage, book chapter, paper submitted for college course, etc) into which you copy the text or idea;

(v) Regardless of whether or not the author of the source of the copied material gives permission for the material to be copied; and

(vi) Regardless of whether you are or are not the author of the source of the copied text or idea (selfplagiarism). This definition also applies for figures and figure legends and for tables and table legends which you copy into your text."

Quoted from "Plagiarism: What It Is and How to Avoid It", Peter Cobbett, PhD, August 2016

Plagiarism may be accidental, blatant, or self-plagiarism. However, students are held to the same standards whether or not they knew they were plagiarizing or whether or not they were plagiarizing themselves or someone else.

Accidental or Unintentional

You may not even know you are plagiarizing. It is your responsibility to make certain that you understand the difference between quoting and paraphrasing, as well as the proper way to cite and delineate quoted material.

Blatant

Here, students are well aware that they are plagiarizing. Purposefully using someone else's ideas or work without proper acknowledgment is plagiarism. This includes turning in borrowed or bought research papers as one's own. Self

Turning in the same paper (or substantially the same paper) for two courses without getting permission from one's instructor is plagiarism.

Unless authorized by their instructors, students are expected to do their own, original work on each assignment in each class. A student who recycles his or her course work from one class to another may face an allegation of academic dishonesty.

An instructor who believes a student has committed an act of plagiarism should take appropriate action, which includes the issuing of failing grade for the assignment and/or a failing grade for the course. Turn it in will be used throughout the nursing program.

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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.

An instructor who believes a student has committed an act of cheating should take appropriate action, which includes the issuing of failing grade for the assignment and/or a failing grade for the course. Dismissal from the nursing program may result based on the cheating incident.

Academic Integrity is expected of all students at Morton College. Students must abide by Morton College Nursing Handbook. Morton College takes a very serious view of violations of academic integrity. As members of the academic community, the college administration, faculty, staff, and students are dedicated to promoting integrity essential to the educational process. Inherent in this commitment is the belief that academic dishonesty in all forms violates the principles of integrity and impedes learning.

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.

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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 prevent 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

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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). Uniforms shall be worn for all lab classes, simulations, and volunteer opportunities specific to Morton College Nursing Progam. 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. Any shirt under the scrub top must be solid/non patterned and one of these colors: navy, white, or black.

Not acceptable/allowed:
   •   Sweat shirts/hoodies, sweat pants, stirrup pants, stretch pants or jeans.
   •   Gum chewing or eating in the labs, simulation rooms and all 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 athletic shoes. (leather or synthetic leather shoes are preferred) Clogs are not allowed.
Hair must be clean, neatly arranged and away from the face and neck. Hair below shoulder length must be pinned or tied back securely. Hair must be of natural color. Males must be clean shaven or have neatly trimmed mustaches or beards. (this applies for clinical, lab, & simulation)

Per the Center for Disease Control, nails should be kept no longer than tips of fingers. Not acceptable/allowed:
   •   Nail polish
   •   Sculptured, tipped or dipped 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 115 Obstetrics & Pediatric Nursing 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.**

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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.
- When absence from a scheduled learning activity cannot be avoided, the student must notify the appropriate faculty member.
- Notification of faculty prior to to the absence is expected but when that is not possible, notification should be carried out as soon as after the absence as possible.
- Absences from any scheduled learning activity may delay the student's progress in the program.
- If any scheduled learning activities are missed, the student will need to make-up these learning activities or withdraw from the course. The decision regarding make-up of learning activities or consequent withdrawal from a course will reside with the course director and/or clinical instructor.

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 Dean if needed to determine. 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.

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- 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.

Students will be assigned 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 6-8 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 6-8 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
- Covid-19 Compliance Toolkit completion

**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. Injuries acquired while at the clinical site will require coverage from the student's health insurance policy.

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.

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

Criminal Background Check

Nursing students are required by law to have a background check. All background checks will be completed utilizing Castlebranch Company. If a felony appears on a background check, please see Dean of Nursing, as there may be issues with clinical site placement and completion of the program.

*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 communicable/infectious illness or unable to meet the clinical guideline requirements, he/she must immediately notify the Dean 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.

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.

1) 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 Dean 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:

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Nursing Program Acceptance Fee	$100.00
Bootcamp Fee	$50
Honor Society Fee	$25
Graduation Stole Fee	$60
Clinical Site Fee	Per Facility
Titers/Immunizations:	$100-400/year
(Proof verification required)	
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	$750.00
NUR 108	$300.00
NUR 110	$50.00
NUR 115	$250.00
NUR 117	$175. 00
NUR 119	$275.00
NUR 202	$250.00
NUR 206	$250.00
NUR 216	$250.00
NUR 218	$450.00
NUR 219	$300.00
NUR 220	$300.00
NUR 224	$300.00

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.

- Course fees are associated with Kaplan review, upkeep of lab & equipment, electronic resources and numerous other items throughout the program.

ACADEMIC PROGRESSION

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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.

Academic Advising

All nursing students are required to meet with their Academic Advisor once per semester to confirm that they are on track for program completion & commencement. Students are required to submit a signed documentation from their advisor depicting the date and time of their meeting. This form should be submitted to the Health Careers Support Specialist immediately upon completion of the visit.

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 may be 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. APA format is required. *See Plagiarism policy in the College catalog.*

Online Test Taking

Students will take and complete exams online through the use of Examplify. Students will use the school provided Ipad to utilize Examplify and complete all assessments assigned by their course instructor. To protect the integrity of the exams, students will be monitored while the exam is being administered using proctoring software. During the exam, continuous audio and video recording of the exam taker occurs using both webcam and screen capture. The student is required to have an internet connection to download and upload an exam, but is not required to have internet connection during the exam. Tools that the student may require such as a calculator, question highlighting, and answer

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choice cross out are all provided within Examplify. The student may not use any outside resource during the exam.

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.
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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). The retention specialist and/or Dean must approve the withdrawal process.

Student Responsibility for Readmission	Outcome for Failure to Comply
Follow readmission policy in "Handbook for Nursing Student" See Instructor/ Director of Nursing for signature on withdrawal form	Student receives failing grade for course.
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 acceptance into the program for the year immediately following their failure/withdrawal. **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 who have already been readmitted to the program after an unsuccessful attempt and were again unsuccessful will be required to sit out one (1) full academic year in order to apply to the program as a brand new student and start the program from NUR 107.

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.

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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 Dean 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, Kaplan testing, and/or medication calculation tests. Course placement will be determined by the committee in conjunction with the Dean.
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.

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 must follow the student success plan provided by the Retention Specialist.
5. Readmitted students will enter on probation and be assessed at the end of the first term.
6. Students must pass a proficiency exam on the last courses that were passed and achieve a grade of 76% or better.

Readmission Sequencing

First Semester (NUR 107 and/or NUR 108 and/or NUR 110)
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)
• Failure/withdrawal in NUR 110 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 one (1) consecutive academic year 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 115, NUR 119)
Students who failed or withdrew in NUR 115, or NUR 119 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)

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Third Semester (NUR 202 & NUR 219)
Students who failed or withdrew in NUR 202 or NUR 219 must have achieved a grade of "C" or better in all courses, including electives and in NUR 107, NUR 108, NUR 115, and NUR 119 and:
- Reapply to the Nursing Program
- Repeat failed/withdrawn course (space available basis)

Fourth Semester (NUR 220, and/or NUR 224)
Students who fail or withdrew in NUR 220 and/or NUR 224 must have achieved a grade of "C" or better in all courses, including electives and in NUR 107, NUR 108, NUR 115, NUR 119, NUR 202, and NUR 219, and :
- Reapply to the Nursing Program
- Repeat failed/withdrawn course (space available basis)

Please note: Students who fail NUR 206, NUR 216, NUR 218 will not be given the option to be readmitted to the program due to curriculum change.
- ***Students may apply to the Nursing Program as a new student and if accepted must start at the beginning of the curriculum.***

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 may include but are not limited to:

- Being required to repeat previously passed courses within the semester the student is returning to

- Mandatory summer review programming participation

- Mandatory supplemental session participation

- Weekly coaching and/or tutoring

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

C.A.R.E PROGRAM OVERVIEW
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. However, The Morton College Nursing Program believes that all students meeting the entrance criteria for the program can succeed with the right effort and support. The C.A.R.E (Compassionate, All-Inclusive Retention Effort) program has been established to ensure that all students have the support available to meet their highest potential in the nursing program. The C.A.R.E program includes the academic success policy, boot camps, one-on-one coaching, tutoring, seminars, community service, and other success interventions.

C.A.R.E. Program Requirements for All Students
It is highly beneficial for all students to get off to a supported start at the beginning of the program. All nursing students are required to meet the following C.A.R.E. requirements or may face disciplinary measures up to and including dismissal from the program:
- Individual Welcome Meeting – Each student must meet individually with C.A.R.E. retention personnel the summer before the start of the program. Students can ask about individual questions and concerns.

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- Boot Camp – All students must attend summer boot camp and complete the boot camp requirements.
- Supplemental Sessions – All students must attend weekly supplemental sessions during NUR107. The sessions will include practical tips and guidelines regarding study strategies, time management, stress reduction, and contextualized content review – geared specifically to help students meet the demands of the nursing program for the upcoming two years.
- Community Service – All students must complete 8 hours of community services prior to graduation. Nursing is not simply a career or an academic pursuit, but also we have a long history of activities that promote social justice. Therefore, Morton College expects its students to not only meet its rigorous academic, clinical, and conduct requirements, but also to demonstrate leadership and a commitment to service through a mandatory service requirement. All Morton College nursing students are required to complete eight hours of service to Morton College and/or the greater community prior to graduation. Service hours must be related to health, wellness, fitness, or Morton College health sciences outreach and recruitment. The Morton College Health Sciences department will advertise or provide service opportunities from time to time, but Morton College does not guarantee that it can provide service opportunities for all it students; all students are responsible for finding their own service opportunities during their two years in the nursing program. Students are therefore encouraged to seek opportunities in their own communities, but all service hours that students pursue outside of Morton College must be pre-approved to ensure that they meet the service guidelines. All service hours must be documented clearly showing the date, time, and nature of service. Service hours must also be signed or stamped by the person or entity leading the service project and submitted by the student to the Retention Specialist within a timely fashion. Examples of acceptable service hour project sites include but are not limited to:
  - Morton College Nursing/Health Sciences open houses and recruitment events
    - Health fairs/blood drives/screenings ○ Hospitals/clinics/nursing homes ○ Food pantries/soup kitchens ○ Domestic violence shelters ○ Homeless shelters
  - Fundraising/awareness events for particular diseases or health conditions

  It should be noted that eight hours is the minimum requirement, but students are encouraged to complete more service hours than the bare minimum. Students demonstrating an exemplary commitment to service through the accrual of documented service hours will be recognized at the Nursing Pinning Ceremony.

C.A.R.E. Program Requirements for Students Meeting a Certain Criteria

It is the goal of the C.A.R.E. program to ensure that all students giving the appropriate effort are successful. If a student is not meeting program expectations, it is important that such issues are addressed in a timely fashion and that the student is given the support he/she needs to overcome the issue.
- Academic Success Policy – If a student scores below 78%, the student must meet with one of the following individuals before the student's next test:
  - The student's instructor ○ The Retention Specialist ○ The Nursing Tutor

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If the students and instructors discussion support one on one coaching, a holistic learning plan will be developed and used as a coaching tool. This will continue until the instructor and student's academic goals are met.

- Student Success Contract – Students demonstrating a pattern of concerning program performance at any time during the program may be required to complete requirements stipulated by a Student Success Contract. Concerning program performance may include but is not limited to:
    - o   Failing two or more consecutive tests in a course
    - o   Having a failing test average with more than one-third of the tests in the course completed
    - o   Having nearly failed the last course taken   o   Being a readmitted student   o   Frequently being late or absent to lecture, lab, or clinical
    - o   Frequently turning in assignments late   o   Lack of professionalism
    - o   Any reason for which a student may be placed on probation

A Student Success Contract will contain an individualized intervention plan based on the needs of each student. Individualized interventions include but are not limited to:
    - o   Weekly tutoring   o   Weekly one-on-one coaching o Supplemental instruction participation
    - o   Summer programming   o   Assignment monitoring o Special assignments
    - o   Lab skill remediation

Students who do not comply with the Student Success Contract interventions will be required to meet with the Dean of Health Sciences and may be placed on probation if deemed necessary.

- Board Exam Remediation – At the end of fourth semester, the C.A.R.E. Team will evaluate the following for each student: 1) the results of the student's Kaplan Diagnostic test, 2) the student's overall test performance in the nursing program, and 3) other factors related to the student. Upon the completion of this evaluation, the students most at risk for not passing the board exam on the first attempt will be required to do remediation work. Students will not be permitted to take their board exams until their remediation work is complete.

C.A.R.E. Program Requirements for Students by Choice

Many support interventions work most efficiently when done on a consistent basis. Therefore, the nursing program offers interventions which students may voluntarily sign up for. However, by signing up for these interventions, the student is making a commitment to participate in the intervention for the entire course or semester length. Some C.A.R.E. interventions that are available:
- Supplemental Sessions – Every nursing lecture course after NUR-107 will have optional supplemental sessions available. Students signing up for them will be required to commit to the supplemental course schedule. If absences occur, they must be excused.
- One-on-One Coaching – All students may sign up for one-on-one coaching for the duration of the semester or course. Students will meet with a faculty or staff member on a weekly basis to discuss a theme of their choosing.

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C.A.R.E. Program Interventions Available on an As-Needed Basis

- Individual Nursing Tutoring – Students may sign up to meet individually with the Nursing Tutor for one-hour sessions.
- Test Reviews – Group test reviews may be held for various classes in order to review for upcoming tests.
- Instructor Meetings – Students are encouraged to meet with their instructors during office hours or by appointment.
- Retention Specialist Meetings – The Retention Specialist is available to meet with students for any reason.
- Director Talks – The Dean of Health Sciences holds monthly meetings where students can share experiences and goals.
- Nursing Student Resources Blackboard Site – The Nursing Student Resources Blackboard site contains resources for students throughout their entire two years in the program.
- Open Lab – The nursing lab classrooms will be available (see posted schedule each semester) when not in use for classes so that students can practice lab skills.
- Cognitive Lounge – Students can connect with other students and digital media.
- Serenity Room – The serenity room is located next to the Cognitive Lounge (350B) and is a quiet place where individual students can relax and promote their own self-care.

Compliance

NUR-107 students who miss a freshmen seminar session must make up the missed session by meeting with the Retention Specialist individually.

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 are expected to comply with all of the components of the Academic Success Policy. Failure to do so may result in disciplinary action up to and including dismissal from the nursing program.

Medication Administration Policy

1. All medications via any route must be administered under the direct supervision of an RN faculty.
2. Students administering medications must document using their own computer access, when available, or per agency policy.
3. The nursing instructor or staff nurse must access and obtain the medication.
4. The nursing instructor must be with and supervise the student as the medication is prepared, patient is identified, verification process is carried out, and medication administered.
5. PO narcotics and IV meds may be administered after being checked and approved by the faculty RN. 6. Students are not allowed to administer medications with the floor nurse without the supervision of their instructor.
7. Any violation of this policy may 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 108. A student evaluated as unprepared, unprofessional and or unsafe will be removed from clinical. Students not meeting course and

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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. Faculty will follow the Nursing Program Evaluation Rubric.

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 Dean of Nursing. 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.

Any student placed on probation must meet with the retention specialist. Failure to do so may result in dismissal from 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.

Students must meet all requirements including all clinical assignment in order to pass the course.

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

Note: Students may be placed on probation for theory, clinical, lab, health requirements and professional issues*.*

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.

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

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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 Dean of Health Science, , 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.

OADN Nursing Honor Society

All nursing students are eligible to be inducted into the OADN Honor Society Epsilon Nu Chapter here at Morton as long as they meet the requirements. Students must meet the 3.0 GPA requirement in all of their nursing courses. Once invited students will perform a community project to meet the induction qualifications.

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, Dean of Nursing Program.
- Course Issues (course grades/grade appeal, clinical assignments/locations): theory instructor, Lead, Dean of Nursing Program.
- Progression Issues (readmission, withdrawals): theory instructor, Dean of Nursing Program, Nursing Faculty Committee, Office of Admissions and Records.
- Complaints or grievances: Students are welcome to meet with the Dean 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).

IPads

Morton College Nursing Department utilizes the 1:1 initiative. Each student is provided with an IPad to utilize for the length of the program. Please see IPad Policy for specific details.

Recording of Lectures

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 messaged, placed on the internet, web page or emailed without the consent of the instructor. An instructor may request for a signed consent for recording.

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,

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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://wcmsstg.morton.edu:8080/Professional_Resources/

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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 n 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 polices, 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.

A Patient's Bill of Rights. American Hospital Association: Author.

Appendix B

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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.

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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. Must be able to lift 50lbs.

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.

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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: _____ 2020-2021 Nursing Handbook Acceptance

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I, _____, have fully read and understand the contents of this 2020-2021 Nursing Handbook. I agree to abide by all policies and regulations and understand that failure to do so may result in withdrawal from the program.

_____
PRINTED NAME

_____
SIGNATURE

_____
DATE

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Remote Learning & Disaster Plan Handbook

Congratulations on your decision to pursue an education in Health Sciences in a remote learning environment. This field and environment can be both challenging and rewarding. This decision comes with a high degree of responsibility and adaptability. Your actions will influence the health and wellbeing of others during your educational process and upon entering the workforce as a healthcare professional.

The administration, staff, and faculty of the Health Sciences Department are sincerely committed to supporting students and helping them achieve their goals. At the same time, we recognize that we must maintain educational standards aimed at ensuring the highest quality of healthcare education possible. We strive to keep our educational programs current and compliant with all required external standards of healthcare education. We are committed to offering qualified Health Sciences programs, resulting in the development of qualified and effective healthcare professionals.

This Remote Learning & Disaster Plan Handbook is meant to inform Health Sciences students of any similar, additional, or edited program policies and procedures to their Standard Program Student Handbook in order to address the requirements necessary for a successful remote learning environment at Morton College. Please familiarize yourself with all information contained in this guide, as well as the information in your Standard Program Student Handbook and the Morton College Catalog.

In the event that program structure or policies and procedures should/need to be changed, you will be notified by the Dean, Associate Dean, Director of the program, or faculty verbally and/or in writing. Structure or policies and procedures are subject to change at any time and students are required to abide by those changes in order to continue on in their Health Sciences program. Some additional policies to your Standard Program Student Handbook may be required to be signed and submitted to the Dean, Associate Dean, and/or Director of the program. Any questions regarding this information can be discussed with the Dean, Associate Dean, and/or Director of the program.

Respectfully,

Morton College Health Sciences Administration, Staff, and Faculty

Contact Information for the Health Sciences Department:
3801 S. Central Ave, Room 303C
Cicero, IL 60804
(708) 656-8000 Ext 2265

<u>**Remote Administration and Completion of Quizzes and/or Examinations**</u>

Quiz/Examination Times

Students are expected to be present and available for quizzes and/or examinations during regularly scheduled class time unless otherwise directed or approved by the instructor. Missed quizzes and/or examinations not excused by the instructor may result in a grade of "zero."

Proctoring

Students are expected to take and complete quizzes and/or examinations remotely/online through the use of Examplify. Students will use the school provided iPad to utilize Examplify and complete all assessments assigned by their course instructor. To protect the integrity of the quizzes and/or examinations, students will be monitored while the quiz and/or examination is being administered using proctoring software. During the quiz and/or examination, continuous audio and video recording of the examination taker occurs using both webcam and screen capture. The student is required to have an internet connection to download and upload a quiz and/or examination, but is not required to have internet connection during the quiz and/or examination. Tools that the student may require such as a calculator, question highlighting, and answer choice cross out are all provided within Examplify. The student may not use any outside resources during the quiz and/or examination unless directed otherwise by the instructor. Students suspected of using any outside resources during a quiz and/or examination may be subject to disciplinary action as outlined under Academic Integrity/Cheating of this policy.

Conditions

Students are expected to have internet access and a quiet and clear area to take quizzes and/or examinations. Students may not use textbooks, notes, web browsing, other electronic devices, and/or outside assistance during quizzes and/or exams unless directed otherwise by the instructor. Students suspected of using any outside resources during a quiz and/or examination may be subject to disciplinary action as outlined under Academic Integrity/Cheating of this policy.

<u>**Attendance Policy**</u>

Class attendance policy and requirements, as outlined in the respective program student handbook, are the same remotely/online as they are for traditional on-campus class time unless directed otherwise by the instructor. Students are expected to be present and available to participate and perform coursework during regularly scheduled class time. Attendance will be taken. **CLASS TIME IS CLASS TIME!**

<u>**Remote Learning Plan for Retention and Tutoring**</u>

Student Success Contracts

Students who are on a Student Success Contract must still comply with the stipulations of their individual contracts to the extent possible, and some adjustments may have to be made so that compliance can be achieved remotely. For example, individual coaching/check-in sessions can be completed through email or via online meeting platforms such as Zoom, Blackboard Collaborate, or Skype. Students can demonstrate participation in mandatory supplemental sessions through EdPuzzle attendance, playing Kahoot games, or other similar methods. In the rare instance in which a Student Success Plan stipulation absolutely cannot be fulfilled remotely, the stipulation can be temporarily waived. Students on Student Success Contracts should be informed of any adjustments to their contracts at the start of the remote learning period.

Student Success Policy

The Success Policy can remain intact during the duration of remote learning. Students failing exams can still meet with their instructor, retention personnel or the nursing tutor via online meeting platforms such as Blackboard Collaborate, Zoom, or Skype.

Supplemental Sessions

Supplemental Sessions including summer sessions can still be provided during times of remote learning. Supplemental Sessions can either be achieved live through platforms such as Blackboard Collaborate or Zoom, or they can be pre-recorded and accompanied by Kahoot games or other learning activities. Student survey results have indicated that most students prefer to have the sessions pre-recorded so that they can complete them on their own time. Attendance in Supplemental Sessions can be tacked through applications such as EdPuzzle, Kahoot and quizzes embedded in Blackboard.

Individual Coaching and Tutoring

Individual meetings with students for coaching and tutoring can be achieved through the use of online meeting platforms such as Blackboard Collaborate, Zoom, or Skype. Students can make appointments using the online scheduler as usual or via email. Phone meetings are also a possibility.

Monitoring

Retention personnel can monitor student course progress per usual by keeping a close eye on Blackboard gradebooks. It should be noted that many students very much struggle with online learning, and this struggle may not always be reflected in their grades. Similarly, students may experience increased stress and trauma due to the factors which triggered remote learning to be instituted. Therefore, frequent contact points with students are recommended and may include group emails with positive messages, individual email check-ins to all students, and non-academic group meeting sessions.

Academic Integrity/Cheating

Academic Integrity is expected of all students at Morton College. Students must abide by their Standard Program Student Handbook's Academic Honesty/Misconduct Policy. Morton College takes a very serious view of violations of academic integrity. All members of the academic community, the colleges administration, faculty, staff, and students are dedicated to promoting integrity essential to the education process. Inherent in this commitment is the belief that academic dishonesty in all forms violates the principles of integrity and impedes learning.

Morton College treats ethical violations affecting course work with the utmost seriousness. Academic dishonesty and/or cheating will be handled in accordance with the policies and procedures outlined in your Standard Program Student Handbook and the Morton College Catalog. Academic Penalty may result if a student is found to be in violation of any of these policies and may receive a grade of "zero" for the coursework in question with possibility of a failing grade for the course. Assignment of a failing course grade may result in dismissal from the program.

WiFi/Connection Issues

It is the student's responsibility to find out from the instructor upon immediate course commencement an alternative form of communication, this may be use of the Mongoose Cadence texting system that is being implemented institution wide, with the instructor in the event that the student is having WiFi/connection issues. You must utilize this form of communication immediately upon encountering WiFi/connection issues; failure to communicate may result in an unexcused absence and/or the instructor not accepting assignments or allowing make-ups of missed quizzes/exams. Please note, all Blackboard Collaborate sessions have call-in numbers for ability to attend class

Morton College COVID-19 Guidelines and Information

Morton College is following the CDC and IDPH recommendations regarding contact tracing and quarantine guidelines. We have a COVID-19 Committee, made up of college administration and the Morton College nurse, that decide what is best for our campus.

Required COVID-19 Screening

Only one door on campus is open, this is the main entrance of Building C. Face mask must be worn upon entry; face masks are provided at the door if one is needed. There is a brief questionnaire consisting of 4 questions pertaining to symptoms, travel, and contact with a positive case. You will be required to provide your name and phone number on the questionnaire, in the event that you need to be contacted for contact tracing purposes. Response to this survey will be one factor in determining if you may enter campus. The other factor will be based on your temperature. You will be required to have your temperature taken by the licensed Morton College nurse and/or a trained Morton College nursing student; if your temperature is 100.4 degrees or greater, you will be asked to return home. If both factors are cleared, then you will be given a colored wrist band. Please note, that the color of the wrist band changes daily to indicate each specific day that you have cleared the screening process. The wrist band must remain on throughout the entirety of your time on campus each day. If the wrist band is removed, you will be required to be re-screened upon re-entry that day.

COVID-19 Guidelines

Guidelines are constantly changing and the Morton College nurse is staying up-to-date daily. The Morton College nurse is the 1st contact with every student that has reported/confirmed symptoms, direct contact with a positive case, reported COVID-19 testing, and/or a reported/confirmed case of COVID-19.

Contact Tracing – The Morton College nurse will be in contact with you directly, via email or phone call, if you are found to have been in direct contact with a COVID-19 positive case on campus. The Morton college nurse will give you the necessary information for next steps for your safety. The nurse will be the ultimate decision maker regarding your ability to come to campus and/or return to campus. It is your responsibility to forward the directive/guidelines given to you by the Morton College nurse immediately to your instructors and director/dean. Morton College will take the necessary/possible steps to ensure that you may attend class virtually and/or receive the information/content needed. We ask that you stay as engaged with your coursework as possible throughout this time and in frequent communication with your instructors and director/dean.

Symptoms – If you have COVID-19 symptoms, please do not come to campus and contact the Morton College nurse, Dana Kraft (dana.kraft@morton.edu). If you report symptoms to any other Morton College staff/faculty member, this report will be directed immediately to the Morton College nurse, at which time the nurse will contact you via email with questions regarding your symptoms. The nurse will be the ultimate decision maker regarding your ability to come to campus and/or return to campus. It is your responsibility to forward the directive/guidelines given to you by the Morton College nurse immediately to your instructors and director/dean. Morton College will take the necessary/possible steps to ensure that you may attend class virtually and/or receive the information/content needed. We ask that you stay as engaged with your coursework as possible throughout this time and in frequent communication with your instructors and director/dean.

Direct Contact – If you have had known direct contact with a COVID-19 case, please do not come to campus and contact the Morton College nurse. If you report direct contact with a COVID-19 case to any other Morton College staff/faculty member, this report will be directed immediately to the Morton College nurse, at which time the nurse will contact you via email with questions regarding the direct contact. The nurse will be the ultimate decision maker regarding your ability to come to campus and/or return to campus. It is your responsibility to forward the directive/guidelines given to you by the Morton College nurse immediately to your instructors and director/dean. Morton College will take the necessary/possible steps to ensure that you may attend class virtually and/or receive the information/content needed. We ask

that you stay as engaged with your coursework as possible throughout this time and in frequent communication with your instructors and director/dean.

Reported COVID-19 Testing – If you have decided to have a COVID-19 test scheduled or performed and you report it to any Morton College staff/faculty or the Morton College nurse, you will be required to provide the Morton College nurse with the result, whether positive or negative, before entering and/or returning to campus. The Morton College nurse will contact you via email with questions regarding the testing and results. The nurse will be the ultimate decision maker regarding your ability to come to campus and/or return to campus. It is your responsibility to forward the directive/guidelines given to you by the Morton College nurse immediately to your instructors and director/dean. Morton College will take the necessary/possible steps to ensure that you may attend class virtually and/or receive the information/content needed. We ask that you stay as engaged with your coursework as possible throughout this time and in frequent communication with your instructors and director/dean.

Positive COVID-19 Case – If you receive a positive COVID-19 test result please do not come to campus and email the Morton College nurse immediately, the Morton College nurse will contact you via email with questions regarding your positive test result. If you report a positive COVID-19 test result to any other Morton College staff/faculty member, this report will be directed immediately to the Morton College nurse, at which time the nurse will contact you via email with questions regarding the positive test result. The nurse will be the ultimate decision maker regarding your ability to come to campus and/or return to campus. It is your responsibility to forward the directive/guidelines given to you by the Morton College nurse immediately to your instructors and director/dean. Morton College will take the necessary/possible steps to ensure that you may attend class virtually and/or receive the information/content needed. We ask that you stay as engaged with your coursework as possible throughout this time and in frequent communication with your instructors and director/dean.

Personal Protective Equipment (PPE) Policy:

Lecture – Surgical face mask and 6 feet of social distancing is required **AT ALL TIMES** when entering any lecture/class session. Additional requirements may be applied based on activity and the instructor's discretion.

Laboratory – The following PPE is required **AT ALL TIMES** when entering any laboratory, simulation, and/or open laboratory session; face shield and/or goggles, surgical face mask, and gloves. Face shields, surgical masks, and gloves will be provided to you as needed. In addition, 6 feet social distancing should be maintained whenever possible.

Clinical – PPE requirements at the clinical site is dependent on the specific site's policies. The clinical site's policies must be followed **AT ALL TIMES**.

Health Sciences Department
&
Clinical Education Risk Acknowledgement

Morton College and the Health Sciences Program has been closely monitoring the impact of the coronavirus (COVID-19) on healthcare education. Action plans are being carried out to keep students, faculty, and staff safe. Clinical sites are enacting plans that may impact clinical education and site placements. The Morton College Health Sciences Department must recognize and abide by institutional policies; accrediting body standards and required elements of accreditation; local, state, and federal regulations; and the Centers for Disease Control and Prevention's and the Illinois Department of Public Health's guidance on the possible variations in the spread of COVID-19. At this point, the focus is for each student to meet the requirements necessary to become a safe entry-level healthcare professional.

Health Sciences Department
Risk Acknowledgement/Informed Consent

I understand, in light of the current climate, that education in the Health Sciences Department at Morton College includes clinical work performed in hospitals or other clinical facilities, and that I will participate in direct care of and possible exposure to patients with a variety of illnesses and diseases, including COVID-19. I understand that working in a healthcare environment may include handling of and/or contact with human bodily fluids, secretions, tissues, and or wounds. I understand that as a result of this, I will most likely be exposed to disease carrying microorganisms. I also understand that some facilities may have their own specific guidelines that I must follow during my clinical placement regarding direct care of and possible exposure to patients with a variety of illnesses and diseases, including COVID-19. I understand that the Morton College Health Sciences Department is following the Centers for Disease Control and Prevention's and the Illinois Department of Public Health's guidance. I attest that I will follow CDC guidelines and notify the appropriate personnel per my program guidelines if feeling ill with a fever or respiratory symptoms. I acknowledge, despite taking all preventative measures, there is a potential risk of COVID-19 exposure during clinical work.

Name:

Date:

Signature:

Health Sciences Department
Waiver of Refusal

I understand that I have the right to refuse my clinical assignment at this time and I also understand that successful completion of the required clinical affiliation experience, including achievement of specific performance criteria and clinical hours, is required for graduation from my Morton College Health Sciences Program; per institutional policies; accrediting body standards and required elements of accreditation; and local, state, and federal regulations. I understand that refusing my clinical assignment will result in administrative withdrawal from the program.

Name:

Date:

Signature:

Health Sciences Department
Acknowledgement of COVID-19 & Clinical Site Placement Status

It has been communicated to me, in light of the current COVID-19 epidemic, that many clinical sites have suspended and/or canceled clinical affiliation placements for students until further notice. I understand, should my clinical experience be suspended/canceled, that it will not begin on the previously set dates and will be postponed until further notice. I understand this may involve initiating the clinical experience at a later time or being placed at a different clinical site, when one becomes available; this may result in "Incomplete" course status or delayed graduation.

Name:

Date:

Signature: